

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

**AUGUST 11, 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, and Essy Stone

Staff Present: Phil Witt, General Manager; Anthony Stoloski, Operations Manager; Brandon Laurie, Engineer, Pakpour Consulting Group; David S. Gehrig, Attorney, Hanson Bridgett; and Samantha Vu, Office Manager/District Secretary

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** Steve Schmidt introduced himself to the Board as a prospective Board Director. Rachel Wu introduced herself to the Board as a prospective Board Director. Anand Ranganathan also introduced himself to the Board as a prospective Board Director.
3. **CONSENT CALENDAR** It was moved by Director Stone, seconded by Director Jordan to approve the consent calendar. Motion approved unanimously (3 - 0) – roll call vote.
4. **ADOBE CREEK BANK REPAIR STATUS UPDATE** General Manager, Phil Witt, noted that there are a few items that still needs to be resolved, including the grass behind Mrs. Taelemans' house. Mrs. Taelemans presented to the Board pictures that she had documented over the course of the repair. She is asking the Board to take consideration and reimburse her the cost it would take to lay down new grass. Director Holtz and Director Jordan advised Mrs. Taelemans to resubmit her documents and write a letter to JPIA.
5. **RATE STUDY UPDATE** John Farnkofp from HF&H Consultants, LLC present to the Board a preliminary outline on the rate making steps. The Board was pleased with the presentation and will be waiting on the next update.
6. **PROPOSED TOWN ANTENNA AT LA CRESTA TANK SITE** Director Jordan and General Manager Phil Witt met with the City Manager to provide a draft term sheet for consideration. The Town of Los Altos Hills will review the term sheet with the ECC to determine if it would be beneficial and worth the cost.
7. **APPOINTMENT OF NEW DIRECTORS** Director Holtz noted that 4 resumes were submitted for the two vacancies on the Board of Directors. Director Holtz and Director Stone will set up interviews in the following weeks.
8. **RESOLUTION URGING 15% REDUCTION IN WATER USE BY DISTRICT CUSTOMERS** General Manger Phil Witt summarized the Governor's executive order urging a 15% reduction in water use, and that there are no mandatory restrictions currently. It was moved by Director Stone to adopt the Resolution Urging 15% Reduction in Water Use by District. Motion approved unanimously (3 - 0) – roll call vote.

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9. **SUPPLY COMMITTEE REPORT** Director Jordan presented to the Board a water supply report. Director Jordan noted that SFPUC did not declare a drought yet, but if they do next year, the District's supply could be reduced significantly and could worsen in the following years. The District will look into different potential drought suppliers.

10. **ENGINEER'S REPORT**

- ▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENTS** District Engineer, Brandon Laurie, reported that the project is still under design is moving forward and is on schedule.
- ▶ **CONCEPCION/FREMONT ROAD WATER MAIN IMPROVEMENTS** District Engineer, Brandon Laurie, reported that there were some minor traffic control issues. A resident was pulled over by a Sheriff due to a misunderstanding of the signage placed on Concepcion Road. The signage has been updated and replaced. District Engineer, Brandon Laurie noted that the Contractors ran into some unknown existing underground utilities. This caused the Contractors to take extra time to determine what they are. The project will move onto Viscaino and then onto Phase II, further down Concepcion Road. District Engineer, Brandon Laurie, mentioned that local bike shops were given flyers with project information. The project site is currently being swept twice a week to minimize debris and rocks that are on the road.
- ▶ **MCCAAN OPERATION CENTER IMPROVEMENTS** District Engineer, Brandon Laurie, noted that the presentation from the last Board meeting has been put into a report format.

11. **ATTORNEY'S REPORT** Attorney, David S. Gehrig, reported that the Brown Act Requirement will expire on September 30<sup>th</sup>, 2021. The District has one more month of doing remote meetings before returning to in person meetings in October unless the Governor reinstates the suspension of the Brown Act requirements, which is not currently anticipated.

12. **MANAGER'S REPORT** General Manager, Phil Witt, mentioned that he attended a CSDA Financial Management for Special District Training. The website agreement has been updated with a new consideration that we can subcontract the web hosting company via John Davidson. The agreement with John Davidson will have to be rewritten with the new terms. The bill pay portal is also still being worked on.

**A. FIELD REPORT**

- ▶ On 7/19, the District had CLA-VAL onsite to do a full inventory of the altitude valves, surge valves and pressure reducing valves. They have put in a new system called Link2Valve that will allow the District to record all exercising and maintenance of each valve.
- ▶ On 7/21, the service at 25396 La Loma Dr. was relocated. The previous owner moved the meter to install a fence without the District's approval. The meter has been upgraded to our current standards at the owner's expense.
- ▶ On 7/29, an unused service that fed 24737 Stonebrook Dr. was abandoned.
- ▶ The District tested Cradlepoint IBR900 Router from FirstNet at all of the tank sites and pump stations. This can potentially be a new option for SCADA

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along with emergency Wi-Fi and cell connection at each location.

- ▶ On 8/4, there was a leak on Christophers Ln. It was a full circle crack on 6” cast iron pipe that was repaired with a clamp.
- ▶ The District installed two 1” meters
- ▶ The District installed 2 new backflows
- ▶ The District attended the Town Car Show

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

**13. DIRECTOR’S REPORT**

**A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics** Director Jordan commented that most topics were already covered under the supply committee report and lease antenna report. Nothing further to report.

**B. DIRECTOR’S COMMENT** None

**14. AGENDA ITEMS FOR SEPTEMBER 8, 2021**

- ▶ **Brown Act**
- ▶ **Special Meeting**
- ▶ **Drought Resolution**

**15. CLOSED SESSION**

Pursuant to California Government Code Section 54957 Public Employee Performance Evaluation Title: General Manager  
The Board went into closed session at 9:45 pm.

**16. OPEN SESSION**

Public Employee Performance Evaluation  
Title: General Manager  
The Board returned to Open Sessions at 10:13 pm. No action was taken.

**17. ADJOURNMENT** It was past adjournment time, so Director Holtz moved to adjourn the meeting at 10:15 pm.