

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

March 12, 2025 Minutes

1. **CALL TO ORDER AND ROLL CALL** President Glassman called the regular meeting to order at 6:00 p.m. at the District Office.

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

Staff Present: Joubin Pakpour, Engineer, Pakpour Consulting Group; David S. Gehrig, Attorney, Hanson Bridgett; Samantha Vu, Administrative Services Supervisor; and Cory Burkett, Water Resources Specialist/Finance.

2. **COMMENTS FROM THE PUBLIC** None
3. **CONSENT CALENDAR** It was moved by Director Jordan, seconded by Director Holtz to approve the consent calendar. Motion approved (4 – 0) – voice vote.
4. **RESIGNATION OF GENERAL MANAGER** Director Jordan reported that the Board has accepted Phil Witt's resignation as General Manager. The Board thanks him for his service and wish him the best.
5. **POLICY ON COMPENSATION AND REIMBURSEMENT FOR BOARD MEMBERS**
Director Jordan presented a reimbursement comparison analysis and proposed an increase in the number of compensable meetings from six to ten per month, along with an increase in the reimbursable amount per meeting from \$100 to \$150. Attorney, David S. Gehrig provided a legal overview of the required procedures. In order to revise the policy to increase compensation, the Board must adopt an ordinance reflecting these changes, which must be made available for public review at least 14 days prior to a public hearing after which the Board may vote on its adoption, which scheduled for the April meeting. .
6. **APPOINT PHWD DIRECTOR TO SERVE ON THE BAY AREA WATER SUPPLY & CONSERVATION AGENCY AND BAY AREA REGIONAL WATER SYSTEM FINANCING AUTHORITY BOARDS** It was moved by Director Glass, seconded by Director Stone, to appoint Director Jordan to serve on the Bay Area Water Supply & Conservation Agency and Bay Area Regional Water System Financing Authority Board. Motion approved. (4 – 0) – voice vote.
7. **WATER RATE AND FEE STUDY** The Board approved the proposed schedule. District Secretary, Samantha Vu, will proceed with sending the Request for Proposals on March 24, 2025.
8. **REQUEST FOR CONCURRING RESOLUTION NOMINATING JOHN H. WEED TO ACWA/JPIA EXECUTIVE COMMITTEE** It was moved by Director Stone, seconded by Director Holtz to adopt Resolution 2025-02 Concurring in the Nomination of John H. Weed to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority. Motion approved (4 – 0) – roll call vote.

9. **CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE, ARASTRADERO ROAD PROJECT CUSTOMER CONCERNS** District Engineer Joubin Pakpour addressed the District's work on Gerth Lane, including on valve covers and safety for bicyclists. Mr. Nagel shared his observations, including his view that road conditions were better before construction, as only some corrective actions have been completed while others remain outstanding. Mr. Pakpour reported that since the last Board meeting, he has contacted two suppliers and two contractors to determine whether alternative valve covers are used beyond the standard covers. All four confirmed that the current covers are standard and commonly used in the Bay Area. Regarding road conditions, Mr. Pakpour stated that pre-construction inspection video and photos showed the roadway was in poor . As a result, staff will proceed only with planned paving work which has already been expanded beyond the trench limits
10. **WAIVE THE DISTRICT'S POLICIES AND PROCEDURES FOR AWARD OF CONTRACTS AND FOR BIDDING REQUIREMENTS AND AUTHORIZE THE DISTRICT TO ENTER INTO A CONTRACT WITH PG&E IN THE AMOUNT OF \$130,558.04 TO INSTALL A NEW ELECTRIC SERVICE FOR TOYON YARD** District Engineer Joubin Pakpour informed the Board that the District intends to use Toyon Yard as a temporary operations site while the McCann Operation Center is under construction. He noted that Toyon Yard currently lacks electrical service and outlined various options provided by PG&E for installing a new electrical connection. The Board deliberated on the available options, including the potential installation of EV charging stations for residents at Toyon Yard. It was moved by Director Stone, seconded by Director Holtz to waive the procurement policy and proceed with Option 2 from PG&E. Motion approved unanimously (5 – 0) – roll call vote.
11. **CIP FINANCE COMMITTEE PRESENTATION** The Board discussed various strategies to raise funds for capital improvement projects. Options considered included increasing the Readiness-to-Serve charges, implementing a special tax assessment, or pursuing a bond measure. The committee plans to evaluate these options further and present a recommendation to the Board at the next meeting.
12. **SUPPLY COMMITTEE MEETING** Director Jordan reports that the Quarry Lake report is nearing finalization. The report will be shared with the Board once received. Director Jordan noted that BAWSCA is still working on Tier 2 documents. Additionally, discussions regarding the amendment with SFPUC are ongoing. District Engineer, Joubin Pakpour provided an update on the well project, stating that progress continues despite delays in topographic survey completion.
13. **ATTORNEY'S REPORT**
 - A. **COMMUNICATION SITE LEASE AGREEMENTS** Attorney David Gehrig informed the Board that he has been in communication with multiple cell providers regarding lease extensions. A draft of a second amendment with Dish for the La Cresta site is in progress, as the provider seeks to extend the lease for an additional 20 years. Similarly, AT&T has expressed interest in extending its lease at the McCann Tank Site for another 20 years. Director Holtz, along with District Engineer Joubin Pakpour and Superintendent Erik Walter, will assist in reviewing and negotiating the site lease agreements.
14. **ENGINEER'S REPORT**
 - A. **CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE, ARASTRADERO ROAD WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that construction on Arastradero Road is complete. Approved change orders remain at \$0.

- B. **MCCANN OPERATION CENTER DESIGN** District Engineer, Joubin Pakpour, informed the Board that the project plans are scheduled for review at the May 1st Commission meeting.
- C. **WEST FREMONT, ST. FRANCIS WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that the design for this project remains on schedule and is expected to go out to bid soon.
- D. **ENGINEER'S REPORT CARD AND BILLING RATE UPDATE** Pakpour Consulting Group, Inc. requested a 4% rate increase, which was approved by the Acting General Manager.

15. STAFF REPORT

A. FIELD REPORT

- ▶ On 2/11, the District potholed on Fremont Rd. as part of the West Fremont CIP project.
- ▶ On 2/18, the District installed a new 1" meter and 2" backflow at 27863 Moody Rd.
- ▶ On 2/20, the District abandoned a 1" water service on Purissima Rd. since a 2" service was installed.
- ▶ On 2/24, the District upgraded an Air Release Valve on Purissima Rd.
- ▶ On 2/25, the District relocated a meter at 26875 Nina Pl. and installed a 1" meter and 2" backflow preventer.
- ▶ The District installed an eye wash station at the Neary Tank Site due to the Chloramine booster treatment facility's requirements.
- ▶ Work began on the primary gate at the Altamont Tank Site.

The Board asks that the field report be included in the consent calendar moving forward.

B. CUSTOMER COMMUNICATIONS Nothing to report.

16. DIRECTOR'S REPORT

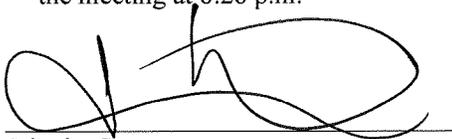
- A. **BAWSCA, Valley Water, ACWA/JPIA, and other agency topics.** Director Stone shared key takeaways from the UWI Conference with the Board. District Engineer Joubin Pakpour has begun drafting an FAQ document, which will be published on the District's website once completed.
- B. **Director Comments** Director Jordan is still interested in conducting a simulation stress test on the distribution system.
- C. **General Manager Recruitment Process** The Board expressed support for appointing an interim General Manager to assist with the recruitment process for a permanent General Manager. An ad hoc committee, consisting of Director Stone and Director Ranganathan, was formed to oversee the selection of the interim General Manager.

17. RECOGNITION OF PATRICK GILLIN – 25 YEARS OF SERVICE The Board of Directors and staff extend their sincere appreciation to Patrick Gillin for his dedication and valuable service to the District.

18. **AGENDA ITEMS FOR APRIL 9, 2025**

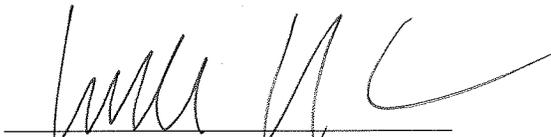
- ▶ Compensation and Reimbursement Policy
- ▶ SCADA
- ▶ PG&E at Toyon
- ▶ WELO numbers
- ▶ Truck Replacement

19. **ADJOURNMENT** It was moved by Director Ranganathan, seconded by Director Jordan to adjourn the meeting at 8:28 p.m.



District Secretary

Approved:



Board President