

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

December 14, 2022 Minutes

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** President Stone called the regular meeting to order at 6:30 p.m. on the Zoom on-line platform.

Directors Present: President Stone, Directors Lucille Glassman, Anand Ranganathan, Steve Jordan and Brian Holtz (joined at 6:37pm).

Staff Present: Phil Witt, General Manager; Anthony Stoloski, Operations Manager; Brandon Laurie, Engineer, Pakpour Consulting Group; Catherine Groves, Attorney, Hanson Bridgett; Samantha Vu, Office Manager/District Secretary; and Cory Burkett, Billing Clerk.

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** None

3. **ELECTION OF ESSY STONE TO BOARD PRESIDENT IN ACCORDANCE WITH RESOLUTION 2009-11** Attorney, Catherine Groves summarized the District's Policy regarding the annual election of a president and vice president of the Board of Directors on a rotating basis based upon board seniority. Pursuant to the District's Policy, Director Stone should be elected to the Board Presidency. The Vice Presidency rotation is determined by seniority and Director Glassman and Director Ranganathan are the next most senior and have served for the same period of time. In the event that two directors have served for identical periods of time, the policy states that the director having received the greater number of votes in the most recent election will be placed higher in the rotation. Directors Glassman and Ranganathan were both appointed, and there was also no election so there are no votes to break the tie. The Board agreed to draw names between the two directors at random. District Secretary, Samantha Vu assisted the General Manager, Phil Witt and pulled out Director Ranganathan's name at random. It was moved by Director Holtz, seconded by Director Glassman to appoint Director Stone as President and Director Ranganathan as Vice President. Motion approved (4 – 1) – roll call vote. Ayes: Directors Jordan, Stone Glassman and Holtz. Nays: Director Ranganathan.

4. **CONSENT CALENDAR** It was moved by Director Glassman, seconded by Director Holtz to approve the consent. Motion approved (5 – 0) – roll call vote.

5. **SUPPLY COMMITTEE REPORT** Director Jordan summarized the ground water plans. Supply committee went over the plans and identified a target area to drill a test well as a precursor to a production well. Staff proposed to ask EKI for help. The District is still awaiting permit to install flow gauge on Quarry Lake. Operation Manager, Anthony Stoloski has been monitoring the lake level weekly. Lake is up 4-5 inches from the last rainfall.

6. **APPROVE CONTRACT WITH EKI CONSULTANTS FOR TEST WELL SITING AND SCOPING IN THE AMOUNT OF \$27,000** General Manager, Phil Witt stated that the District is looking to develop a municipal well, specifically one that is potable and can be blended with chemical boost. The District needs to get a test well to prove that water will be available by doing a stress test. The District is confident that water will be found,

but how much water there is, is unknown. This would be the first step to see if a well would be a viable option and if the District will make the investment. The test well will be around Alexander and Snell areas. It was moved by Director Holtz, seconded by Director Glassman to approve the contract with EKI Consultants. Motion approved (5 – 0) – roll call vote.

7. **APPROVE CONTRACT WITH PUMP REPAIR SERVICES CO. FOR PUMP REPLACEMENT IN THE AMOUNT NOT TO EXCEED \$60,000** General Manager, Phil Witt explained why the District needs a new pump. Every pump in the District has been worked on except Altamont Pump. Operations Manager, Anthony Stoloski stated that the pump was pulled apart 4 months ago. Pump Repair Services Co. said that the pump is beyond fixing and the cost to repair the pump would not be worth it. Staff determined that this contractor is the only vendor that works with pumps of this size and has unique experience and expertise working with the District and all the other water agencies in the Bay Area. Staff recommended that the procurement policy be waived for these reasons. It was moved by Director Jordan, seconded by Director Holtz that it was in the best interest of the District to waive of the procurement policy and approve a contract with Pump Repair Services for the purchase and installation of the new pump in the amount of \$53,007.16. Motion approved (5 – 0) – roll call vote.
8. **APPROVE CONTRACT AMENDMENT WITH HF&H TO INCREASE COMPENSATION BY \$5,000** This item was pulled and no action taken.
9. **ENGINEER’S REPORT**
 - ▶ **CONCEPCION/FREMONT ROAD WATER MAIN IMPROVEMENTS** District Engineer, Brandon Laurie reported on the results of the survey cards for the Concepcion/Fremont project. Survey cards are sent out at the end of every project. Results for this project were positive.
 - ▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENTS** District Engineer, Brandon Laurie, reported that most of the work done was in the Seton Property. Representative of Seton were invited to weekly construction meetings with the District and C2R. Complaints have been absent.
 - ▶ **CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE WATER MAIN IMPROVEMENTS** District Engineer, Brandon Laurie reported that about 90% of the field work is complete. The final survey is expected to be in January and design will start after that.
 - ▶ **MCCANN OPERATION CENTER DESIGN** District Engineer, Brandon Laurie reported that contracts and insurance have been executed with the designer. A kick-off meeting is scheduled for January 5, 2023.
10. **MANAGER’S REPORT** General Manager, Phil Witt, reported that there were some vandalism activities in the past in the office parking lot and tank sites. The District purchased cameras from Verkada to help with security. The cameras were tested at the office and corporation yard for about 2 weeks. Director Ranganathan expressed concerns with privacy and rights of the recordings. In addition, General Manager, Phil Witt reported that he met with Senior Advisor, Bud Levine and discussed potential investment options for the LAIF fund.

A. FIELD REPORT

- ▶ On 11/8, the District had a service leak at 14227 Amherst Ct. The leak was a

failed service saddle due to corrosion. The District replaced it with a new brass saddle.

- ▶ On 11/10, the District had a main leak on Purissima Rd. This leak was a full circle crack on 6" CIP. The main was off the road with no restoration needed.
- ▶ The District installed a new 1" meter and 2" backflow at 26724 Palo Hills Dr. At the same time, the angle stop at 26700 Palo Hills Dr. was upgraded and the meter was relocated.
- ▶ On 11/23, the District installed a new 4" meter at Bullis School. This was a new meter received from a warranty issue.
- ▶ On 11/29, the District installed a new 1 ½" meter and 2" backflow at 19425 Natoma Oaks Ln.
- ▶ On 12/1, the District had a leak at 12331 Stonebrook Ct. C2R helped repaired a full circle crack on 6" CIP. The leak was off the roadway and resulted in minor restoration.
- ▶ The District received the remaining of the LTE-MS endpoints needed.

B. CUSTOMER COMMUNICATION None

11. DIRECTOR'S REPORT

- A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics** Director Jordan reported that BAWSCA renewed for another year the current tier 2 agreement for 2023. Director Stone reported that she attended the ACWA/JPIA meeting.

B. DIRECTOR'S COMMENT

12. AGENDA ITEMS FOR JANUARY 11, 2022

- ▶ Fees Schedule
- ▶ Conservation Updated Ordinance

**13. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (CLOSED SESSION #1)
TITLE: GENERAL MANAGER**

CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957

The meeting went into closed session at 7:55 pm.

**14. CONFERENCE WITH LABOR NEGOTIATOR (CLOSED SESSION #2)
AGENCY DESIGNATED REPRESENTATIVE: STEVE JORDAN
UNREPRESENTED EMPLOYEE: GENERAL MANAGER**

15. RECONVENE TO OPEN SESSION AND REPORT FROM CLOSED SESSION

The meeting returned to open session at 9:33 pm. President Stone reported that the Board of Directors reviewed the General Manager's performance in 2022 and found his performance to be excellent.

16. CONSIDER COMPENSATION ADJUSTMENT FOR GENERAL MANAGER FOR 2023

The Board authorized an amendment to the General Manager's employment agreement to raise the General Manager's salary by 8%. Motion approved (4 – 0). Director Ranganathan was absent.

17. **ADJOURNMENT** It was moved by Director Jordan, seconded by Director Holtz to adjourn the meeting at 9:39 p.m.