

PURISSIMA HILLS WATER DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

October 11, 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, Steve Jordan, and Brian Holtz.

Staff Present: Phil Witt, General Manager; Anthony Stoloski, Operations Manager; Joubin Pakpour, 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** It was moved by Director Ranganathan, seconded by Director Jordan to approve the consent calendar. Motion approved unanimously – voice vote.

4. **VALLEY WATER GRANTS** General Manager, Phil Witt updated the Board on the progress of the grant submitted to Valley Water.

5. **SUBMETER COMMITTEE MEETING** General Manager, Phil Witt discussed some key points regarding submetering rules. A Board discussion followed. The District will work with the Town of Los Altos Hills regarding the next steps.
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6. **SUPPLY COMMITTEE MEETING** Operations Manager, Anthony Stoloski reported that too much water was transferred from CalWater so the District transferred some water back. General Manager, Phil Witt reported that the District will be meeting with SFPUC to discuss the potential of becoming a retailer with another water agency. District Engineer, Joubin Pakpour updated the Board on the progress of the well. The final report has been received from EKI regarding Quarry Lake. A further update will be brought to the next Board meeting.

7. **ENGINEER'S REPORT**

A. **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENTS** 61 surveys were sent out but only 6 have been received. This item will be presented at the next Board meeting when more surveys have been received.

B. **CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour reported that the 90% design is on schedule. The project is being sent to the Town for review.

C. **MCCANN OPERATION CENTER DESIGN** District Engineer, Joubin Pakpour reported that the project is with the Town's Planning Committee for review.

8. **MANAGER'S REPORT** General Manager, Phil Witt reported that there were discussions with JPIA regarding the replacement of the items that were stolen. The District will wait until all replacements have been received before putting together an invoice to submit to JPIA. There was a discussion with President Stone regarding the establishment of a 360 review committee.

A. FIELD REPORT

- ▶ On 9/20, the District relocated a meter at 27891 Black Mountain.
- ▶ On 9/20, staff attended a workshop with Muller Company on E-Pulse.
- ▶ On 9/23, a contractor hit an 8" water main at Viscaino Rd and Roble Ladera Rd. No customers were affected by the shutdown. The District made repairs on 9/25 with 3 feet of new DIP and two couplings. The road restoration is being handled by the Town of Los Altos Hills.
- ▶ On 9/28, the District upgraded an ARV and installed a new sample station at the SFPUC turnout on Miranda Ave.
- ▶ On 9/29, staff completed a 4-hour Defensive Driving course from JPIA.
- ▶ There were two trees removed at the Main Office. One was a pine tree that needed removal. It was right next to the power pole at the south of the property. This is the location that the new Fiber line will be coming in from. The second tree was an oak tree that had a split and needed to be removed.

- B. CUSTOMER COMMUNICATIONS** District Secretary, Samantha Vu reported to the Board that the current billing adjustment policy is outdated and presented a proposed updated billing adjustment policy. There was a board discussion. This item will be brought back to the next Board meeting with updates based on feedback from the Board.

9. DIRECTOR'S REPORT


- A. BAWSCA, Valley Water, ACWA/JPIA, and other agency topics** Director Jordan reported on the BAWSCA meetings.

B. Director Comments


10. AGENDA ITEMS FOR NOVEMBER 15, 2023

- ▶ Billing Adjustment Policy
- ▶ Procurement for Auditors
- ▶ Review Financials
- ▶ 9% Rate Increase

11. ADJOURNMENT The meeting was adjourned at 8:22 p.m.


District Secretary

Approved:


Board President