

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

**August 14, 2024 Minutes**

1. **CALL TO ORDER AND ROLL CALL** President Ranganathan called the regular meeting to order at 6:30 p.m. at the District Office.  
  
Directors Present: President Ranganathan, Directors Lucille Glassman, Brian Holtz, Steve Jordan, and Essy Stone.  
  
Staff Present: Phil Witt, General Manager; Joubin Pakpour, Engineer, Pakpour Consulting Group; Catherine Groves, 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 Holtz, seconded by Director Glassman to approve the consent calendar. Motion approved unanimously – voice vote. Director Ranganathan and Director Stone abstained from the minutes.
4. **SUPPLY COMMITTEE MEETING** General Manager, Phil Witt, reported that the District needs to meet with the Town of Los Altos Hills to discuss the locations of the wells. The District is waiting for the EKI report regarding Quarry Lake. General Manager, Phil Witt reported meeting with neighboring agencies to discuss minimum purchases. There was a board discussion. Director Stone wants a ranked list of likeliness for potential water supply.
5. **TIER 2 COMMITTEE MEETING** General Manager Phil Witt reported that Tier 2 is still awaiting finalization.
6. **APPROVE CONTRACT WITH C.J. BROWN & COMPANY FOR FY24, FY25, and FY26 AUDITING SERVICES IN AN AMOUNT NOT TO EXCEED \$82,590** General Manager, Phil Witt discussed the selection of the new auditor. The Board decided to bring this item back at the September meeting. No action was taken.
7. **ENGINEER'S REPORT**
  - A. **CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE, ARASTRADERO ROAD WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that the project is delayed due to parts availability. The project is now expected to start in October. The delay in the project will not increase the cost.
  - B. **MCCANN OPERATION CENTER DESIGN** District Engineer, Joubin Pakpour, reported that the plans were revised to accommodate comments received from the planning commission. The next step is to review the layout with the neighbors. Staff is considering installing poles at the new building corners to visualize impact of the height of the building.
  - C. **WEST FREMONT, ST. FRANCIS WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that the design is at about 60%. The project is on schedule. There will be a walkthrough meeting to look at the preliminary alignment next week.

8. **MANAGER'S REPORT** General Manager, Phil Witt reported that the personnel manual needs to be updated. The SCADA agreement will be brought to the September meeting. The Valley Water Grant is complete and the District is awaiting instructions on how to receive the grant money.

**A. FIELD REPORT**

- ▶ On 7/1, the District repaired a broken angle stop at 27827 Via Feliz.
- ▶ On 7/2, the District installed a new 1" meter and 2" backflow at 26929 Almaden Ct.
- ▶ On 7/8, the District raised a 1" service and installed a 2" backflow at 28008 Laura Ct.
- ▶ On 7/19, DACO was called to pave Roble Blanco, the damage was from the 6/29 main leak.
- ▶ On 7/23, the District installed the new Electromagnetic Flow Meter at Altamont Tank Site.

**B. CUSTOMER COMMUNICATIONS** Nothing to report.

9. **DIRECTOR'S REPORT**

**A. BAWSCA, Valley Water, ACWA/JPIA, and other agency topics** Director Jordan reported that the CEO of BAWSCA is retiring.

**B. Director Comments** Director Stone wants to look at solar options for the District.

10. **AGENDA ITEMS FOR SEPTEMBER 11, 2024**

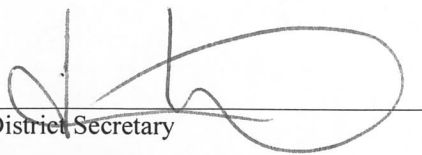
- ▶ Auditor Contract
- ▶ 5 Year CIP Plan
- ▶ Proposal from SCADA
- ▶ Ranked list of water supply source

11. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (CLOSED SESSION)  
TITLE: GENERAL MANAGER  
CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957**

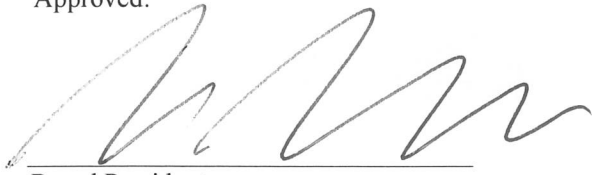
12. **RECONVENE TO OPEN SESSION AND REPORT FROM CLOSED SESSION**  
Nothing to report.

13. **ADJOURNMENT** The meeting was adjourned at 9:54 p.m.

District Secretary



Approved:

A handwritten signature in black ink, consisting of several large, fluid, and somewhat abstract strokes. The signature is positioned above a horizontal line.

Board President