



February 1, 2012

VIA EMAIL

Patrick Walter  
General Manager  
Purissima Hills Water District  
26375 Fremont Road  
Los Altos Hills, CA 94022

**Re: Implementation of the Recommendations of LAFCO's 2011 Countywide Water Service Review Report**

Dear Mr. Walter:

As you know, LAFCO recently adopted the 2011 Countywide Water Service Review Report that included sphere of influence updates for water districts and resource conservation districts in Santa Clara County. The Report is available on the LAFCO Website ([www.santaclara.lafco.ca.gov](http://www.santaclara.lafco.ca.gov)) under "What's New?" The Report identifies several opportunities and includes several recommendations for improving water and resource conservation services in the county. Specifically, the Report provides recommendations (see Attachment A) for improving the accountability and transparency of agencies through changes in their operations, management, and administration.

**Agency's Response is Requested**

In an effort to follow-up on these recommendations, LAFCO is requesting that each agency:

1. Review the chapter of the Service Review Report pertaining to the agency and provide a written response to LAFCO on how the agency plans to implement the recommendation(s) presented in the Report and summarized in the attached table (see Attachment A), along with a time-frame for that implementation, and
2. Provide an explanation if the agency does not plan to implement a recommendation.

**Response Due No Later Than March 14, 2012**

Please provide a written response to LAFCO as soon as possible and **no later than March 14, 2012**. If you have any questions or concerns or would like to meet to discuss the agency's plans, I can be reached at (408) 299-5127 / [neelima.palacherla@ceo.sccgov.org](mailto:neelima.palacherla@ceo.sccgov.org) or you may contact Dunia Noel, LAFCO Assistant Executive Officer, at (408) 299-5148 / [dunia.noel@ceo.sccgov.org](mailto:dunia.noel@ceo.sccgov.org).

Lastly, I would like to thank you and the District for participating in LAFCO's 2011 Countywide Water Service Review and for your consideration and timely response to this request.

Sincerely,

A handwritten signature in cursive script that reads "Neelima Palacherla".

Neelima Palacherla  
LAFCO Executive Officer

Attachment:

- A. Recommendations for Improving Accountability and Transparency

Cc:

Purissima Hills Water District Board of Directors  
LAFCO Members

**ATTACHMENT A: RECOMMENDATIONS FOR IMPROVING ACCOUNTABILITY AND TRANSPARENCY**

<b>AGENCY</b>	<b>WEBSITE</b>	<b>FINANCIAL RECORDS</b>	<b>AUDITS</b>	<b>ELECTIONS</b>	<b>PLANS / PROGRAMS</b>	<b>OPERATIONAL PRACTICES</b>	<b>MANAGEMENT PRACTICES</b>
<b>Aldercroft Heights County Water</b>	Establish a website or publish a newsletter	Statements need to be more comprehensive	Submit FY09-10 audit to County & prepare future audits on time	Widely advertise board vacancies to ensure contested elections	Establish multi-year capital improvement program	N/A	N/A
<b>Purissima Hills Water District</b>	N/A	N/A	N/A	N/A	Enhance water conservation program efforts to address large lots	N/A	N/A
<b>Pacheco Pass County Water District<sup>1</sup></b>	Establish a website or publish a newsletter	Statements need to be more comprehensive and completed on an annual basis	Submit audit for last 5 years to San Benito County & establish audit schedule	Widely advertise to fill extended board vacancies & to ensure contested elections	Consider long-term future of District  Adopt a capital improvement plan & multi-year CIP for infrastructure needs	Track groundwater levels and usage, and water release through dams	Track workload and hours of District staff monthly
<b>San Martin County Water District</b>	Establish a website or publish a newsletter	N/A	Submit audit for last 5 years to the County & establish audit schedule for future audits	Widely advertise to fill extended board vacancies & to ensure contested elections	Prepare master plan & project future water demands and storage needs  Establish multi-year capital improvement program	Seek LAFCO approval before extending services outside District boundary	Track District & staff workload
<b>Guadalupe-Coyote Resource Conservation District</b>	Continue to populate website with further information and documents	N/A	N/A	N/A	Prepare a plan for services that the District intends to provide that do not overlap with SCVWD efforts or SCVWD's enabling act	Establish policies and guidelines for reviewing development projects to increase transparency & provide consistency	Track workload of staff and evaluate staff on a regular basis
<b>Loma Prieta Resource Conservation District</b>	N/A	N/A	N/A	N/A	More closely align long range plan with functions in principal act		N/A

<sup>1</sup>San Benito County LAFCO is principal LAFCO for the District. Santa Clara LAFCO will forward this information to San Benito LAFCO.