

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

August 10, 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; Brandon Laurie, Engineer, Pakpour Consulting Group; David S. 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 Stone, seconded by Director Holtz to approve the consent. Motion approved (5 – 0) – roll call vote.
- 4. APPROVE RESOLUTION 2022-10 RESCIND RESOLUTION NO. 2022-09 AND REQUEST FOR AND CONSENT TO CONSOLIDATION OF ELECTIONS WITH THE STATEWIDE ELECTION ON NOVEMBER 8, 2022** Attorney David S. Gehrig explained the election code and elaborated on why Director Glassman’s term is a short term seat and not a full term seat. A correction was made to the resolution to note that 3 seats are up for election and not 2. It was moved by Director Stone, seconded by Director Glassman to approve resolution 2022-10. Motion approved (5 – 0) – roll call vote.
- 5. APPROVE PASS-THROUGH OF SFPUC WHOLESALE RATE INCREASE TO PHWD CUSTOMERS** General Manager, Phil Witt, explained that the District proposes to pass through a \$0.43 increase in the wholesale water rates charged by SFPUC to District customers for each unit of water purchased in each tier. Attorney David S. Gehrig confirmed that there the pass through only includes the increase in SFPUC wholesale rates, and does not include any BAWSCA charges. The District will send a notice of the pass-through to all PHWD customers as soon as possible to comply with the 30-day notice requirement before the pass-through is implemented. It was moved by Director Holtz, seconded by Director Ranganathan to authorize the passthrough of the \$0.43 increase. Motion approved (5 – 0) – roll call vote.
- 6. CONSERVATION COMMITTEE REPORT** Operations Manager, Anthony Stoloski led the discussion regarding all conservation measures and activities that took place in the month of July. The District complete a total of 55 leak workorders. Water usage is going down however, it was noticed that the high user’s cutback has plateaued. Anthony Stoloski gave an update on the pool leak at Foothill college. The District spoke to WaterNow Alliance to seek guidance on water budget planning. General Manager, Phil Witt shared the Woodard and Curran report. A Board discussion followed.

7. **SUPPLY COMMITTEE REPORT** General Manager, Phil Witt mentioned that there is a draft letter to the City of Palo Alto and will be moving forward for submittal. There is a Valley Water Grant the District is interested in. The District will utilize the DWR grant as a base to submit to Valley Water for a groundwater project after revisions are made. Operations Manager, Anthony Stoloski, reported on groundwater and well investigation. The District has talked to a local well driller. The first location in mind will be at the McCann tank site but was advised by the well driller that there will only be a slim chance of getting the desired GPM there. The driller said that the main office would be a good location going 100ft deep. Other possible locations being reviewed would be Pinewood and Snell Lane. The District has submitted a few proposals for flow meters and received quotes. General Manager, Phil Witt, mentioned an email from a town consultant asking if the District have water supply for new housing unit additions. Director Stone offered to work on a new ordinance to limit water demand.

8. **ENGINEER'S REPORT**

▶ **CONCEPCION/FREMONT ROAD WATER MAIN IMPROVEMENTS, PROGRESS PAYMENT** District Engineer, Brandon Laurie reported that C2R has complete all the contractual work except for several minor punch list items. He anticipates the project acceptance will be presented to the Board during the next meeting.

▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENTS** District Engineer, Brandon Laurie reported that there are no updates as the contractor is still waiting on supply and materials.

▶ **MCCANN OPERATION CENTER DESIGN SOLICITATION** District Engineer, Brandon Laurie reported that the proposals have been reviewed and a kickoff meeting will take place. Director Jordan chimed in to explain that District Engineer, Joubin Pakpour and General Manager, Phil Witt asked that the Board assign a Board Director or subcommittee to assist staff with the review of proposals. Director Holtz was asked to help with the review, but the option of a subcommittee is open if another Board Director would like to join.

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

10. **MANAGER'S REPORT** General Manager, Phil Witt, reported that the hydrant leak sensor agreement is delayed due to negotiations with the Fire District. Attorney David S. Gehrig explained the terms of the agreement. Director Jordon refreshed the Board on why this agreement and additional negotiations are needed. General Manager, Phil Witt, reported that the existing tier 2 plan will expire in December of 2022. Negotiations are still preliminary regarding water cutbacks.

A. FIELD REPORT

▶ On 7/14, the District test 2 of the mag meters at Matadero Pump Station and Altamont Pump Station for accuracy with a Badger Field Tech. The District will be testing all main flow meters.

▶ On 7/25, the District responded to an after hour call for a hit fire hydrant at 13831 Campo Vista Ln. The Brake off check valve worked resulting in minimal water loss. The hydrant was repaired by the Fire District contactor on 8/3

▶ On 7/28, the District replaced a 4" blowoff gate valve on Zone 1 pipeline

along Fremont Rd. The valve was broken in the closed position. The District upgraded the blowoff to the current standard.

- ▶ The District replaced and reset over 200 Beacon endpoints.
- ▶ On 8/1, a contractor hit an unknown water service at the end of Old Trace Ln. The District had to shut down the main and abandon a 1” water service and a 2” blowoff.
- ▶ The District replaced a broken angle-stop at 26350 Taaffe Ln. and upgraded it to the current standard.
- ▶ The District responded to 3 separate fires on 7/30. One at Foothill College, Josefa Ln., and Purissima Rd.
- ▶ The District had one 2” meter upgrade.

B. CUSTOMER COMMUNICATION Nothing to report.

11. DIRECTOR’S REPORT

A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics Director Jordan reported that he listened in on CalWater’s report at the Fire District meeting. He learned that if there is a low flow hydrant, CalWater is not allowed to fix it. They are not allowed to put in the capital base the cost of replacing a pipeline solely to improve fire flow.

B. DIRECTOR’S COMMENT

12. AGENDA ITEMS FOR SEPTEMBER 14, 2022

- ▶ Supply committee
- ▶ Conservation committee
- ▶ Groundwater grant application
- ▶ City of Palo Alto proposal
- ▶ McCann Operation Center
- ▶ Rate and Fee Structure

13. ADJOURNMENT The meeting was adjourn at 9:18 p.m.