

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

June 12, 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, Steve Jordan (attended remotely), Brian Holtz, and Essy Stone.

Staff Present: Phil Witt, General Manager; Joubin Pakpour, Engineer, Pakpour Consulting Group; David S. Gehrig, Attorney, Hanson Bridgett; Samantha Vu, Office Manager/District Secretary; and Cory Burkett, Billing Clerk.

It was moved by Director Stone, seconded by Director Holtz to allow Director Jordan to attend the meeting remotely.

Director Ranganathan moved agenda item number 8 to after item number 4. Motion approved (4 – 0) roll call vote.

2. **COMMENTS FROM THE PUBLIC** None
3. **CONSENT CALENDAR** General Manager, Phil Witt asked that the GM review be moved to the August meeting. There was a board discussion. The GM review will be brought back to the August meeting. It was moved by Director Stone, seconded by Director Glassman to approve the consent calendar. Motion approved (5 – 0) roll call vote.
4. **APPROVE FY 24-25 BUDGET** General Manager, Phil Witt, presented the draft budget to the Board. Director Ranganathan asked that a strategic plan be presented at the September Board meeting. It was moved by Director Stone, seconded by Director Holtz to approve the FY 24-25 Budget. Motion approved (5 – 0) roll call vote.
5. **ADOPT 2024 CAPITAL IMPROVEMENT PROJECT LIST** District Engineer, Joubin Pakpour presented the project list to the Board. Director Glassman asked to see a list of projects that are not considered capital improvements. It was moved by Director Holtz, seconded by Director Glassman to adopt the 2024 Capital Improvement Project List. Motion approved (5 – 0) roll call vote.
6. **CREDIT CARD USE POLICY** There was a board discussion. The Board wants to simplify and revise the policy. The policy will be in the June consent calendar for review.
7. **SUPPLY COMMITTEE MEETING** General Manager, Phil Witt, reported that there will be more movement with the wells in July. Quarry Lake is still spilling, and the sensors will be removed.
8. **TIER 2 COMMITTEE MEETING** General Manager, Phil Witt, reported that discussions are still being made. There was a board discussion.

9. ENGINEER'S REPORT

- A. CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE, ARASTRADERO ROAD WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that all the paperwork has been signed. There are issues with material procurement, everything is backlogged. There will be another update at the July meeting.
- B. WEST FREMONT, ST. FRANCIS WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that the design is progress. The project is on schedule and on budget.
- C. MCCANN OPERATION CENTER DESIGN** District Engineer, Joubin Pakpour, reported on the feedback and comments received from the planning commission from the Town of Los Altos Hills.
- D. TASK ORDER UPDATE/REPORT CARD** District Engineer, Joubin Pakpour, presented the report card and the new billing rates to the Board.

10. MANAGER'S REPORT General Manager, Phil Witt reported that the Altamont Pump was delivered and installed. The Consumer Confidence Report has been finalized. District staff attended the annual Town Picnic. The District will review new auditors' proposals for the upcoming FY audit.

A. FIELD REPORT

- ▶ On 5/6, the District installed a 1" meter and 2" backflow at 14486 Liddicoat Circle.
- ▶ On 5/10 and 5/17, the District facilities were inspected by the State Inspector.
- ▶ On 5/15, the District cleaned Elena Tank to put it back in service for summer.
- ▶ On 5/21, the District installed a 1" meter at 26616 Westwind Way.
- ▶ On 5/22, the District installed a 1" meter at 14090 Baleri Ranch.
- ▶ On 5/29, the District installed a 2" backflow at 12254 Tapa Way.
- ▶ On 5/29, the District repaired a 6" DIP leak. The repair was made with two repair clamps. The pipe was not in good condition and will need to replace 31 feet under a driveway.

B. CUSTOMER COMMUNICATIONS Nothing to report.

11. DIRECTOR'S REPORT

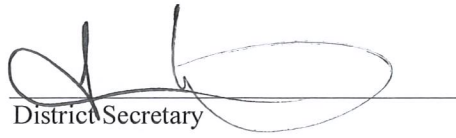
A. BAWSCA, Valley Water, ACWA/JPIA, and other agency topics

B. Director Comments

12. AGENDA ITEMS FOR JULY 10, 2024

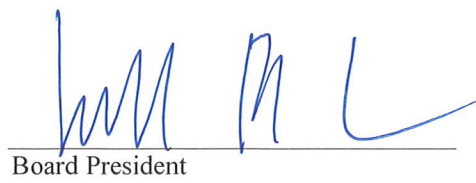
- ▶ Revised Credit Card Policy
- ▶ Tier 2 Update
- ▶ Auditor Selection

13. ADJOURNMENT The meeting was adjourned at 8:55 p.m.



District Secretary

Approved:



Board President