

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

**JUNE 9, 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; Catherine Groves, Attorney, Hanson Bridgett; and Samantha Vu, Office Manager/District Secretary

The Pledge of Allegiance was recited.

- 2. COMMENTS FROM THE PUBLIC** None
- 3. CONSENT CALENDAR** It was moved by Director Jordan, seconded by Director Knopoff, to approve the consent calendar. Motion approved unanimously (5-0) – roll call vote.
- 4. FINAL AUDIT REPORT FY 20-21** General Manager, Phil Witt presented the final audit report to the Board. A Board discussion followed. It was moved by Director Knopoff with the amendments stated on position of the Board and corrections of the names on the Board, seconded by Director Evans. Motion approved unanimously (5-0) – roll call vote.
- 5. CONSIDERATION AND APPROVAL OF FY 21-22 BUDGET** General Manager, Phil Witt presented the 2021/2022 Proposed Operating Budget with the Board and answered questions. It was moved by Director Jordan, seconded by Director Evans, to accept and approve the Proposed Operating Budget of FY 2021/2022 with the request to see an updated budget with the edits needed before the next Board meeting. Motion approved (4-0). Director Kathy Knopoff abstained – roll call vote.
- 6. SUPPLY COMMITTEE REPORT** Director Jordan gave an update on the water supply focusing on the drought. The committee recommends that the District look into ways to reduce the water usage and consider alternative supply in the case that a reduction is mandated.
- 7. ADOPT 2021 CAPITAL IMPROVEMENT PROJECT LIST** District Engineer, Joubin Pakpour presented the capital projects summary, which lists all the current and future capital improvement projects. It was followed by a Board discussion. It was moved by Director Jordan, seconded by Director Knopoff, to adopt the 2021 Capital Improvement Project List. Motion approved unanimously (5-0) – roll call vote.

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8. **APPROVE CONTRACT WITH ROMIG ENGINEERS, INC. FOR COMPACTION TESTING FOR CONCEPCION/FREMONT WATER MAIN IMPROVEMENT PROJECT IN THE AMOUNT OF \$40,061** District Engineer, Joubin Pakpour explained the need for compaction testing. It was moved by Director Jordan, seconded by Director Knopoff to approve the contract with Romig Engineers, Inc. for compaction testing for Concepcion/Fremont Water Main Improvement Project. Motion approved unanimously (5-0) – roll call vote.
  
9. **ENGINEER’S REPORT**
  - ▶ **TAAFFE/ELENA/MOODY ROAD WATER MAIN REPLACEMENT PROGRESS PAYMENT 12** – District Engineer, Joubin Pakpour reported that all work has been completed and is currently waiting on the contractors to submit their record drawings before accepting the project. The slurry seal and stripping has also been completed. District Engineer, Joubin Pakpour noted that there is a survey that will be sent out to all residents affected by this project for feedback.
  
  - ▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENT** District Engineer, Joubin Pakpour, reported that the project is currently under design. The 60% design will be submitted to the town and all stake holders. The project is on schedule and on budget.
  
  - ▶ **CONCEPCION/FREMONT ROAD WATER MAIN IMPROVEMENT** District Engineer, Joubin Pakpour, reported that construction will start at the end of June. Materials and parts are being ordered by the contractors and the staging area has been secured.
  
  - ▶ **MAINTENANCE BUILDING UPGRADES – CONCEPTUAL DESIGN** District Engineer, Joubin Pakpour, presented the conceptual design of the new maintenance building. It was noted that the current building is undersized and is outdated. District Engineer, Joubin Pakpour, mentioned that the conceptual design is almost complete. The District had asked Ten Over Studios to submit a proposal for the work on the final design for the Board to review for approval.
  
  - ▶ **REVIEW DISTRIBUTION SYSTEM ANALYSIS 457 – NEARY UTILIZATION** District Engineer, Joubin Pakpour, noted that through a series of projects, that are now completed with the Taaffe/Elena/Moody Road being the last piece, the District is able to move more water through a trunk line, North / South without over pressurizing the distribution system.
  
10. **ATTORNEY’S REPORT** Attorney, Catherine Groves, inquired whether the Board would like to discuss the potential of returning to in person meetings at the next Board meeting and provide an update on the current legal requirements. The Board decided to discuss this item during the July Board meeting. It was also noted that Hanson Bridgett is looking into the process for filling a vacancy on the Board once a Director moves out of state.
  
11. **MANAGER’S REPORT** General Manager, Phil Witt, mentioned that he and Operations Manager, Anthony Stoloski attended a meeting with the cell phone provider First Net, to explore options on how to improve communications for the endpoints. He also mentioned that there was a bill pay portal demo meeting. There is still currently some fine tuning needed but the new portal is expected to roll out in the near future independently from the website.

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**A. FIELD REPORT**

- ▶ Inspection continued for the Natoma Oaks Subdivision. All pipes and services are in, disinfected and passed the pressure test.
- ▶ The crew helped LHCFD with housing the goats and herders at Altamont tank site. The goats helped clean the back side of the tank in the Byrne Preserve.
- ▶ DACO helped pave 3 locations.
  - i. The first was a leak on Saddle Mountain Dr.
  - ii. The second was a 3-valve set that was sinking at Purissima Rd. and Robleda Rd.
  - iii. The third was at 27381 Moddy Rd, where we replaced an angle stop that was broken.
- ▶ Weed abatement has started at Neary Tank site. Elena and Hungry Horse Tanks were disced.
- ▶ 2 meters were upgraded from ¾” to 1”.
- ▶ 2 broken angle stops were replaced.

**B. CUSTOMER COMMUNICATION** Nothing to report.

**12. DIRECTOR’S REPORT**

- A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics** Director Jordan commented that BAWSCA is continuing with their litigations. He reminded that there are still spots available for the harassment training with JPIA. Director Jordan noted that the pumper caps project is still ongoing.
- B. DIRECTOR’S COMMENT** Director Evans reminded General Manager, Phil Witt, that there are current projects related to undergrounding with the Town.

**13. AGENDA ITEMS FOR JULY 14, 2021**

- ▶ **Remote Meetings**
- ▶ **Drought**
- ▶ **Update from HF&H**
- ▶ **Mid year review for General Manager**

**14. ADJOURNMENT** Meeting adjourned at 10:24pm.