

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

SEPTEMBER 8, 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; David S. Gehrig, Attorney, Hanson Bridgett; and Samantha Vu, Office Manager/District Secretary

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** Gary Kremen welcomed the two new Directors and announce that there will be news media staff attending the meeting.
3. **CONSENT CALENDAR** It was moved by Director Stone, seconded by Director Jordan to approve the consent calendar. Motion approved unanimously (5 - 0) – roll call vote.
4. **UPDATE: BROWN ACT REQUIREMENTS DURING COVID** Attorney, David Gehrig, updated the Board with the latest news regarding resuming in person board meetings. The Governor’s executive order expires on October 1st, 2021. It is expected that AB361 will likely be passed by the California legislature and will become effective as soon as the Governor signs it. It was suggested that the Board take a vote at the next Board meeting regarding the District’s intention to continue to utilize remote meeting procedures.
5. **DROUGHT** Director Jordan presented to the Board reports regarding the current water reservoirs level and condition. The probability of San Francisco declaring a drought emergency has gone up. It is advised that the District look into allocation processes as it will be something that is needed when the drought emergency is declared. It was also advised that the District look into drought rates. Gary Kremen commented that staff should investigate different methods for outreach to customers regarding the voluntary cut back.
6. **SUPPLY COMMITTEE REPORT** Director Jordan updated the Board with the potential cut back percentages if a drought emergency was declared. Director Jordan reminded the Board of what the committee and what staff has been working on regarding the water supply. Director Jordan pointed out that the new housing development is something the District should look into to see if that will cause water usage to increase or decrease. President Holtz appointed Director Ranganathan to join the supply committee. President Holtz appointed Director Stone and Director Glassman to the Demand Committee. Director Ranganathan volunteered himself to join the Supply Committee.

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7. **CONSIDER APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH JAMES MARTA & COMPANY LLP FOR AUDIT SERVICES NOT TO EXCEED \$29,200** General Manager, Phil Witt, is asking that the Board approve the agreement to continue working with James Marta & Company LLP. It was moved by Director Jordan, seconded by Director Ranganathan to approve the professional services agreement. Motion approved unanimously (5 – 0) – roll call vote.

8. **ENGINEER’S REPORT**
 - ▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that the project is under design is on schedule. It is expected that the project will be bid in early 2022 if funding is available.
 - ▶ **CONCEPCION/FREMONT ROAD WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that construction is on schedule and on budget. He reported that the contractors are working well with the inspector in the field. There is currently one pending change order that has not been signed yet.

9. **ATTORNEY’S REPORT** Nothing to report.

10. **MANAGER’S REPORT** General Manager, Phil Witt, reported to the Board that the District is working on a draft newsletters that will be going into the October bills. It was also reported that the contract with John Davidson has been updated with a slight increase in cost. General Manager, Phil Witt, mentioned that he met with the Town of Los Altos Hills to speak about the empty lot on Robleda Road near Wildcrest Rd.
 - A. **FIELD REPORT**
 - ▶ On 8/23 there was a leak on Corbetta Ln. The leak was a full circle crack on 6” cast iron pipe. There will be minor asphalt repair in the street.
 - ▶ On 8/23 there was a leak on Page Mill Road. The leak was a full circle crack on 8” cast iron pipe. Daco was called in to help due to heavy traffic.
 - ▶ Cla-Val rebuilt the altitude valve at McCann Pump Station. A limit switch was added at La Cresta and Elena altitude valves. This allows the District to see when they are open or closed on SCADA.
 - ▶ On 8/8 there was a power failure at McCann Pump Station. The main switch went out. Cupertino Electric was called on site to make the repairs needed.
 - ▶ The District installed one new 1” meter upgrade.
 - ▶ The District installed 2 new backflows.
 - ▶ The District installed a new 2” service and backflow at 27860 Black Mountain Road.

 - B. **CUSTOMER COMMUNICATION** Chris Taelmans wrote a letter addressed to Director Holtz and Director Jordan. She is seeking additional compensation for damage to her lawn. Gary Kremen also shared with the Board a chart showing the percentage change in water use between July 2019 and July 2021 for water retailers.

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11. **DIRECTOR'S REPORT** Director Jordan reported that the Town of Los Altos Hills wants to install some new dishes on the La Cresta tank site in order to do emergency communications. Director Jordan and General Manager, Phil Witt, met with the City Manager and proposed a resolution regarding the installation of the dishes. No response has been received.
 - A. **BAWSCA, Valley Water, ACWA/JPIA and other agency topics** Director Jordan commented that most topics were already covered under the supply committee report. Nothing further to report.
 - B. **DIRECTOR'S COMMENT** None

12. **AGENDA ITEMS FOR OCTOBER 13, 2021**
 - ▶ **Brown Act Training**
 - ▶ **Drought Ordinances**
 - ▶ **ADU Usage Comparisons**

13. **ADJOURNMENT** Meeting adjourn 9:41 pm.