

PURISSIMA HILLS WATER DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

November 15, 2023 Minutes

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** President Stone called the regular meeting to order at 6:30 p.m. at the District Office.

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

Staff Present: Phil Witt, General Manager; Anthony Stoloski, Operations Manager; William Lai, Engineer, Pakpour Consulting Group; David S. Gehrig, Attorney, Hanson Bridgett; Samantha Vu, Office Manager/District Secretary; and Cory Burkett, Billing Clerk.
2. **COMMENTS FROM THE PUBLIC** None
3. **CONSENT CALENDAR** There was a board discussion. It was moved by Director Jordan, seconded by Director Holtz to approve the consent calendar. Motion approved unanimously – voice vote.
4. **DISCUSSION OF SCHEDULED 9% RATE INCREASE** General Manager, Phil Witt discussed with the Board different approaches for the scheduled rate increase. There was a board discussion. The ad-hoc finance committee will discuss further to figure out what direction the District should take.
5. **SUBMETER COMMITTEE MEETING** The submeter committee did not get a chance to have a meeting. There was a discussion on the new assembly bill. The submeter committee will work on a written policy for the District.
6. **SUPPLY COMMITTEE MEETING** General Manager, Phil Witt reported to the Board that Valley Water has accepted the grant application. There was a Board discussion. General Manager, Phil Witt reported that a letter was sent to the homeowner of the potential test well site. The District is waiting to see if a meeting in person can be set up. District Engineer, Joubin Pakpour reported that the report for Quarry Lake will not be finalized until the following winter so that more data can be collected.
7. **APPROVE UPDATED BILLING ADJUSTMENT POLICY** District Secretary, Samantha Vu presented to the Board the final draft of the updated billing adjustment policy. There was a Board discussion. The Board agreed that the new policy is good and the District will start implementation on 1/1/2024.
8. **360 REVIEW UPDATE** Attorney, Dave Gehrig reported that he has been working with President Stone on the selection of the consultant who will be conducting the review for the General Manager. The report will be prepared for President Stone to review before the December meeting and will be reported to the Board during the meeting.
9. **APPROVE NEW PUMPS AT ALTAMONT PUMP STATION FOR \$120,248.82** General Manager, Phil Witt clarified that the quote is for 1 pump and the asking amount is for a total of 2 pumps. The procurement policy was asked to be waived because of the familiarity of the vendor. It was moved by Director Jordan, seconded by Director Holtz to approve new pumps at Altamont Pump Station for the amount asked. Motion approved unanimously – voice vote.

10. ENGINEER'S REPORT

- A. CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE WATER MAIN IMPROVEMENTS** District Engineer, William Lai, reported that the project is going smoothly. Design is going to 100% phase and they are working out the final fire hydrant location. The bid will be in the January – February time frame.
- B. MCCANN OPERATION CENTER DESIGN** District Engineer, William Lai, reported that the project is currently in the entitlement phase and preliminary review. There will be a more in-depth update next board meeting.
- C. DUVAL, ELENA, PADRE, SETON, JOSEFA WATER MAIN UPDATE** District Engineer, William Lai, reported that 61 survey cards were sent out and 9 were received. All responses were positive.

11. ATTORNEY'S REPORT

- A. PFAS CLASS ACTION UPDATE** Attorney, Dave Gehrig updated the Board with conversations with the General Manager. A Board discussion followed.

12. MANAGER'S REPORT General Manager, Phil Witt reported that there is no movement with the City of Palo Alto. Regarding BAWSCA, there were errors found in the Tier 2 formula found by their consultants. The 4th step in the formula might be removed. The District met with staff from Alameda to discuss tier 2.

A. FIELD REPORT

- ▶ On 10/12, the District upgraded a water service at 26455 St. Francis from a 1" meter to a 1 ½" meter.
- ▶ On 10/18, the District upgraded a water service at 25980 Todd Ln. from a ¾" meter to a 1 ½" meter with a 2" backflow. The ARV was upgraded at the same time.
- ▶ On 10/20, the District installed the first backup power box at Page Mill Tank site.
- ▶ On 10/30, the District replaced the air mixer blower motor on Neary Tank 1.
- ▶ On 11/1, the District started the Neary electric gate project. Conduits were also put in for future cameras.
- ▶ On 11/5, the District had a main leak on Elena Rd. The leak was a blowout on 6" Cast Iron pipe. DACO helped with the repair. 8 feet of new DIP was installed. There are still roughly 200 square feet of asphalt to repair to complete the restoration.
- ▶ On 11/8, the District upgraded a water service at 13875 Mirmirou Dr. from a ¾" meter to a 1 ½" meter and a 2" backflow.
- ▶ The District installed GPS Insight on the fleet vehicles.

B. CUSTOMER COMMUNICATIONS


13. DIRECTOR'S REPORT

- A. BAWSCA, Valley Water, ACWA/JPIA, and other agency topics**
- B. Director Comments**


14. AGENDA ITEMS FOR DECEMBER 13, 2023

- ▶ 9% Rate Increase
- ▶ 360 Review
- ▶ Employee Evaluation
- ▶ Presidency Rotation
- ▶ Submeter Policy

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


District Secretary

Approved:


Board President