

**PURISSIMA HILLS WATER DISTRICT  
MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS**

**September 14, 2022 Minutes**

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** President Jordan called the regular meeting to order at 6:30 p.m. on the Zoom on-line platform.

Directors Present: President Jordan, Directors Lucille Glassman, Anand Ranganathan and Brian Holtz.

Staff Present: Phil Witt, General Manager; Anthony Stoloski, Operations Manager; Joubin Pakpour, Engineer, Pakpour Consulting Group; Brandon Laurie, Engineer, Pakpour Consulting Group; Catherine Groves, Attorney, Hanson Bridgett; Samantha Vu, Office Manager/District Secretary; and Sheldon Chavan, Financial Consultant.

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** None
3. **CONSENT CALENDAR** It was moved by Director Holtz, seconded by Director Ranganathan to approve the consent. Motion approved (4 – 0) – roll call vote, Stone absent.
4. **APPROVE RESOLUTION 2022-11 ACCEPTING THE CONCEPCION/FREMONT ROAD WATER MAIN IMPROVEMENTS AS COMPLETE AND AUTHORIZE THE RECORDATION OF A NOTICE OF COMPLETION WITH THE SANTA CLARA COUNTY RECORDER** District Engineer, Joubin Pakpour, explained the process to accept the project as complete and reviewed the change order summary. He described the Notice of Completion and why it is needed. He noted that everyone has been paid and the project was successful. A board discussion followed. It was moved by Director Holtz, seconded by Director Glassman to approve resolution 2022-11. Motion approved (4 – 0) – roll call vote, Stone absent.
5. **APPROVE TASK ORDER 22-23-01 WITH PAKPOUR CONSULTING GROUP, INC. FOR DESIGN SERVICES IN THE AMOUNT OF \$335,362 FOR THE CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE WATER MAIN IMPROVEMENTS** Director Ranganathan recused himself due to the proximity of this project to his residence. District Engineer, Joubin Pakpour presented this item and a Board discussion followed. It was moved by Director Jordan, seconded by Director Holtz to approve task order 22-23-01. Motion approved (3 – 0) – roll call vote, Stone absent and Ranganathan recused.
6. **UPDATE ON RATES AND FEES STRUCTURE** General Manager, Phil Witt, updated the board with the status of the fees update project. The updated capacity fees are expected to be complete in October. Director Ranganathan suggested that an ad-hoc subcommittee be formed to help review the fee proposal. Director Jordan agreed and selected Director Ranganathan along with Director Holtz to form an ad-hoc committee to help review the fees.
7. **CONSERVATION COMMITTEE REPORT** General Manager, Phil Witt, reported that the District was able to meet with Las Virgenes to discuss water budgets and

conservation. Las Virgenes have been in the news lately due to high water usage and their celebrity demographic. A Board discussion followed. Operations Manager, Anthony Stoloski continued the discussion with updates on the conservation activities that took place during the month of August. PHWD staff completed 47 work orders for customer side leaks during the month of August. There are still 284 endpoints that have not updated with daily usage to the EyeOnWater dashboard. The District has added a Report Water Waste Portal to the website.

8. **SUPPLY COMMITTEE REPORT** Director Jordan commented that 88,000 units for August is an amazing result from conservation cutbacks. He noted that the District loaned water to Cal Water in the past and instead of being paid back in dollars, the District is asking to have the water returned with the potential of purchasing additional water through Valley Water. General Manger, Phil Witt, reported that the letter to the City of Palo Alto have been sent out after being reviewed by Hanson Bridgett. A Board discussion followed.

9. **ENGINEER'S REPORT**

▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that a notice to proceed have been issued for October 10<sup>th</sup>. Materials for the project are slowly being received. Project is expected to start mid-October.

▶ **MCCANN OPERATION CENTER DESIGN SOLICITATION** District Engineer, Joubin Pakpour, reported that 6 proposals were received and reviewed. All 6 proposals were scored by the subcommittee. The top 3 consultants have been interviewed. Grading have been finalized and consultants will be notified. The recommendation to award the project will be brought back in the October meeting.

10. **ATTORNEY'S REPORT** Nothing to report.

11. **MANAGER'S REPORT** General Manager, Phil Witt, reported that hydrant leak sensor agreement is making progress. The District had a typo on the pass through rate increase notice that went out to customers. The decimal for the dollar amount was in the wrong place. The District updated NextDoor along with the District website to acknowledge the error. District Secretary, Samantha Vu, commented that there will be a message included with the next billing statements to remind customer that a rate increase took place mid-month. General Manager, Phil Witt, reported that he attended a tier two meeting along with other water agencies.

**A. FIELD REPORT**

- ▶ On 8/17, the District abandoned and relocated the blowoff on Old Trace Lane.
- ▶ On 8/17, PG&E hit a service line at 12211 Stonebrook Drive. The 1" service line was located on Prospect Ave.
- ▶ The District trimmed and cleaned vegetation at La Cresta and McCann Tank sites.
- ▶ On 8/23, the District upgraded an air release to the current standard at 26338 Esperanza Drive.
- ▶ On 9/9, the District had Brush Hog Tree Care Inc. remove a fallen tree at the Hungry Horse Tank site. There were minor repairs to the fence.
- ▶ On 9/10, there was a leak on Ortega Drive. It was a full circle crack that could

use a repair clamp. The main is located off the road so there was only minor pathway restoration.

- ▶ The District had one 1” meter upgrade at 13875 Mirmirou Drive.
- ▶ The District installed two new 2” backflows

District Secretary, Samantha Vu reported that the District will start sending out shut off notifications for past due non payment customers at the end of September.

**B. CUSTOMER COMMUNICATION** Nothing to report.

**12. DIRECTOR’S REPORT**

**A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics**

**B. DIRECTOR’S COMMENT**

**13. AGENDA ITEMS FOR OCTOBER 12, 2022**

- ▶ Clarification on cutbacks
- ▶ Rate and Fee Structure
- ▶ Well update
- ▶ Fire District Update

**14. ADJOURNMENT** The meeting was adjourn at 8:53 p.m.