

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

February 16, 2023 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 Anand Ranganathan, Lucille Glassman, Steve Jordan and Brian Holtz.

Staff Present: Phil Witt, General Manager; Brandon Laurie, Engineer, Pakpour Consulting Group; David S. Gehrig, Attorney, Hanson Bridgett; 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 Jordan, seconded by Director Ranganathan to approve the consent calendar. Motion approved (5 – 0) – roll call vote.
4. **FINANCE COMMITTEE MEETING** General Manager, Phil Witt reported that the committee discussed the tracking of past due customers. The District will consider putting a lien on a customer's taxes if amount gets too high and customer is non-responsive. Director Holtz wants a line item on the financial report to see how much the District has to collect. Financial consultant, Sheldon Chavan, suggests setting up an uncollectable allowance. The Board wants to revisit the water rates.
5. **CONSERVATION COMMITTEE MEETING** General Manager, Phil Witt, reported that the District is still looking into WaterSmart software to monitor water use . The District is also considering software..
6. **SUPPLY COMMITTEE MEETING** General Manager, Phil Witt, reported that the committee met with EKI and looked at the three proposed well sites in the North East corner of the District. EKI will look at the sites and decide which site or sites to start a test and production well. Director Jordan suggested that the District continue to monitor the Town's interest in putting in an irrigation well at Purissima Park. General Manager, Phil Witt, reported that there are no new updates with City of Palo Alto. The District is in the process of talking with ValleyWater to see if additional supply can be obtained.
7. **RESCHEDULE REGULAR BOARD MEETING ON MARCH 8th, 2023 TO MARCH 15th, 2023** It was moved by Director Jordan, seconded by Director Ranganathan to reschedule the next Board meeting from March 8th to March 14th. Motion approved (5 – 0) – roll call vote.
8. **APPROVE TASK ORDER 22-23-04 WITH PAKPOUR CONSULTING GROUP, INC. FOR THE PROJECT MANAGEMENT SUPPORT SERVICES IN THE AMOUNT OF \$65,000 FOR MCCANN OPERATION CENTER IMPROVEMENTS** Director Stone questioned why this item did not have to be bid out to follow the procurement policy. Attorney, Dave Gehrig, responded that when the District updated the agreement for professional services with Pakpour Consulting Group, Inc., new provisions allowing for the award of individual task orders to PCG without bidding were included. . Pakpour will make a proposal, Phil Witt will review of the proposal, and then it will be brought to the Board for

approval. It was moved by Director Holtz, seconded by Director Ranganathan to approve Task Order 22-23-04 with Pakpour Consulting Group, Inc. for the amount of \$65,000. Motion approved (5 – 0) – roll call vote.

9. ENGINEER'S REPORT

A. DUVAL, ELENA, PADRE, SETON, JOSEFA WATER MAIN IMPROVEMENTS

District Engineer, Brandon Laurie reported that the work is progressing on the Duval project. The water mains in the Seton area have been installed and completed. The mains are in service including fire service connection for the site. All the mains have been installed on Josefa. Duval will be the next area to be worked on. There is a \$850 change order for an unmarked utility in the Seton area. There was an additional 11 working days added to the contract for adverse weather which were rain days.

B. CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE WATER MAIN IMPROVEMENTS District Engineer, Brandon Laurie reported that the final service has been received and completed. Pakpour Consulting Group, Inc. is reviewing the pipe alignment and easement options between Gerth Lane and Christophers Lane as well as between Stanford Court and Arastradero Road.

C. MCCANN OPERATION CENTER DESIGN District Engineer, Brandon Laurie reported that there was the first designer meeting with the architect and will be meeting with the Town for the pre-application process.

10. ATTORNEY'S REPORT Attorney, Dave Gehrig, reported that the Governor's Executive order suspending the requirements for public agencies to comply with the Brown Act with regard to in person meetings will expire March 1st. Agencies will now be obligated to resume Brown Act meetings in person, unless they meet a requirement to meet remotely, which includes posting the agenda at the remote location and posting the location on the agenda and allowing the public to meet at the location on the agenda. The District will be convening the Board meeting at the District office for the March meeting. If a director will be attending remotely, they will need to report that to the District Secretary at the earliest opportunity and have the location on the agenda.

11. MANAGER'S REPORT General Manager, Phil Witt reported that leak sensor grant has been submitted.

A. FIELD REPORT

- ▶ The District installed new LED lights with occupancy switches at Altamont, Matadero and Elena Pump Stations.
- ▶ The District in inspecting a new 2" water service, 8" fire service and 1" ARV upgrade at 27800 Via Feliz. The work is being performed by the residence contractor.
- ▶ The CityWorks GIS and work order management system is in the testing phase and will go live the first week of March.
- ▶ The District have removed all 3G/CDMA endpoints from the meters.
- ▶ On 2/1, the District attended the Los Altos Hills EOC drill.
- ▶ On 2/15, the District hosted a 3rd grade class from Gardner Bullis Elementary School. Staff went over water saving tips and gave a tour of the native garden. Students were given water saving tools sheet and coloring books along with water buckets.
- ▶ On 1/25, the District replaced a meter that was damaged by a contractor at 13456 South Fork Ln.

- ▶ Staff completed 24 customer side leak tags.

B. CUSTOMER COMMUNICATIONS District Secretary, Samantha Vu, reported that good feedback was received from Gardner Bullis Elementary regarding the field trip and that the District should explore more options on hosting field trips with students.

12. DIRECTOR'S REPORT


A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics Director Jordan reported that he will be attending the ACWA conference in May. The full report on the bond refunding has been received from BAWSCA. San Francisco will decide on April 15th if we are still in a drought or not.

B. Director's Comment

13. AGENDA ITEMS FOR MARCH 14, 2023


- ▶ Leak sensor update
- ▶ Start of multifamily pricing

14. ADJOURNMENT It was moved by Director Jordan, seconded by Director Holtz to adjourn the meeting at 8:44 PM.



District Secretary

Approved:



Board President