

Purissima Hills Water District
Minutes of the Regular Meeting of the Board of Directors
January 13, 2021

1. **CALL TO ORDER, ROLL CALL.** General Manager Phil Witt called to order the Regular meeting of the board at 6:33pm on the Zoom online platform.

Directors Present: Brian Holtz, Steve Jordan, Peter Evans, Kathy Knopoff, Essy Stone

Staff Present: Phil Witt, General Manager; Anthony Stoloski, Operations Manager; Joubin Pakpour, District Engineer, Pakpour Consultant Group; Catherine Groves, Attorney, Hanson Bridgett

2. **COMMENTS FROM THE PUBLIC.** None

3. **WELCOME NEW DIRECTOR ESSY STONE.** The Board welcomed new Director Essy Stone.

4. **CONSENT CALENDAR.** It was moved by Director Evans, seconded by Director Knopoff to approve the Consent Calendar. Motion approved unanimously – roll call vote (5-0).

5. **APPOINTMENT OF PRESIDENT AND VICE PRESIDENT.** Attorney Groves explained the District's policy for appointing President and Vice President of the Board. In accordance with the District's policy, it was moved by Director Knopoff, seconded by Director Evans to appoint Director Holtz as President. Motion was approved unanimously – roll call vote (5-0).

In accordance with the District's policy, President Holtz nominated Director Jordan as Vice President, seconded by Director Knopoff. Motion approved unanimously – roll call vote (5-0).

6. **APPROVAL OF REVISED MINUTES: REGULAR MEETING FO THE BOARD OCTOBER 13, 2020.** The District Engineer requested a revision of October 14, 2020 minutes to clarify that the District Engineer's team did not speak to residents directly, they spoke with the Los Altos Fire department. Director Jordan moved, seconded by Director Knopoff, that the Board accepted the amendment to the October 2020 minutes. Motion approved unanimously – roll call vote (5-0).

7. **FIRE HYDRANT REPLACEMENT POLICY.** The General Manager presented a draft policy to ensure that any agency or entity that has a connection to the water distribution main, has to upgrade its connection to current standards when the water distribution main is replaced. The Board discussed and provided feedback to staff to revise the draft policy for adoption at a future meeting.

8. **LOS ALTOS HILLS COUNTY FIRE DISTRICT.** President Holtz directed the current Los Altos Hills County Fire District ad hoc subcommittee to consider issues related to fire flow requirements and design, hydrant replacement/upgrades during a water main replacement, and leak sensors.

9. **TAAFFE/ELENA/MOODY ROAD WATER MAIN REPLACEMENT PROJECT, APPROVE PAKPOUR CONSULTING GROUP TO REQUEST NO.1 FOR \$105,909.** District Engineer Pakpour explained their original proposal for construction management services was based on 120 working days shown on the contractor's schedule, however the contractor is now using most of the allowable 220 working days in the contract, therefor additional funds are needed to provide inspection and construction management services. It was moved by Director Jordan, seconded by Director Knopoff,

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to approve Pakpour Consulting Group's request for \$105,909 in additional funds for the Taaffe/Elena/Moody Road Water Main Replacement Project for the purposes specified in Request No.1. Motion approved unanimously – roll call vote (5-0).

10. ENGINEERS REPORT.

A. Taaffe/Elena/Moody Road Water Main Replacement – Progress Payment No.7&8.

District Engineer Pakpour explained the contractor is completing the punch list items and finishing up paving the trench. Once this work is done the project will be suspended until warmer weather allows for the placement of slurry seal and stripping. He also explained Change Order No. 4. .

B. Concepcion/Fremont Road Improvements – Schedule Update. District Engineer Pakpour reviewed an updated project schedule that moved the advertisement date from January 2021 to February 2021 due to the need for additional potholing and design coordination items. The project remains on budget.

C. Capital Improvements Project- Duval, Elena North, Padre Ct., and Seton Improvements. At Board's request, Phil, Joubin, and Anthony reviewed the CIP and presented the next four highest priority projects to be completed after the Concepcion/Fremont Road Improvements Project. They packaged four projects that are already listed on the capital list. Joubin presented the details for consideration at the next board meeting.

11. ATTORNEYS REPORT: Nothing to report.

12. MANAGER'S REPORT. Making more headway with the website. New logos to modernize the current logo. Phil will be coming to the board next month with a new bill pay portal that will piggyback with the website. Phil went over details for new hire, He reached out to an employment agency, interested in one new prospect.

A. Field Report. On 12/18 we had a leak on Christopher's Ln. The leak was a hole on 6" Cast Iron from corrosion. There was some restoration of the resident's concrete driveway. - On 12/19 we had a leak on Fremont Rd. The leak was a 10' long split, the split started at an existing 8" "Hot tap" saddle. We installed 5' of new 10" DIP with a 10X8 tee. We also added 8' of new 8" DIP with a 90* bend. The leak caused minor damage to the pathway and 15' of curb and gutter needing to be replaced. This stretch of pipe is on our CIP list. - We pressure washed the outside of both McCann tanks and patched the epoxy coating where it was needed. - Elena tank had a leaking coupling cut out and rewelded. We also added new plumbing on the outside and patched the epoxy coating on the inside and outside of the tank. - On 1/3 we had a leak on Middle Fork Ln. The leak was a 1" hole from corrosion on 6" DIP. We repaired it with 3' of new DIP. The leak was under a paver driveway, the homeowner's contractor is going to replace the pavers. - We installed a new upgraded 2" water service and back flow at 13389 Robleda Dr. - After receiving 3 competitive bids for replacing the roof at Matadero Creek Pump Station. We moved into contract with Shelton Roofing who also replaced the roof at Elena pump station in 2018. - Our yearly testing of approximately 600 backflows has been completed and the results are ready for the state inspection.

B. Customer Communication. Nothing to report.

13. DIRECTORS REPORTS.

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A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics. President Holtz attended LAFCO committee meeting to select the representative chosen by all the smaller districts.

Director Jordan reported on Valley Water. They are still planning on LVE 3 participation (CCWD), but has reduced sites to a minimum, to support PHWD in a drought. Pacheco reservoir had a major cost increase due to bedrock discoveries. Valley Water \$30k grant award now expired.

Director Knopoff reports on a talk she attended regarding climatology, global warming, droughts and the effects it will have in the future.

B. Director Comments.

14. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (CLOSED SESSION #1).**
Title: General Manager
Closed session in pursuant government code 54957
15. **CONFERENCE WITH LABOR NEGOTIATOR (CLOSED SESSION #2).**
Agency designated Representative: Brian Holtz
Unrepresentative employee: General Manager
16. **BREAK FOR ADDITIONAL NEGOTIATIONS BETWEEN LABOR NEGOTIATOR AND UNREPRESENTED EMPLOYEE.**
17. **RECONVENE TO CLOSED SESSION #2 FOLLOWING LABOR NEGOTIATIONS.**
Agency designated Representative: Brian Holtz
Unrepresentative employee: General Manager
18. **RECONVENE TO OPEN SESSION AND REPORT FROM CLOSED SESSION.**

President Holtz welcomes directors and General Manager back into open session. The Board evaluated the General Manager in closed session and determined his performance to be (outstanding, superior, excellent, etc.).

19. CONSIDER COMPENSATION ADJUSTMENT FOR GENERAL MANAGER.

Directors discussed a compensation adjustment for the General Manager's employment contract based on his excellent performance during the past year. Director Knopoff moved to increase the employee salary by 4%, Director Evans seconded. Motion approved unanimously – roll call vote (5-0).

20. ADJOURNMENT. Meeting adjourned at 11:00pm.