

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

**December 8, 2021 Minutes**

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

Directors Present: President Jordan, Directors Essy Stone, Lucille Glassman, Anand Ranganathan (joined after item 3), and Brian Holtz.

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

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** None
3. **RESOLUTION: FINDINGS TO SUPPORT REMOTE BROWN ACT MEETING** It was moved by Director Jordan, seconded by Director Stone, to approve the resolution to continue remote meetings. Motion approved (4 – 0) – roll call vote.
4. **CONSENT CALENDAR** It was moved by Director Holtz to approve the consent calendar. Motion approved unanimously (5 - 0) – roll call vote.
5. **RATE STUDY UPATE** Geoff Michalczyk from HF&H Consultants, presented an updated draft report of the Rate Study to the Board. It was followed by a Board discussion. President Jordan appointed Director Ranganathan and Director Holtz to the rate study subcommittee to continue to work on the Rate Study with the consultants to update the tables will present at the next Board meeting. No action was taken.
6. **CONSIDER SETTING PUBLIC HEARING AND ISSUING PROPOSITION 218 NOTICE FOR PROPOSED RATE INCREASE** The Board postponed consideration of this item because there was no action taken on the Rate Study. It will be reviewed at the next Board meeting. No action was taken.
7. **SUPPLY COMMITTEE REPORT: RESPONSE TO SFPUC WATER SHORTAGE ANNUAL ALLOCATIONS AND MONTHLY BUDGET** Director Jordan reported that SFPUC declared a drought emergency on 11/23/21 and is asking for a voluntary regional conservation goal of 14%, which translates to a 32% cut back for PHWD.
8. **CONSERVATION COMMITTEE REPORT**
- ▶ **CONSIDER ADOPTION OF AMENDED AND RESTATED WASTEFUL WATER USE ORDINANCE** Director Stone noted the changes that were made to the ordinance. It was moved by Director Holtz, seconded by Director Ranganatha to adopt the Water Use Ordinance. Motion approved unanimously (5 – 0) – roll call vote.

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- ▶ **HOLD PUBLIC HEARING AND CONSIDER ADOPTION OF RESOLUTION FINDING THE EXISTENCE OF A WATER SHORTAGE EMERGENCY**  
Director Jordan opened the public hearing and no public comments were submitted. After closing the public hearing, the Board considered the proposed resolution. Director Stone noted the changes that were made on the resolution. It was moved by Director Jordan, seconded by Director Holtz, to adopt the resolution. Motion approved unanimously (5 – 0) – roll call vote.

9. **CONSIDER APPOINTING PHWD REPRESENTATIVE TO ACWA/JPIA**  
President Jordan noted the importance of having a representative to ACWA/JPIA. It was moved by Director Holtz, seconded by Director Glassman, to appoint Director Stone as the ACWA/JPIA representative. Motion approved unanimously (5 – 0) – roll call vote.

10. **ENGINEER’S REPORT**

- ▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENTS** District Engineer, Brandon Laurie, reported that the project is proceeding according to schedule.
- ▶ **CONCEPCION/FREMONT ROAD WATER MAIN IMPROVEMENTS, PROGRESS PAYMENT NO.5** District Engineer, Brandon Laurie, reported that work is progressing well with an anticipated completion date of mid to late January.

11. **ATTORNEY’S REPORT** Nothing to report.

12. **MANAGER’S REPORT** General Manager, Phil Witt, reported that the District currently purchasing diesel from Valley Oil, however the District should look into bio diesel. The District is also currently in the middle of an interim audit done by James Marta Co. General Manager Phil Witt also reports that we have one employee who has been out of work due to an injury not related to the District, who is seeking return. The District is also trying to pursue grant money for ground water.

**A. FIELD REPORT**

- ▶ On 11/17 the District had a leak on Page Mill Rd. This leak was a hole on 8” (DIP) Ductile Iron Pipe. This stretch of pipe was installed in 1973. The District was able to use a full circle clamp for the repair. Due to the location, DACO assisted with repair and traffic control.
- ▶ Natoma Oaks Update. All the water lines has been installed, tested and turned on. The contractor has a few punch list items left to complete before the District can fully accept it.
- ▶ The District has a site visit with a JPIA representative. The assessed multiple pump stations and tank sites along with the last 2 CIP project sites. He was happy to see the work the District is doing to remove cross county mains. A Job Hazard Analysis (JHA), also called a Job Safety Analysis (JSA), was performed. This is a technique to identify the dangers of specific tasks to reduce the risk of injuries to workers. The meeting was very successful.
- ▶ The District received prices from 4 paving contractors for restoration on multiple leak locations. Archibald Paving was the low bidder. The paving was completed on 12/6.

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- ▶ The District started loading the new water main along Fremont and Concepcion in preparation for the pressure test and chlorination.
- ▶ There was 1 new backflow and meter upgrade.

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

**13. DIRECTOR'S REPORT**

**A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics** Director Jordan noted some changes on the cyber liability coverage from JPIA.

**B. DIRECTOR'S COMMENT** None

**14. AGENDA ITEMS FOR JANUARY 12, 2021**

- ▶ **Special meeting**
- ▶ **Update to Rate Study**
- ▶ **Prop 218 public hearing and notice for proposed rate increase**
- ▶ **Customer Privacy Data**

**15. CLOSED SESSION**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS AND GOALS**

**TITLE: GENERAL MANAGER**

**CLOSE SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957**

This meeting went into closed session at 10:35 p.m.

**16. CONFERENCE WITH LABOR NEGOTIATOR**

**AGENCY DESIGNATED REPRESENTATIVE: STEVE JORDAN**

**UNREPRESENTED EMPLOYEE: PHIL WITT**

This meeting went into closed session at 11:11 p.m.

**17. BREAK FOR ADDITIONAL NEGOTIATIONS BETWEEN LABOR NEGOTIATOR AND UNREPRESENTED EMPLOYEE**

This break started at 11:38 p.m.

**18. RECONVENE TO CLOSED SESSION FOLLOWING LABOR NEGOTIATIONS**

**AGENCY DESIGNATED REPRESENTATIVE: STEVE JORDAN**

**UNREPRESENTED EMPLOYEE: GENERAL MANAGER**

This meeting went into closed session at 11:49 p.m.

**19. RECONVENE TO OPEN SESSION AND REPORT FROM CLOSED SESSION**

This meeting returned to open session at 12:12 a.m. Board discussed negotiation between designated representative and unrepresented employee. No reportable action was taken

**20. CONSIDER COMPENSATION ADJUSTMENT FOR GENERAL MANAGER FOR 2022.**

In recognition of the General Manager's outstanding leadership through the demonstration of his ability to manage the District, the planned improvements, and unanticipated events this year, the PHWD Board approved an amendment to the General Manager's Employment Agreement to provide a 14.2% increase to the salary to \$190,000. Moved by Director Holtz, seconded by Director Ranganathan to approve the increase. Motion unanimously approved (5 – 0) – roll call vote.

**21. ADJOURNMENT** The meeting adjourned at 12:18 a.m.

