

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

May 21, 2025 Minutes

1. OPENING

A. Call to Order

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

B. Establishment of Quorum

Present: Directors Jordan, Stone, and Ranganathan.

Vice President Holtz (6:27 pm)

Absent: President Glassman

Staff Present: Joubin Pakpour, Engineer, Pakpour Consulting Group; David S. Gehrig, District Counsel, Hanson Bridgett; Tammy Rudock, Interim General Manager; Erik Walter, Operations Superintendent; Samantha Vu, Administrative Services Supervisor; Cory Burkett, Water Resources Specialist/Finance; and Alleyne LaBossiere, Financial Consultant.

2. COMMENTS FROM THE PUBLIC None

3. CONSENT CALENDAR

Director Ranganathan moved to approve items A and B in the Consent Calendar. Director Jordan seconded the motion. Roll call vote: 2-0. Director Stone abstained.

4. REGULAR BUSINESS

A. Approve Resolution 2025-05 Awarding One-Time Transition and Retention Bonuses to PHWD Employees

IGM Rudock informed the Board that staff has demonstrated exceptional dedication thus far through transition period after the resignation of the General Manager. The proposed bonuses serve as transition and retention bonuses through the hiring of a new permanent General Manager.

Director Stone moved to approve Resolution 2025-05 and expressed gratitude to President Glassman for her dedication and leadership during the transition period. Director Jordan seconded the motion. Roll call vote: 3-0.

B. Approve Resolution 2025-06 Authorizing Appointment of Tammy Rudock as Interim General Manager

District Counsel David S. Gehrig explained that the resolution serves to formalize and ratify the actions taken by the committee, while also ensuring compliance with employee benefit laws.

Director Jordan moved to approve Resolution 2025-06. Director Ranganathan seconded the motion. Roll call vote: 3-0.

C. Approve Pass Through Rate Increase

IGM Rudock explained that the rate increase from SFPUC was lower than projected in PHWD's rate study; as a result, the District will pass the savings on to its customers.

Director Ranganathan moved to approve the pass-through rate increase. Director Stone seconded the motion. Roll call vote: 3-0.

D. Approve Resolution 2025-07 Awarding a Contract to Water Resources Economics, LLC, in the total amount of \$69,050, Plus Approval of a 10% Contingency of \$6,905 for a total budget of \$75,955, for the PHWD Water Rate and Fee Study

IGM Rudock reported that five proposals were received. She explained that the committee evaluated and ranked the proposals based on the evaluation criteria in the RFP. Water Resources Economics was deemed to be the highest ranked proposer. Director Ranganathan emphasized the importance of exploring budget-based rates, holding a study session early in the project, and developing a comprehensive financial plan.

Director Jordan moved to approve Resolution 2025-07. Director Ranganathan seconded the motion. Roll call vote: 4-0.

E. Reschedule the Regular June Board meeting to June 18th, 2025

IGM Rudock explained that rescheduling the meeting would allow staff additional time to complete the audit and budget, and obtain further information from the search firm.

Director Ranganathan moved to reschedule the meeting on June 25th at 6:00 pm, and not June 18th at 6:00 pm. Director Stone seconded the motion. Roll call vote: 4-0.

5. STAFF REPORTS

A. Interim General Manager

IGM Rudock provided a brief overview of the report.

B. Administrative Services Supervisor

ASS Vu provided an overview of the report.

C. Operations Superintendent

OS Walter provided an overview of the report.

6. ENGINEER'S REPORT

A. Christopher Lane, Gerth Lane, Liddicoat Drive, Arastradero Road Water Main

Improvements District Engineer Joubin Pakpour reported that the project is nearly complete, with slurry sealing as one of the final tasks. The remaining work will focus on completing punch list items. District Engineer Joubin Pakpour explained the differences between a balancing change order and a standard change order. A survey will be prepared and distributed to customers impacted by the project to gather feedback.

7. ATTORNEY'S REPORT

District Counsel David S. Gehrig provided an update on the status of the communication site leases and noted that IGM Rudock will assume responsibility for the negotiations going forward.

A Board discussion followed.

8. DIRECTOR'S REPORT

Director Jordan reported that he attended the ACWA Conference. He noted that BAWSCA increased the assessment rates by 2.3% and that Tier 2 is still on the agenda.

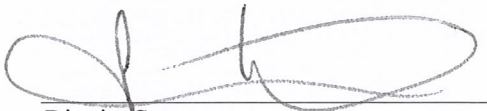
Director Stone reported that she attended the ACWA and JPIA Conference. She reported that John Weed did not get elected. She suggests staff look into an AI acceptable use policy.

9. AGENDA ITEMS FOR JUNE 25, 2025


- ▶ Audit
- ▶ Budget
- ▶ Project to go out to bid
- ▶ Annual Report Card

10. ADJOURNMENT

It was moved by Director Jordan, seconded by Director Stone, to adjourn the meeting at 7:31 pm.


District Secretary

Approved:


Board President