

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

May 13, 2026 Minutes

1. OPENING

A. Call to Order

The regular meeting of the Purissima Hills Water District was called to order by President Holtz at 6:00 PM.

B. Establishment of Quorum

Present: President Holtz, Vice President Jordan, Director Stone, Director Ranganathan, and Director Glassman.

Staff Present: Joubin Pakpour, District Engineer, Pakpour Consulting Group; Catherine Groves, District Counsel, Hanson Bridgett; Tammy Rudock, General Manager; Samantha Vu, Administrative Supervisor; Erik Walter, Operations Superintendent; Cory Burkett, Management Analyst/Water Resources; and Alleyne LaBossiere, Financial Consultant.

2. COMMENTS FROM THE PUBLIC None

3. CONSENT CALENDAR

Director Glassman moved to approve the consent calendar. Director Jordan seconded the motion. Voice vote: 5 – 0. Motion passed unanimously.

4. REGULAR BUSINESS

A. Resolution 2026-08 Approving and Adopting Employee Performance Review Plan, Updated Salary Schedule, Compensation Adjustments, and Market Equity, Cost-of-Living, and Internal Equity Salary Adjustments for Employees, Effective May 16, 2026

District Counsel Groves reported that, in accordance with the Brown Act, any adjustment affecting the General Manager's compensation must be publicly announced. It was announced that the General Manager's annual compensation will increase from \$286,000 to \$295,851. Staff also reported that the requirement for a valid driver's license will be removed from administrative position classifications. In addition, staff will update the minimum qualifications and skill requirements to include proficiency with common computer applications, such as Microsoft Excel, PDF software, PowerPoint, Microsoft Teams, and related office technology. The General Manager will incorporate the salary schedule updates into the Board's planning schedule. Director Jordan moved to approve Resolution No. 2026-08. Director Glassman seconded the motion. Roll call vote: 5 – 0. Motion passed unanimously. District staff expressed their gratitude and appreciation to the Board of Directors for approving the Resolution and for their continued support of District employees.

B. Resolution 2026-09 Authorizing Personnel Policy and Employee Handbook Revisions

General Manager Rudock reported that the proposed handbook updates include implementing caps on vacation and sick leave accruals. She also reported that the District will discontinue Employer-Paid Member Contributions (EPMC) as part of the proposed changes. Director Ranganathan moved to approve Resolution 2026-09. Director Glassman seconded the motion. Roll call vote: 5 – 0. Motion passed unanimously.

C. Review DRAFT Revised 5-Year Capital Improvement Program

District Engineer Pakpour presented the Capital Improvement Project (CIP) list and reviewed the process used to evaluate and prioritize projects. He reported that the Quarry Lake Project will be added back to the list and brought to the Board for further direction. It was noted that several project priorities were adjusted during the collaborative review process to reflect operational needs and staff input. Director Ranganathan asked whether the revised project costs would affect the proposed rates. General Manager Rudock explained that the Prop 218 rate analysis is driven by overall revenue requirements rather than specific projects. Staff will continue to review the project list and make revisions as necessary.

D. Strategic Priorities for FY 2026/2027 – FY 2027/2028

Director Ranganathan wants to prioritize cybersecurity initiatives. General Manager Rudock explained that completion of the District's Risk and Resilience Assessment is a higher priority because it is federally required. She noted that cybersecurity improvements will be addressed immediately following completion of the assessment. Budget-based rates were moved to the TBD section, while landscape submeters were moved from the TBD section to fiscal year 2026/2027. Staff also reported will explore low-income assistance options to help reduce customer water bills. Staff will revise the list as discussed and bring the updated list back to the Board for further review.

E. Review DRAFT FY 2026/2027 Operating and Capital Budgets and Projected Cash Reserves Summary

General Manager Rudock reviewed the revisions made to the draft budget and highlighted the key changes. The Board discussed the antenna lease agreements as well as health benefit options for members of the Board of Directors. Financial Consultant LaBossiere provided an overview of the methodology used to calculate water demand trends and projections. The Board also discussed the test well research project.

F. Preliminary Discussion for Development of DRAFT Rules of the Board: Process for Staff's Handling of Board Member Communications and Data/Information Requests

General Manager Rudock requested Board direction regarding the distribution of information when it is requested by a single Director. Following the discussion, Administrative Services Supervisor Vu stated that future requests made by Board members to staff will be documented and included in her staff report. District Counsel Groves cautioned the Board against engaging in serial meetings outside of publicly noticed Board meetings and reminded Directors not to communicate or share the views of other Board members outside of those meetings to maintain compliance with the Brown Act.

5. FINANCIAL REPORTS

The Board reviewed the financial reports.

6. STAFF REPORTS

A. General Manager

General Manager Rudock gave an overview of the report.

B. Administrative Supervisor

Administrative Supervisor Vu gave an overview of the report. The ADU submeter policy will be brought back to the Board for further discussion.

C. Operations Superintendent

Operations Superintendent Walter gave an overview of the report. He reported that, following discussions with Mueller, it was determined that the leak detection sensors are intended to identify non-surfacing leaks. Most of the leaks experienced by the District were not detected because they became surface leaks before the four-day detection threshold required by the monitoring system.

D. Management Analyst/Water Resources

Management Analyst/Water Resources Burkett gave an overview of the report. She reported that the non-functional turf (NFT) ordinance will be coming soon.

7. **ENGINEER'S REPORT**

District Engineer Pakpour gave an overview of the report. He reported that only punch list items remain to be completed.

8. **DIRECTOR'S REPORT**

Director Stone and Vice President Jordan gave a report on the sessions they attended at the ACWA Conference.

9. **AGENDA ITEMS FOR JUNE 10, 2026**

- ▶ Personnel Policy/Healthcare Benefits
- ▶ Strategic Priorities
- ▶ Revised 5 Year CIP
- ▶ DRAFT Budget for FY 26/27

10. **COMMUNICATIONS**

Nothing to report.

11. **ADJOURNMENT**

The meeting was adjourned at 9:02 pm.


District Secretary

Approved:


Board President