

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

NOVEMBER 10, 2021 Minutes

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** President Holtz called the regular meeting to order at 6:30 p.m. on the Zoom on-line platform.

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

Staff Present: Phil Witt, General Manager; Anthony Stoloski, Operations Manager; Joubin Pakpour, Engineer, Pakpour Consulting Group; Catherine Groves, Attorney, Hanson Bridgett; and Samantha Vu, Office Manager/District Secretary

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** None
3. **RESOLUTION: FINDINGS TO SUPPORT REMOTE BROWN ACT MEETING** It was moved by Director Holtz, seconded by Director Jordan, to approve the resolution to continue remote meetings. Motion approved unanimously (5 – 0) – roll call vote.
4. **CONSENT CALENDAR** It was moved by Director Jordan, seconded by Director Holtz to approve the consent calendar with the removal of item C and D. Motion approved (3 - 0) – roll call vote. Directors Glassman and Ranganathan abstained.
5. **BOARD TRAINING** District Engineer, Joubin Pakpour, provided an overview of PHWD's infrastructure and capital improvement plan to the Board.
6. **RATE STUDY UPDATE** John Farnkopf from HF&H Consultants, presented an updated draft report of the Rate Study to the Board. It was followed by a Board discussion. The consultants will continue to work to update the tables will present at the next Board meeting. No action was taken.
7. **CONSIDER SETTING PUBLIC HEARING AND ISSUING PROPOSITION 218 NOTICE FOR PROPOSED RATE INCREASE** The Board discussed this matter and requested that legal counsel provide a draft notice for review based on revisions to the rate study at the next Board meeting. No action was taken.
8. **SUPPLY COMMITTEE REPORT** Director Jordan reported that there are concerns regarding the Town wanting to use artificial turf for the fields. Director Jordan also reported that PHWD has begun reaching out to other BAWSCA agencies showing interest in purchasing the individual supply guarantees.
9. **CONSERVATION COMMITTEE REPORT** Director Stone reported that there are two draft documents for the Board to review.
10. **CONSIDER ADOPTION OF AMENDED AND RESTARTED WASTEFUL WATER USE ORDINANCE** The Board had a discussion. No action was taken.

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11. **CONSIDER ADOPTION OF RESOLUTION FINDING THE EXISTENCE OF A WATER SHORTAGE EMERGENCY** The Board had a discussion. It was moved by Director Stone, seconded by Director Glassman to adopt the findings and to approve the resolution declaring a water shortage emergency. Motion approved unanimously (5 – 0) – roll call vote.
12. **CONSIDER ADOPTION OF POLICY REGARDING CONFIDENTIALITY OF CUSTOMER UTILITY USAGE DATA** The Board had a discussion. It was decided that this item will be reviewed at the next Board meeting. No action was taken.
13. **CONSIDER CONTRACT WITH PAKPOUR CONSULTING GROUP TO DESIGN THE JOSEFA LANE WATER IMPROVEMENTS AND ADD IT TO THE DUVAL, ELENA, PADRE AND SETON WATER MAIN IMPROVEMENTS IN THE AMOUNT OF \$58,849** District Engineer, Joubin Pakpour requests that the Board approve the contract. It was moved by Director Jordan, seconded by Director Ranganathan to approve the contract with Pakpour Consulting Group to design the Josefa Lane water improvements. Motion approved unanimously (5 – 0) – roll call vote.
14. **ENGINEER’S REPORT**
 - ▶ **CONCEPCION/FREMONT ROAD WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that the project is expected to complete on time and is under budget.
 - ▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that the project is under design. It is on time and on budget.
15. **ATTORNEY’S REPORT** Nothing to report.
16. **MANAGER’S REPORT** General Manager, Phil Witt, reported that the office staff met with Badger Meter. The website is still currently being built.

A. FIELD REPORT

- ▶ On 10/9 there was a leak on Moody Road. The leak was on 8” cast iron pipe. It was a hole with a split on each side, about 6 feet in length. It was a similar break from Moody Road in 2018. It was reported at 11:43 AM on Saturday. The main and 4 customers were shut off by 12:14 PM. Daco was called in to help with the cleanup and traffic control. The water was restored around 7:00 PM. The damaged section of the pipe was replaced with 10 feet of new 8” ductile iron pipe.
- ▶ On 10/13, PHWD repaired a leak on a service line at 14336 Liddicoat Dr. The leak was a pin hole in a 1” copper line. About 6 feet of 1” copper was replaced.
- ▶ On 10/22, PHWD staff attended the LAHCFD Wildfire Preparedness Event.

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- ▶ The District have started to change out CDMA endpoints with LTE-M and LTE-MS. The CDMA endpoints are on the 3G network which will not be used by Badger Meter in the future. The District have approximately 1,000 CDMA endpoints in the ground now, their 5-year warranty has expired, and the battery life is coming to an end. The new LTE-M/MS have a 10-year warranty and allow for 15-minute usage data and a longer battery life. PHWD received a 50% discount on the new endpoints due to the 3G network not being supported by Badger.

B. CUSTOMER COMMUNICATION Nothing to report.

17. DIRECTOR'S REPORT

A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics Director Jordan mentioned that the Fire District had asked the District to hold off on brining the request to put leak sensors on hydrants.

B. DIRECTOR'S COMMENT None

18. AGENDA ITEMS FOR DECEMBER 8, 2021

- ▶ **Special meeting**
- ▶ **Update to Rate Study**
- ▶ **Calling public hearing for rate study adoption and authorizing issuances of Prop 218 notice**
- ▶ **Revised Wasteful Water Use Ordinance**
- ▶ **General Manager Review**

19. ADJOURNMENT The meeting adjourned at 11:15 pm.

