

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

**JULY 14, 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 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 Holtz to approve the consent calendar. Motion approved unanimously (4 - 0) – roll call vote.
4. **RATE STUDY UPDATE** General Manager, Phil Witt noted that the rate consultants from HF&H have put together a model for presentation and will present it to the Board at the August meeting. No actions were taken.
5. **BROWN ACT REQUIREMENT DURING COVID** Attorney, Catherine Groves updated the Board that as of October 1<sup>st</sup>, the Governor’s executive order will be lifted, and all the old Brown Act teleconference requirements will go into effect. No actions were taken.
6. **CONSIDER APPOINTMENT PROCESS FOR BOARD OF DIRECTOR VACANCIES AND PROVIDE DIRECTION TO STAFF** Director Evans notified the Board that he would be resigning from the Board effective July 21, 2021 and recused himself from the discussion of this item. Director Holtz suggested a committee should be formed with two directors. Director Stone as well as Director Holtz volunteered for the committee. Director Holtz ended the item with appointing himself along with Director Stone to work on filling the Board vacancies.
7. **RESOLUTION 2021-02 ESTABLISHING APPROPRIATIONS LIMIT FOR FY2021-2022** Attorney, Catherine Groves, explained to the Board that this is an annual item that is required by the State Constitution. Staff calculated the annual appropriations limit, complied with all notice requirements, and recommended that the Board adopt the resolution establishing the appropriations limit for FY2021-22. It was moved by Director Stone, seconded by Director Jordan, to adopt the appropriations limit. Motion approved unanimously (4 - 0) – roll call vote.
8. **SUPPLY COMMITTEE REPORT** Director Jordan presented to the Board a table that details the District’s water sources 10 years ago versus now. It was recommended that the District look into different water sources and how more individual supply guarantee can be obtained in preparation for the drought.

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9. **CONSIDER APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH WOODARD & CURRAN, INC. FOR PREPARATION OF WATER SHORTAGE CONTINGENCY PLAN FOR A NOT TO EXCEED \$40,000** General Manager, Phil Witt requested that the Board approve the proposal with Woodard & Curran, Inc. to create a water shortage plan in preparation for the drought. The lead consultants at Woodard & Curran, Inc. is extremely familiar with the District and worked for BAWSCA prior to joining the firm. Due to the high priority of this issue and the unique and unmatched expertise of Woodard & Curran, staff determined it is in the best interest of the District to proceed with a single source procurement. General Manager, Phil Witt, requested that the Board making findings that it is in the best interest of the District to waive the procurement policy requirement to obtain three quotations for these services due to the high priority of this issue and the unique and unmatched expertise of the firm, award a contract to Woodard & Curran, Inc. for the preparation of a water shortage contingency plan for a not to exceed amount of \$40,000, and authorize the General Manager to execute the agreement. It was so moved by Director Jordan, seconded by Director Evans, to accept the agreement with Woodard & Curran, Inc., with the removal of task #5. Motion approved unanimously (4 – 0) – roll call vote.
10. **CONSIDER APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH PAKPOUR CONSULTING GROUP, INC.** Joubin Pakpour, acting in his personal capacity, requested that the Board approve the change in to his contract. It was moved by Director Stone, seconded by Director Jordan, to approve the professional services agreement with Pakpour Consulting Group, Inc. Motion approved unanimously (4 – 0) – roll call vote.
11. **RESOLUTION 2021-03 ACCEPTANCE OF TAAFFE/ELENA/MOODY ROAD WATER MAIN REPLACEMENT PROJECT** District Engineer, Joubin Pakpour, presented the Board with the Notice of Acceptance for the Taaffe/Elena/ Moody Road Water Main Replacement Project. He also gave a brief summary of the results of the customer survey that was sent out to customers affected by the project. It was moved by Director Evans, seconded by Director Jordan, to accept resolution 2021-03 Acceptance of Taaffe/Elena/Moody Road Water Main Replacement Project. Motion approved unanimously (4 – 0) – roll call vote.
12. **ENGINEER’S REPORT**
- ▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that the design is moving forward. He mentioned that an easement is needed.
  - ▶ **CONCEPCION/FREMONT ROAD WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that construction has started at the corner of Concepcion and Purissima and that everything is going as planned.
  - ▶ **MCCAAN OPERATION CENTER IMPROVEMENTS** District Engineer, Joubin Pakpour, noted that the name of the project has officially changed to McCann Operation Center Improvements to help customers understand the importance of this project. He is currently waiting for the consultants to finalize the conceptual design.
13. **ATTORNEY’S REPORT** Nothing to report.

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14. **MANAGER'S REPORT** General Manager, Phil Witt, mentioned that he attended a three-day leadership training seminar provided by the California Special District Association (CSDA). The website agreement and bill pay portal agreement is currently still being reviewed. District staff and Badger have been testing out a beta site to see how things will work. The annual water quality reports were sent out during the first week of July. The Moody Creek Bank Repair has also been completed minus a few small pending items that are being worked on.

**A. FIELD REPORT**

- ▶ Inspection continued for the Natoma Oaks Subdivision. The last tie-in was completed on 6/30. C2R still has minor punch list items left to finish before it is considered complete.
- ▶ On 6/21, Hungry Horse Tank was cleaned and was put back in service on 6/28.
- ▶ On 6/24, a new fan motor was installed on top of Altamont Tank.
- ▶ Concepcion/Fremont Rd. CIP
  - i. Main line pipe was laid out and approved after the potholes were completed for Phase I.
- ▶ On 7/12, the 8" cast iron water main at 26496 Purissima Rd. was exposed and prepared for the installation of a new inline gate valve on 7/14. This valve is needed to eliminate 20 customers getting turned off when C2R completes a tie in at Purissima Rd. & Concepcion Rd.
- ▶ Surge valve flows switches were replaced at Elena, Matadero, Deer Creek and Altamont Tank. This allows the District to see them on SCADA.
- ▶ Inventory has been completed and materials are in stock.

- B. CUSTOMER COMMUNICATION** Nothing to report.

- C. REVISED BUDGET** General Manager, Phil Witt, presented the revised budget to the Board.

15. **DIRECTOR'S REPORT**

- A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics** Director Jordan commented that BAWSCA is currently working on the drought formula. The District still needs to meet with Valley Water to go over supply questions and conservation funding. The District is currently working with the town regarding the antennas.

- B. DIRECTOR'S COMMENT** Director Evans noted that it has been a pleasure to work with everyone. The Board thanked him for his service and significant contribution to the District during his tenure.

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**16. AGENDA ITEMS FOR AUGUST 11, 2021**

- ▶ **Remote Meetings**
- ▶ **Director Appointments**
- ▶ **Drought Resolution**
- ▶ **Ground Water**
- ▶ **Update from HF&H**
- ▶ **Mid-year review for General Manager**

- 17. ADJOURNMENT** It was moved by Director Jordan, seconded by Director Evans to adjourn the meeting early. Motion approved unanimously (4 – 0) roll call vote.