

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

December 11, 2024 Minutes

1. **CALL TO ORDER AND ROLL CALL** President Ranganathan called the regular meeting to order at 6:30 p.m. at the District Office.

Directors Present: President Ranganathan, Directors Lucille Glassman, Brian Holtz, and Essy Stone. Director Steve Jordan was remote.

Staff Present: Phil Witt, General Manager; Joubin Pakpour, Engineer, Pakpour Consulting Group; David S. Gehrig, Attorney, Hanson Bridgett; Erik Walter, Foreman; Samantha Vu, Office Manager/District Secretary; and Cory Burkett, Billing Clerk.
2. **COMMENTS FROM THE PUBLIC** None
3. **CONSENT CALENDAR** It was moved by Director Holtz, seconded by Director Stone to approve the consent calendar. Motion approved unanimously (5 – 0) – roll call vote.
4. **5-YEAR-CAPITAL IMPROVEMENT STRATEGIC PLAN** There was a Board discussion with Wulff Hansen on the new models for borrowing terms and financing options. The Board is seeking an updated projection spreadsheet and prioritization for CIPs. District staff will research options such as tax assessment and prepare options for the Board at the next meeting.
5. **DIRECTOR'S AND ELECTIONS COMPENSATION** There was a Board discussion. The District will increase the reimbursement for the filing fees for Directors at the time of Elections from 50% to 100%.
6. **RESCHEDULE THE REGULAR BOARD MEETING ON JANUARY 8th, 2025 TO JANUARY 15th, 2025** It was moved by Director Ranganathan, seconded by Director Stone to approve rescheduling the January Board meeting to January 15th. Motion approved (4 – 0) – roll call vote. Director Glassman abstained.
7. **APPROVE PROPOSAL FROM PUMP REPAIR SERVICE CO. FOR MCCANN PUMP STATION PUMP #1 REPAIR IN AN AMOUNT NOT TO EXCEED \$30,475.73** General Manager, Phil Witt, reported that the pump needs to be repaired rather than being replaced. It was moved by Director Holtz, seconded by Director Ranganathan to approve the proposal. Motion approved unanimously (5 – 0) – roll call vote.
8. **APPROVE PROPOSAL FROM PUMP REPAIR SERVICE CO. FOR DEER CREEK PUMP STATION PUMP #1 REPAIR IN AN AMOUNT NOT TO EXCEED \$28,470.70** General Manager, Phil Witt, explained there may be additional requests if this pump cannot be repaired. The motor will be removed and diagnosed. It was moved by Director Ranganathan, seconded by Director Holtz to approve the proposal. Motion approved (5 – 0) – roll call vote.
9. **SUPPLY COMMITTEE MEETING** General Manager, Phil Witt, reported that there are a couple more steps before having a successful meeting with BAWSCA. District Engineer, Joubin Pakpour, reported that surveys for more well locations have been received. Quarry Lake water rights are still

being reviewed. The supply committee did not have a regular meeting but met during the ACWA conference. There should be a report in February or March time frame.

10. ENGINEER'S REPORT

- A. **CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE, ARASTRADERO ROAD WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that the project is about 35%-40% complete with 0 change orders.
- B. **MCCANN OPERATION CENTER DESIGN** District Engineer, Joubin Pakpour, reported there was a meeting with the new Planning Director from the Town of Los Altos Hills. There were 1 on 1 meetings with each neighbor to confirm that story poles at the Operations Center cannot be seen from their properties. The Architects offered more options for the roof and garage. The Town of Los Altos Hills wants to do another study session. The Board does not want another study session. They want the project to proceed directly to the planning commission.
- C. **WEST FREMONT, ST. FRANCIS WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that the project is under design and is on schedule and budget.
- D. **WATER RATE COMPARISON** District Engineer, Joubin Pakpour, presented the water rates compared to neighboring agencies. This is an annual informative presentation to give insights on how the District compares with other agencies.

- 11. MANAGER'S REPORT** General Manager, Phil Witt, reported that Tier 2 is at the final stages. The District has been looking into solar options to help reduce the PG&E bill. The District has installed 2 PG&E monitors to help understand usage and peak patterns. The District is researching solar and battery options. Director Stone reported that there is a program called RESBCT that can help Agencies with the cost of Solar. The District will be hiring a junior-level water worker and the start date will be 1/6/2025. Water Worker I, Ben Haid, attended and completed the backflow class and will be certified as a Backflow Specialist. Office Manager, Sam Vu, will be submitting the GP5 reimbursement to Valley Water.

A. FIELD REPORT

- ▶ The District installed 407 hydrant leak caps.
- ▶ The District continued maintenance on the pump control valves.
- ▶ The District completed the Altamont Secondary Gate installation.
- ▶ On 11/7, the District installed a 1" meter and 1 ½" backflow preventer on Viscaino Rd.
- ▶ On 11/13, the District completed the solar installation at the Page Mill Tank Site.
- ▶ On 11/22, Cla-Val did maintenance on the Altitude Valve at the La Cresta Tank Site and a Surge Valve at the Elena Tank Site.

- B. **CUSTOMER COMMUNICATIONS** Backflow testing invoices are almost complete. The District will send out contact update requests for all customers in 2025.

12. DIRECTOR'S REPORT

A. BAWSCA, Valley Water, ACWA/JPIA, and other agency topics. Director Stone wants the District to join the CA Data Collaborative. District Staff will do more research. Director Jordan reported that there will be a meeting with the new CEO/GM of BAWSCA, Tom Smegal. He was formerly the CFO at CalWater.

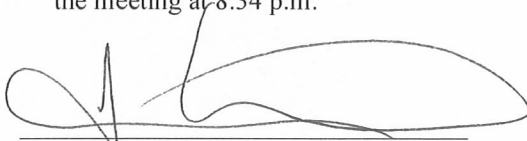
B. Director Comments Director Ranganathan wanted to congratulate Catherine Groves on her promotion to Partner at Hanson Bridgett.

13. AGENDA ITEMS FOR JANUARY 15, 2025

- ▶ 5 Year CIP financing options for additional revenue
- ▶ Amend Election Reimbursement for Directors
- ▶ GM 2025 Goals
- ▶ CA Data Collaborative Membership
- ▶ SCADA
- ▶ Update on McCann
- ▶ Escalation Cost - CIP

14. CONSIDER COMPENSATION ADJUSTMENT FOR GENERAL MANAGER FOR 2025 It was moved by Director Ranganathan, seconded by Director Stone to increase the General Manager's salary by 7% from \$217,512 to \$232,737.84. Motion approved unanimously (5 – 0) – roll call vote.

15. ADJOURNMENT It was moved by Director Ranganathan, seconded by Director Stone to adjourn the meeting at 8:34 p.m.



District Secretary

Approved:



Board President