

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

**July 10, 2024 Minutes**

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

Directors Present: Vice President Glassman, Directors Steve Jordan and Brian Holtz.

Staff Present: Phil Witt, General Manager; Joubin Pakpour, Engineer, Pakpour Consulting Group; Catherine Groves, 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 Holtz, seconded by Director Jordan to approve the consent calendar. Motion approved unanimously – voice vote.
4. **SUPPLY COMMITTEE MEETING** General Manager, Phil Witt, reported on the meeting with the Town of Los Altos Hills. The sensors have been removed from Quarry Lake. The water is still overflowing. There was a meeting with SFPUC to discuss a potential water purchase from Valley Water.
5. **TIER 2 COMMITTEE MEETING** Director Jordan reported on the presentation from BAWSCA. A Board discussion followed.
6. **APPROVE SIX TASK ORDERS (24-25-01 THROUGH 24-25-06) WITH PAKPOUR CONSULTING GROUP, INC. IN THE TOTAL AMOUNT OF \$125,000 FOR ANNUAL ONGOING SERVICES** It was moved by Director Jordan, seconded by Director Holtz to approve the six task orders with Pakpour Consulting Group, Inc. Motion approved unanimously – voice vote.
7. **APPROVE TASK ORDER 24-25-07 WITH PAKPOUR CONSULTING GROUP, INC. FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES IN THE AMOUNT OF \$14,952 FOR THE DUVAL WAY/ELENA ROAD/PADRE COURT/SETON/JOSEFA LANE WATER MAIN IMPROVEMENT PROJECT** It was moved by Director Glassman, seconded by Director Jordan to approve task order 24-25-07 with Pakpour Consulting Group, Inc. Motion approved unanimously – voice vote.
8. **APPROVE TASK ORDER 24-25-08 WITH PAKPOUR CONSULTING GROUP, INC. FOR PROJECT MANAGEMENT SERVICES IN THE AMOUNT OF \$50,000 FOR THE MCCANN OPERATION CENTER IMPROVEMENTS PROJECT** It was moved by Director Jordan, seconded by Director Holtz to approve task order 24-25-08 with Pakpour Consulting Group, Inc. Motion approved unanimously – voice vote.
9. **APPROVE RESOLUTION 2024-03 FOR ADDITIONAL SERVICE REQUEST NO.2 WITH TEN OVER STUDIOS, INC. IN AN AMOUNT NOT TO EXCEED \$40,000 FOR ADDITIONAL ENTITLEMENT SERVICES FOR THE MCCANN OPERATION CENTER IMPROVEMENTS** Staff advised that due to the Town's study session and turnover at the Town, the District has incurred about \$65,000 in additional costs. This item will be brought back for approval at the next Board meeting.

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 scheduled to start in August.
- B. **MCCANN OPERATION CENTER DESIGN** District Engineer, Joubin Pakpour, reported that the architects are progressing on revisions. Story poles will be installed once those revisions are complete.
- C. **WEST FREMONT, ST. FRANCIS WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that the design is at about 75-80%.
- D. **ENGINEER'S REPORT CARD** District Engineer, Joubin Pakpour, presented the report card and the new billing rates to the Board.

11. **MANAGER'S REPORT** General Manager, Phil Witt reported that the Valley Water grant is still in progress. The server migration is complete, and the server is now offsite.

A. **FIELD REPORT**

- ▶ On 6/3, a new Pump #3 was installed at the Altamont Tank Site.
- ▶ On 6/6, the District replaced 25 feet of pipe in front of 27930 Roble Blanco as part of preventative maintenance from the Roble Blanco main leak on 5/29.
- ▶ On 6/9, the District had a service leak at 27761 Moody Rd. DACO helped with the repair.
- ▶ On 6/20, a new Pump #1 was installed at the Altamont Tank Site.
- ▶ On 6/25-6/27, Echologics (ePulse Project) tested the wall thickness on the pipes.
- ▶ On 6/29, the District had a main leak on Fremont Rd. in the pathway near Campo Vista Ln. It was a full circle crack on the 6" CI, repaired with a clamp.
- ▶ On 6/29, the District had a meter flange gasket at 26140 Rancho Manuella Rd blowout.

B. **CUSTOMER COMMUNICATIONS** Nothing to report.

12. **DIRECTOR'S REPORT**


A. **BAWSCA, Valley Water, ACWA/JPIA, and other agency topics**

B. **Director Comments**

13. **AGENDA ITEMS FOR AUGUST 14, 2024**


- ▶ Resolution 2024-03
- ▶ Closed Session Review
- ▶ Proposal from SCADA

14. **ADJOURNMENT** It was moved by Director Glassman, seconded by Director Holtz to adjourn the meeting at 8:00 p.m.



District Secretary

Approved:



Board President