

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

June 14, 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, and Steve Jordan.

Staff Present: Phil Witt, General 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** There was a Board discussion. It was moved by Director Glassman, seconded by Director Ranganathan to approve the consent calendar. Motion approved (5 – 0) – roll call vote.
4. **BUDGET** General Manager, Phil Witt discussed the correction that needs to be made due to the interpretation of the application to the pass-through rate increase to PHWD customers. HF&H was called for guidance and the report will be sent on Thursday. The Board wants a special meeting on Friday to further discuss the item. It was moved by Director Jordan, seconded by Director Glassman to approve the budget with the contingency to be finalized after the pass-through rates are corrected. Motion approved unanimously – voice vote.
5. **UPDATE FEES AND CHARGES** General Manager, Phil Witt discussed the current fees and explained why the fees need to be updated. It was moved by Director Ranganathan, seconded by Director Jordan to approve the updated fees. Motion approved unanimously – voice vote.
6. **MULTIFAMILY RATE PLAN** General Manager, Phil Witt reported that there might potentially be new multi-family housing developments in the District. The District will be looking for a consultant to help with planning for multi-family rates.
7. **REPLACEMENT OF DISTRICT COMPUTER SERVERS** General Manager, Phil Witt reported that the District will be waiving the procurement policy for the server upgrades. The District is looking into cloud options. After reviewing District policy, the District is not required to do a bidding process.
8. **RESOLUTION 2023-02 DECLARING THE DISTRICT'S OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF A PROPOSED FINANCING** The District is looking for outside funding to help with the cost of projects. This resolution will allow the District to reimburse the cost of projects that have occurred with the bond once the bond has been obtained. A board discussion followed. It was moved by Director Jordan, seconded by Director Glassman to approve resolution 2023-02. Motion approved unanimously – voice vote.
9. **APPROVE TASK ORDER 22-23-06 WITH PAKPOUR CONSULTING GROUP, INC. IN THE AMOUNT OF \$60,000.00 FOR MCCANN OPERATION CENTER IMPROVEMENTS** General Manager, Phil Witt presented the task orders and District

Engineer, Joubin Pakpour answered questions by the board. It was moved by Director Glassman, seconded by Director Jordan to approve task order 22-23-06. Motion approved unanimously – voice vote.

10. **APPROVE FIVE TASK ORDERS (23-24-01 THROUGH 23-24-05) WITH PAKPOUR CONSULTING GROUP, INC. IN THE TOTAL AMOUNT OF \$105,000.00 FOR ANNUAL ONGOING SERVICES** General Manager, Phil Witt presented the task orders and District Engineer, Joubin Pakpour answered questions by the board. It was moved by Director Holtz, seconded by Director Glassman to approve task orders 23-24-01 through 23-24-05. Motion approved unanimously – voice vote.
11. **ADOPT 2023 CAPITAL IMPROVEMENT PROJECT LIST** There was a Board discussion. District Engineer, Joubin Pakpour is asking the Board to adopt the 2023 CIP list. It was moved by Director Holtz, seconded by Director Ranganathan to adopt the 2023 capital improvement project list. Motion approved unanimously – voice vote.
12. **SUPPLY COMMITTEE MEETING** Director Jordan reported on activities that the committee did. PHWD will work with ValleyWater on various outstanding items.
13. **ENGINEER'S REPORT**
 - A. **DUVAL, ELENA, PADRE, SETON, JOSEFA WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour reported that the project is complete. The contractors are finishing up some last punch-list items. This project will be brought back to the Board during the July meeting for acceptance.
 - B. **CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour reported that the design is moving forward. The project is on budget and on schedule.
 - C. **MCCANN OPERATION CENTER DESIGN** District Engineer, Joubin Pakpour reported that the design for the project is at 65% right now and will be moving to 85%.
 - D. **CAPITAL IMPROVEMENT PROGRAM – WATER MAIN RATE OF RENEWAL** This item will be brought to the July Meeting.
 - E. **ENGINEER'S REPORT CARD** District Engineer, Joubin Pakpour, discussed the report card which shows the performance of Pakpour Consulting, Inc.
14. **MANAGER'S REPORT** General Manager, Phil Witt reported that he is still looking into 360 review options.
 - A. **FIELD REPORT**
 - ▶ M&M Backflow & Meter Maintenance completed the meter accuracy testing in the District. The District tested (20) ¾" and 1" meters and (35) 1-1/2" and 2" meters.
 - ▶ On 5/21, the District had a leak on the 10" CIP pipe at Fremont Rd and Arastradero Rd. C2R is replacing 90' of new 10" DIP. The West Fremont Zone 2 water main in prioritized next on the CIP list after the Christopher's – Gerth – Liddicoat project.
 - ▶ On 5/24, the District had a leak on 6" AC pipe at Natoma Rd. and Palomino Pl. The leak was a full circle crack that was repaired with a clamp.
 - ▶ On 5/25, the District replaced a leaking service line at 25578 Willow Pond Ln.

- ▶ On 5/30, the District replaced a 2” backflow at 26455 St. Francis Rd. that was hit by a contractor on site.
- ▶ The District signed up for a Demand Response Program with Voltus.
- ▶ On 6/4, staff attended and had a booth at the Town Picnic.
- ▶ The District completed the yearly discing of Elena and Hungry Horse tank sites.

B. CUSTOMER COMMUNICATIONS District Secretary, Samantha Vu, reported that there were some customers who stopped by the booth at the Town picnic to say thank you for always attending and providing water.

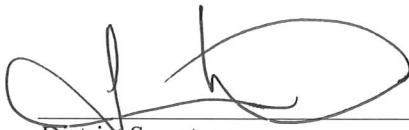
15. DIRECTOR’S REPORT

- A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics** Director Jordan reported that the State Water Board has extended the ban on commercial turf watering.
- B. Director’s Comment** Director Ranganathan toured Hetch Hetchy.


16. AGENDA ITEMS FOR JULY 12, 2023

- ▶ Rescind ADU ordinance

17. ADJOURNMENT It was moved by Director Ranganathan, seconded by Director Glassman to adjourn at 9:22 p.m.


District Secretary

Approved:


Board President