

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

April 12, 2023 Minutes

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** President Stone called the regular meeting to order at 6:30 p.m. at the District Office.

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

Staff Present: Phil Witt, General Manager; Joubin Pakpour, Engineer, Pakpour Consulting Group; David S. Gehrig, Attorney, Hanson Bridgett; Anthony Stoloski, Operations Manager; Samantha Vu, Office Manager/District Secretary; and Cory Burkett, Billing Clerk.
2. **COMMENTS FROM THE PUBLIC** None
3. **CONSENT CALENDAR** There was a Board discussion. The District will investigate the non-revenue water. It was moved by Director Ranganathan, seconded by Director Jordan to approve the consent calendar. Motion approved (5 – 0) – roll call vote.
4. **FINANCE COMMITTEE MEETING** General Manager, Phil Witt, reported that the loan bond account has been used up and closed.
5. **CONSIDERATION OF ESTABLISHMENT OF STANDING FINANCE COMMITTEE**
There was a Board discussion. A standing committee would require a monthly standardized meeting day with an agenda and minutes for each meeting. The Board decided that the tasks for the ad-hoc committee have been completed and there is no longer a need to continue meeting. An ad-hoc committee will be considered to help review the upcoming budget for FY23-24.
6. **CONSERVATION COMMITTEE MEETING** General Manager, Phil Witt, reported that the emergency drought regulations are being lifted in the State but the District will continue to work with the Town of Los Altos Hills on landscape watering limits.
7. **SUPPLY COMMITTEE MEETING** General Manager, Phil Witt, reported that the District met with Valley Water regarding applications for small city grants. District Engineer, Joubin Pakpour, reported that the consultant is finalizing their report which will prioritize the three well sites. The consultant will give a recommendation on the site and the next step will be putting in a test well. Gauges have been installed on the stream bed of Quarry Lake and the bypass channel and are collecting data. Once flow from the late stops, the consultant will analyze the data and recommend how much water is available for use.
8. **END THE DECLARATION OF DROUGHT EMERGENCY** Director Stone reported that many agencies are ending the drought emergency. The District will rescind and amend Resolution 2021-09. The District will no longer monitor usage numbers but will still encourage water saving in the future. A new resolution will be brought back to the Board for adoption at the May Board meeting. Staff will send out thank you notes to customers with the next bill. It was moved by Director Glassman, seconded by Director Ranganathan, to rescind the declaration of water shortage emergency 2021-09. Motion approved (5 – 0) – roll call vote.

9. **RESCHEDULE THE REGULAR MAY BOARD MEETING** The regular Board meeting will take place on the same week as the ACWA/JPIA Spring Conference. It was moved by Director Jordan, seconded by Director Ranganathan to reschedule the next Board meeting from May 10th to May 17th. Motion approved (5 – 0) – roll call vote.
10. **ENGINEER'S REPORT**
- A. **DUVAL, ELENA, PADRE, SETON, JOSEFA WATER MAIN IMPROVEMENTS**
District Engineer, Joubin Pakpour reported that the project is going well. The remaining work consists of testing for bacteria and then put into operation once the results come back negative. There was a group of college students from San Jose State University that came out and shadowed the work performed. There are some pending change orders that are being negotiated with the contractor.
- B. **CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour reported that the project just kicked off. The project is on schedule and on budget.
- C. **MCCANN OPERATION CENTER DESIGN** District Engineer, Joubin Pakpour reported that the design for the project is roughly at 35% - 40%.
11. **ATTORNEY'S REPORT** Attorney, Dave Gehrig, reported that his associate Brendan Adams has been tracking the series of legislations regarding Brown Act teleconferencing procedures. Attorney, Brendan Adams, discussed and explained the legislation bills. A Board discussion followed.
12. **MANAGER'S REPORT** General Manager, Phil Witt reported that the March Board meeting was canceled due to the windstorm and power outages. There is a large quote for a new server that is needed by the District because the current server is outdated and day-to-day operations are becoming difficult. District servers need to be upgraded or moved to the cloud. A final quote will be brought back to the Board at the May Board meeting. General Manager, Phil Witt, will look for consultants who can assist in conducting a 360-review process. This will be an anonymous questionnaire for staff to survey management. Director Jordan wants this process started by mid-year. SFPUC rates will be rising again. The new proposed rates will be finalized in May. District staff will send mailers to confirm the pass-through amount to customers to comply with the 30-day notice requirement.
- A. **FIELD REPORT** General Manager, Phil Witt, reported that during the storm, it was discovered that the District Office is not fully set up to operate on the generator during the power outage. The conference room was not wired to run on the generator. The District will look into a second internet source, possibly a dedicated fiber line. The District worked with LAHCFD to contact AT&T First Net to get a portable generator to the cell tower at McCann Tank Site. A Board discussion followed.
- ▶ On 3/9, the District had multiple power outages at Deer Creek and Altamont Pump Stations along with Elena and Neary Tank Sites. The Deer Creek Pump Station was utilized during the outage.
 - ▶ On 3/5, District staff attended the Newcomers Welcome Reception at Town Hall.
 - ▶ On 3/10, Pump 3 and Altamont failed. Pump Repair made a temporary repair with parts from Pump 2.
 - ▶ On 3/14, Pump Repair completed the installation of the rebuilt Pump 3 for Altamont.
 - ▶ On 3/13 and 3/14, there were multiple trees that fell at Elena Tank Site. There

was no damage to District facilities.

- ▶ On 3/23, the District installed a 2" backflow at 12780 Camino Medio.
- ▶ The District installed 2 new Verkada Cameras at the office.
- ▶ The District assisted in the pressure test and flushing of new 8" DIP along Duval, Elena, and Josefa.
- ▶ The District received 4 bids for asphalt repairs at multiple main leak locations that occurred over the last year.

B. CUSTOMER COMMUNICATIONS District Secretary, Samantha Vu, presented the new conservation tips postcard that was created in the office by admin staff. The postcard was given out to attendees at the Newcomers Welcome Reception at Town Hall and will be sent to every new homeowner and tenant moving forward.

13. DIRECTOR'S REPORT

- A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics**
- B. Director's Comment**

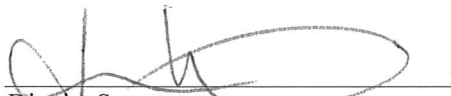
14. SPECIAL RECOGNITION OF ARRIVAL OF COLETTE GROVES ISSA DAUGHTER OF DEPUTY GENERAL COUNSEL CATHERINE GROVES The Board and District staff congratulated the addition to Catherine Groves' family.

15. SPECIAL RECOGNITION OF ARRIVAL OF GIDEON KREMEN SON OF BOARD PRESIDENT ESSY STONE AND FORMER DIRECTOR GARY KREMEN The Board and District staff congratulated the addition to President Stone and former Director Kremen's family.


16. AGENDA ITEMS FOR MAY 17, 2023

- ▶ Rate Plan
- ▶ Resolution to Rescind Declaration of Emergency Water Shortage
- ▶ 360 Review Update

17. ADJOURNMENT Meeting was adjourned at 9:00 p.m.


District Secretary

Approved:


Board President