

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

**April 13, 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 Essy Stone, Lucille Glassman, Anand Ranganathan, and Brian Holtz.

Staff Present: Phil Witt, General Manager; Anthony Stoloski, Operations Manager; Joubin Pakpour, Engineer, Pakpour Consulting Group; Dave Gehrig Attorney, Hanson Bridgett; Samantha Vu, Office Manager/District Secretary; Cory Burkett, Billing Specialist; 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 Ranganathan, seconded by Director Holtz to approve the consent. Motion approved (5 - 0) – roll call vote.
4. **MAY BOARD MEETING LOCATION: REMOTE, IN-PERSON OR HYBRID** There was a board discussion, but Director Jordan recommended to continue remote meetings for one more month and discuss possible return in June. Attorney, Dave Gehrig, discussed potential approaches to conducting hybrid meetings and how to stay compliant with the Brown Act. Director Ranganathan suggested that the District continue to stay remote as long as we can. Director Jordan mentioned that the District should ask the residents for any input regarding what they would like to do and potentials of a proposal that would only allow the public to remote in until the District has returned 100% to in person meetings.
5. **2021-2022 BUDGET ADMENDMENT** General Manager, Phil Witt, discussed the revised amended budget due to a mathematical error caught right before the Board meeting, however the revised version is also posted along with the original version. Director Holtz had some questions regarding telemetry and General Manager, Phil Witt explained that there was a tremendous amount of work needed to be done to have SCADA working smoothly. Director Holtz and Director Jordan did not want to accept the amended budget but is fine with accepting the water revenue changes and salaries. Director Jordan suggested that the amended budget should be presented in a different manner such as changing the term from amended to projected. Director Ranganathan suggested that the District use drought rates to stabilize the revenue. Financial Consultant, Sheldon Chavan, chimed in to further explain the amended budget in detail. No action was taken.
6. **2020-2021 AUDIT REPORT** General Manager, Phil Witt asked that this item be skipped and be put on next month's Board Meeting.
7. **CONSERVATION COMMITTEE REPORT** Director Glassman discussed her experience with visiting properties with high users along with District staff and expressed difficulties with complying with the ordinance. A board discussion followed. Director Jordan suggested that staff reach out to other water agencies and ask how water budgets

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are made, such as formulas that are used, and if water budgets will stay with properties when new owners move in. The Conservation Committee was asking for any suggestions or ideas regarding water budget and how else to conserve water. Director Glassman mentioned that the Town's ordinance is much more complicated than thought to be. Attorney, Dave Gehrig, chimed in on Director Glassman's comment, that no water budgets are foolproof. Operations Manager, Anthony Stoloski, commented that water budgets for Districts like PHWD are extremely hard.

8. **SUPPLY COMMITTEE REPORT** Director Jordan stated that PHWD did not get the well grant from Valley Water. District Engineer, Joubin Pakpour, mentioned that the EKI report was finalized last month. He asked that the District finalize the report and once that is done, and the subcommittee will come back with recommendations. He asked that the District approve another consultant contract with EKI to look at surface water also known as Quarry Lake which is located in the southern park of the District which is also known as the Los Altos Hills Reservoir. Meetings with the property owner has taken place to figure out who owns the water rights and how water is getting into the lake. Water quality testing will be done to make sure that it is drinkable and contaminant free. Tests will be performed on two wells to ensure that the water DNA matches, and a measuring apparatus will be installed at the end of the stream.
9. **PROPOSED AMENDMENTS TO WATER SUPPLY AGREEMENT WITH SPFUC** Director Jordan lead this discussion. He believed that there should be a third party opinion to look at the costs for the District. There will be two separate resolutions that will be presented at the next Board meeting.
10. **ENGINEER'S REPORT**
  - ▶ **CONCEPCION/FREMONT ROAD WATER MAIN IMPROVEMENTS, PROGRESS PAYMENT** District Engineer, Joubin Pakpour reported that the project is on hold until early May. At which time the contractor will place the slurry seal and stripping. The contractor has submitted extra work that are under review. All other work and punch list items are complete.
  - ▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENT** District Engineer, Joubin Pakpour, reported the project had its bid opening. The award of the project, originally scheduled to this board meeting, has been delayed one month to further evaluate the bids.
11. **ATTORNEY'S REPORT** There was nothing specific to report on, however Attorney, Dave Gehrig, introduced his colleague Brendan Adams, who is also on the meeting. Brendan has been assisting with researching Brown Acts requirements for remote meetings.
12. **MANAGER'S REPORT** General Manager, Phil Witt, reported that the District did not receive the grant for wells as well as some other Districts. He mentioned that the District will be putting in an application for funding. There is forward movement with the Fire District regarding hydrant leak sensors. PHWD has received a rough draft from J. Logan from the Fire District. He also mentioned that the District has hired a new employee, Ben Haid.

**A. FIELD REPORT**

- ▶ On 3/10 the District replaced the service line at 26005 Newbridge Dr. This line was hit by a contractor on 2/17.

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- ▶ On 3/21 the District finished the installation of the 8” meter and backflow at Hidden Villa.
- ▶ On 4/7 the District removed a private fire service at 13902 Campo Vista. This property was outside of the District and the District was only providing fire protection. They are now using Cal Water for domestic water and fire protection.
- ▶ The District replaced the power vent fan on Neary Tank 2.
- ▶ The District upgraded 233 meter endpoints from CDMA to LTE-M.
- ▶ The District Staff attended a Water Conservation Committee meeting and a Landscape committee meeting hosted by Valley Water.

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

**13. DIRECTOR’S REPORT**

**A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics** Director Stone noted that Gary Kremen will also be attending the ACWA/JPIA conference in early May. Director Jordan reported that is little progress on the voluntary agreements regarding the Tuolumne River.

**B. DIRECTOR’S COMMENT** Director Ranganathan questioned whether the BAWSCA bond surcharge will change or stay the same since SFPUC has raise their wholesale charges.

**14. AGENDA ITEMS FOR MAY 11, 2022**

- ▶ **Supply and ISG**
- ▶ **Conservation**
- ▶ **Water Conservation Grants**
- ▶ **Approval to accept Natoma Oaks**

**15. ADJOURNMENT** The meeting was moved by Director Hotlz, seconded by Director Ranganathan to adjourn at 9:13 p.m.

