

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

April 9, 2025 Minutes

1. OPENING

A. Call to Order

The regular meeting of the Purissima Hills Water District was called to order by President Glassman at 6:00 PM.

B. Establishment of Quorum

Present: President Glassman, Vice President Holtz, Director Jordan

Remote: Director Ranganathan

Absent: Director Stone

Staff Present: Brandon Laurie, Engineer, Pakpour Consulting Group; Catherine Groves, District Counsel, Hanson Bridgett; Erik Walter, Operations Superintendent; Samantha Vu, Administrative Services Supervisor; and Cory Burkett, Water Resources Specialist/Finance.

Guests: Kjell Karlsson

2. COMMENTS FROM THE PUBLIC None

3. CONFERENCE WITH LABOR NEGOTIATOR

Agency Designated Representatives: Anand Ranganathan and Essy Stone

Unrepresented Employee: Interim General Manager

Closed Session Pursuant to Government Code Section 54957.6

This meeting went into closed session at 6:02 PM.

This meeting returned to open session at 6:28 PM. District Counsel, Catherine Groves, reported that the Board gave appropriate directions to the Recruitment Committee on the next steps for the Interim General Manager.

4. AUTHORIZING GENERAL MANAGER RECRUITMENT PROCESS

Director Jordan moved to authorize the commencement of the General Manager recruitment process. President Glassman seconded the motion. Roll call vote: 4-0

5. CONSENT CALENDAR

Director Ranganathan moved to approve the Consent Calendar. Vice President Holtz seconded the motion. Roll call vote: 4-0

6. RESCHEDULE MAY 21ST BOARD MEETING

No action taken.

7. ADOPT RESOLUTION NO. 2025-03, ADOPTING SALARY SCHEDULE FOR FISCAL YEAR 2024-2025

District Counsel, Catherine Groves, explained that this is an annual item to ensure the smooth administration of retirement benefits.

Director Ranganathan moved to adopt Resolution No. 2025-03. President Glassman seconded the motion. Roll call vote: 4-0

8. APPROVE ADDENDUM 3 TO WULFF, HANSEN & CO. CONTRACT

District Counsel, Catherine Groves, explained the addendum to the Board. The fees will be paid out of the proceeds of the Financing and will be contingent on a successful sale or placement and the completion and funding of the Financing. No compensation is due if the Financing is not complete.

President Glassman moved to approve Addendum 3 to the Wulff, Hansen & Co. Contract. Director Ranganathan seconded the motion. Roll call vote: 4-0

9. APPROVE RESOLUTION NO. 2025-04 RESOLUTION OF THE BOARD OF DIRECTORS OF THE PURISSIMA HILLS WATER DISTRICT EXPRESSING ITS OFFICIAL INTENT REGARDING CERTAIN CAPITAL EXPENDITURES TO BE REIMBURSED WITH PROCEEDS OF A PROPOSED FINANCING AND RETAINING A MUNICIPAL ADVISOR AND BOND AND DISCLOSURE COUNSEL AND DIRECTING CERTAIN ACTIONS WITH RESPECT THERETO

The Board received a presentation of the different finance scenarios to fund the Capital Improvement Program from Rob Pankratz and Bud Levine.

Director Ranganathan moved to approve Resolution No. 2025-04. President Glassman seconded the motion. Roll call vote: 4-0

10. APPROVE ORDINANCE 2025-01, AMENDING POLICY ON COMPENSATION AND EXPENSE REIMBURSEMENT FOR BOARD MEMBERS

President Glassman held a public hearing. No public comments were received.

Vice President Holtz moved to close the public hearing. Director Jordan seconded the motion. Roll call vote: 4-0

Director Jordan moved to approve Ordinance 2025-01, which will not be in effect until after the next election in 2026. Director Ranganathan seconded the motion.

Roll call vote: 3-1-1

Director Jordan – Aye

Director Ranganathan – Abstained

President Glassman – Aye

Vice President Holtz – Aye

Director Stone – Absent

11. AD HOC COMMITTEE FOR WATER RATE AND FEE STUDY

President Glassman appointed herself and Director Stone to the ad hoc committee with Director Ranganathan as backup if Director Stone cannot participate.

12. AWARDING CONTRACT FOR SYCAL ENGINEERING, INC. FOR SCADA SERVICES IN AN AMOUNT NOT TO EXCEED \$291,848

Operations Superintendent, Erik Walter, reported that there were 2 proposals received. He is asking that the Board waive the formal procurement policy and award the contract to SyCal Engineering, Inc., as they have extensive familiarity with the District's SCADA system and provided the lower pricing between the 2 proposals received.

Vice President Holtz moved award the contract to SyCal Engineering, Inc. for SCADA services. President Glassman seconded the motion. Roll call vote: 4-0

13. SUPPLY COMMITTEE MEETING

Director Jordan reported that an amendment draft was submitted to SFPUC on the Water Sales Contract. The well project is still ongoing.

14. TOWN OF LOS ALTOS HILLS WATER EFFICIENCY LANDSCAPE ORDINANCE

Director Ranganathan reported that he asked the Town of Los Altos Hills to modify their WELO numbers as a resident. He would like the District to have a position on this topic. President Glassman suggests that Director Ranganathan come back to the Board with a position for the District to vote on.

15. ENGINEER'S REPORT

- A. **CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE, ARASTRADERO ROAD WATER MAIN IMPROVEMENTS** District Engineer, Brandon Laurie, reported that the project completion is at 85%. Paving is completed on Christopher and Gerth Lane, and the only remaining tasks are punch list items. President Glassman mentioned that any customer comments regarding this project should go directly to her or to District Engineer Joubin Pakpour.
- B. **MCCANN OPERATION CENTER DESIGN** District Engineer, Brandon Laurie, reported that the meeting with the Planning Commission has been moved to June.
- C. **WEST FREMONT, ST. FRANCIS WATER MAIN IMPROVEMENTS** District Engineer, Brandon Laurie, reported that the design for this project remains on schedule and final plans are expected to be completed in June.
- D. **MOU WITH THE TOWN FOR MARKING THEIR INFRASTRUCTURE FOR DISTRICT PROJECTS** District Engineer, Brandon Laurie, reported that this item will be put on hold until the District has a new General Manager.
- E. **PG&E TOYON YARD** District Engineer, Brandon Laurie, reported that the contract was signed and the first meeting took place.

16. STAFF REPORT

Operations Superintendent Erik Walter provided a review of his report.

Administrative Services Supervisor Samantha Vu reported that she contacted Phil Dolan from Valley Water regarding the GP5 Grant. The grant submittal is still being reviewed and hopefully will have feedback, if any, by next week.

17. DIRECTOR'S REPORT


- A. **BAWSCA, Valley Water, ACWA/JPIA, and other agency topics.** Director Jordan reported that he, along with Director Stone and Director Ranganathan, will be attending the ACWA Conference in May.
- B. **Director Comments** Director Ranganathan reported that George Lee, a Town resident, has been helping guide the District with ways to reduce energy use. President Glassman advises that the District enter into a consultant contract with George if any money is spent.

18. AGENDA ITEMS FOR MAY 21, 2025

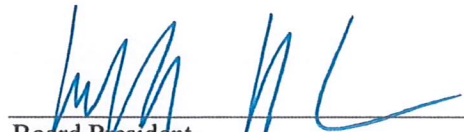
- ▶ Pass-through rate increase and mailers for rate increases
- ▶ Budget
- ▶ Historic salary schedules
- ▶ Mailers for rate increase
- ▶ Interim GM selection committee update

19. ADJOURNMENT

It was moved by Director Jordan, seconded by Vice President Holtz to adjourn the meeting at 8:14 PM.


District Secretary

Approved:


Board President