

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

FEBRUARY 10, 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, Peter Evans, Kathy Knopoff, and Essy Stone

Staff Present: Phil Witt, General Manager; Anthony Stoloski, Operations Manager; Joubin Pakpour, Engineer, Pakpour Consulting Group; David S. Gehrig, Attorney, Hanson Bridgett

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** None

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

4. **NATOMA OAKS SUBDIVISION** The District Engineer presented the background and history of the project and recommended approval of the subdivision agreement as presented. The development team made a presentation requesting a reduction of the amount of the performance bond. After deliberation, the board declined the request. It was moved by Director Knopoff, seconded by Director Stone to approve the water agreement as written with no amendment. Motion approved (4-0) roll call vote. Director Jordan abstained from the vote on this item.

5. **DISTRICT WEBSITE AND LOGO UPDATE** The GM briefly updated the Board with the current progress on modernizing the logo, decal, and website. John Davidson presented pictures of the new logo and mockup of stationary. Other ideas presented includes decal for trucks and potential new signage ideas. John also showed a demonstration of what the new website will look like with added features.

6. **PROPOSED BILL PAY PORTAL SERVICES UPDATE** John Wolfson and Shahram Javey from Badger Meter presented a demonstration on what the new payment portal will look like. Director Evans expressed concerns for customer data and privacy. Shahram reassured that Badger will be taking all precautions necessary to perform the best practices to ensure safety and privacy of the data.

7. **INFORMATIONAL UPDATE ON CYBER SECURITY AND ASSESSMENT** GM discussed some new Cyber Security protocols. Attorney David S. Gehrig recommended a closed session to discuss more details. Discussion will be continued in a closed session next month's board meeting.

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8. **FIRE HYDRANT REPLACEMENT POLICY** GM and Attorney David S. Gehrig summarized revisions that were made to the draft policy, specifically item C1. After a brief discussion, the board suggested that a revised version of the policy be brought back for the Board's consideration at next month's board meeting.

9. **CONSIDER CONTRACT WITH PAKPOUR CONSULTING GROUP TO DESIGN THE DUVAL, ELENA, NORTH PADRE AND SETON WATER MAIN**
 - ▶ **IMPROVEMENTS IN THE AMOUNT OF \$218,535** Director Jordan moved, seconded by Director Knopoff. Motion approved unanimously (5-0) roll call vote.

10. **CONSIDER PAKPOUR CONSULTING GROUP HOURLY RATE INCREASE**

Director Knopoff moved, seconded by Director Holtz to approve amendment No. 3 to the contract with Pakpour Consulting Group increasing their rates. Motion approved unanimously (5-0) roll call vote.
11. **CONTRACT FOR CONCEPCION FH'S – LAHCFD** The District Engineer reported he had not heard back from the Fire District.
12. **WATER RATE AND FEE CONSULTANTS SOLICITATION** The District Engineer reported that last month he had received one proposal from a rate consultant, and that he has since reached out to two other firms and will have a total of three proposals to review by the end of the week. He requests one or two board member(s) to join the evaluation committee. Director Knopoff volunteered herself to review and rank the proposals. The goal is to recommend award of a contract to the top-rated consultant next month.
13. **ENGINEER'S REPORT**
 - A. **TAAFFE/ELENA/MOODY ROAD WATER MAIN REPLACEMENT – PROGRESS PAYMENT NO. 9** The District Engineer reported the contractor is close to finishing the project and is now waiting for better weather in early spring to slurry seal and stripe the roads.
 - B. **INTERSTATE 280 SOUTH WATER MAIN ABANDONMENT** The District Engineer described a new capital improvement project which will be added to the overall program next year. The I280 (south) Abandonment Project abandons the water main underneath I-280 where leaks or failures could possibly cause catastrophic damage to the freeway. The project also improves accessibility, lowers the amount of infrastructure the District needs to maintain, and improves tank cycling. There will be minimal impact to fire flows and system redundancy will improve with the addition of a PRV.
14. **ATTORNEY'S REPORT** Nothing to report.
15. **MANAGER'S REPORT** GM expressed concerns to the Board for bay/delta drought.

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A. FIELD REPORT

- ▶ On 1/17 Staff reported on a leak on the Seton property. The leak was on the portion of 8” cast iron pipe that is next to our CIP. The leak was found in a landscaped area with minor restoration.
- ▶ On 1/29 we had a leak at 13791 La Paloma. The leak started at a direct tap. Staff removed the tap and installed a full circle clamp with a 1” tap. The main was in the pathway, it was restored to normal the same day.
- ▶ Elena tank is back in service. Staff updated the plumbing and SCADA lines from the tank to pump stations, along with setting and testing the altitude valve. The completion of TEM project has improved our water flow in Zone 3.
- ▶ Matadero Creek pump station’s roof was replaced. Staff uncovered a little dry rot on the fascia boards. All the dry rot was removed and replaced with new wood.
- ▶ MIT Diving cleaned and inspected Pagemill tank, Altamont tank and both tanks at McCann. This work includes a full video of the inside of the tanks.

16. **CUSTOMER COMMUNICATION** Nothing to report.

17. **DIRECTOR’S REPORT**

A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics

Director Jordan reported on issues relevant to the agencies. He reported BAWSCA is still working with SF on ISG trade ability.

B. DIRECTOR’S COMMENT None

18. **AGENDA ITEMS MARCH 10, 2021**

19. **ADJOURNMENT** Meeting adjourned at 10:14pm.

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