

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

**July 13, 2022 Minutes**

- 1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** President Jordan called the regular meeting to order at 6:30 p.m. on the Zoom on-line platform.

Directors Present: President Jordan, Directors Essy Stone, Lucille Glassman, and Brian Holtz.

Staff Present: Phil Witt, General Manager; Anthony Stoloski, Operations Manager; Joubin Pakpour, Engineer, Pakpour Consulting Group; Catherine Groves, Attorney, Hanson Bridgett; Samantha Vu, Office Manager/District Secretary; Cory Burkett, Billing Specialist; and Sheldon Chavan, Financial Consultant.

The Pledge of Allegiance was recited.

- 2. COMMENTS FROM THE PUBLIC** None
- 3. CONSENT CALENDAR** It was moved by Director Holtz, seconded by Director Stone to approve the consent. Motion approved (4 – 0) – roll call vote, Ranganathan absent.
- 4. AWARD CONTRACT TO CENTRICITY GIS FOR CITY WORKS IN THE AMOUNT OF \$40,000** General Manager, Phil Witt expressed that City Works will help staff in the field work more efficiently compared to what the District is currently using to manage assets. A Board discussion followed. District Engineer, Joubin Pakpour chimed in to further explain the functionalities of City Works. It was moved by Director Jordan, seconded by Director Holtz to determine that it is in the best interest of the District to waive the procurement process and award contract to Centricity for City Works in the amount of \$40,000. Motion approved (4 – 0) – roll call vote, Ranganathan absent.
- 5. ADOPT 2022 CAPITAL IMPROVEMENT PROJECT LIST** District Engineer, Joubin Pakpour presented the list and explained why items are reprioritized. A Board discussion followed. It was moved by Director Jordan, seconded by Director Glassman to adopt the 2022 capital improvement project list with the addition of priority 1.5 for \$1M for the water supply augmentation project. Motion approved (4 – 0) – roll call vote, Ranganathan absent.
- 6. APPROVE TASK ORDER 21-22-11 WITH PAKPOUR CONSULTING GROUP, INC. FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES IN THE AMOUNT OF \$361,881.00 FOR THE DUVAL, PADRE, SETON, JOSEFA WATER MAIN IMPROVEMENTS** General Manager, Phil Witt explained to the Board the importance of why Pakpour Consulting Group, Inc. is needed to assist the District with this project. It was moved by Director Stone, seconded by Director Holtz to approve task order 21-22-11. Motion approved (4 – 0) – roll call vote, Ranganathan absent.
- 7. AMEND CASH RESERVE POLICY** Financial Consultant, Sheldon Chavan and Attorney, Catherine Groves explained the changes from the prior cash reserve policy. It was moved by Director Holtz, seconded by Director Glassman to amend the cash reserve policy. Motion approved (4 – 0) – roll call vote, Ranganathan absent.

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8. **APPROVE RESOLUTION 2022-09 REQUEST FOR AND CONSENT TO CONSOLIDATE OF ELECTIONS** Attorney, Catherine Groves explained to the Board that this request will allow the County to run the elections for the District. It was moved by Director Stone, seconded by Director Holtz to approve resolution 2022-09. Motion approved (4 – 0) – roll call vote, Ranganathan absent.
9. **APPROVE ORDINANCE 2022-01 AN ORDINANCE ADOPTING A RESIDENTIAL WATER SERVICE TERMINATION POLICY AND AMENDING SECTION 15 AND 16 OF ARTICLE II OF ORDINANCE 82-1** Attorney, Catherine Groves explained to the Board the changes made to the ordinance. A Board discussion followed. It was moved by Director Holtz, seconded by Director Stone to approve Ordinance 2022-01. Motion approved (4 – 0) – roll call vote, Ranganathan absent.
10. **CONSERVATION COMMITTEE REPORT** Operations Manager, Anthony Stoloski led the discussion regarding all conservation measures and activities that took place in the month of June. The District will continue to look into water budget options. A Board discussion followed.
11. **SUPPLY COMMITTEE REPORT** Director Jordan led the discussion. The supply committee had various meetings regarding topics such as water rights and recycled water for the District. The committee will conduct additional meetings with drilling experts. Management plans to authorize drilling soon based on the EKI report.
  - ▶ **AUTHORIZATION TO MAKE ISG TRANSFER OFFER** Director Jordan lead the discussion. Gary Kremen made a public comment stating that City of Palo Alto has said no, and that he does not believe this will move forward. A board discussion followed. It was moved by Director Jordan, seconded by Director Holtz to authorize the water supply committee to make an offer to City of Palo Alto for 0.5 MGD in combination with proposed for joint construction focused on intertie with final approval of the purchase and project subject to subsequent approval by the Board. Motion approved (4 – 0) – roll call vote, Ranganathan absent.
12. **LOS ALTOS HILLS HOUSING ELEMENT UPDATE AND IMPACT UPON PHWD** Director Jordan led the discussion. The District’s current fee schedule is not intended for multi family homes and should be reviewed in the rates and fee study. A Board discussion followed.
13. **IN PERSON, REMOTE OR HYBRID MEETINGS** There was a board discussion regarding the potential return of in-person meetings. General Manager, Phil Witt commented that the District have upgraded the meeting room to be able to do in-person or hybrids meetings. Attorney, Catherine Groves clarified that there have been no changes to the Governor’s order. Director Jordan suggests that meetings continue to be remote and reconsider this item later in the year.
14. **ENGINEER’S REPORT**
  - ▶ **CONCEPCION/FREMONT ROAD WATER MAIN IMPROVEMENTS, PROGRESS PAYMENT** District Engineer, Joubin Pakpour reported that the slurry seal has been placed with minimal disruptions. A street sweeper will be onsite to pick up any excess material left over from the slurry seal operation. The striping will be placed after the slurry seal is cured. He anticipates the notice of completion and acceptance of the project will come before the Board in August.
  - ▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour reported that the contractor, C2R has ordered the material

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for project, however delivery dates are in late September due to industry wide shortages. The District called suppliers to verify these shortages. There were discussions with C2R to potentially complete the project in incremental phases as material became available, however the contractor was not amenable to this request. The project is expected to start in October.

- ▶ **MCCANN OPERATION CENTER DESIGN SOLICITATION** District Engineer, Joubin Pakpour reported that the District received six proposals from its request for proposal for the design of the project. The proposals will be reviewed and brought back to the Board during the August or September meeting for recommendation to award a design contract for the project.

**15. ATTORNEY'S REPORT**

- ▶ **PROPOSED RATE INCREASE** Attorney, Dave Gehrig presented to the Board the request for a rate increase to billing rates. The last rate increase was in February of 2018 for a three-year period. The current request will increase to \$395 per hour and will also implement a three-year period. The rate increase will match rates that are paid by neighboring water districts. It was moved by Director Holtz, seconded by Director Glassman to approve the proposed rate increase. Motion approved (4 – 0) – roll call vote, Ranganatha absent.

- 16. MANAGER'S REPORT** General Manager, Phil Witt, reported that the District is engaged in ongoing negotiations with the Fire District regarding the acoustic hydrant leak detectors agreement. A Board discussion followed. The District will continue its efforts to come to an agreement with the Fire District. General Manager, Phil Witt reported that grant applications were placed with Valley Water.

**A. FIELD REPORT**

- ▶ The District had Pump Repair Services pull pump #2 at Altamont Pump station for repairs. The pump was running louder than normal and was due for a full service.
- ▶ The District inspected a new private fire hydrant installation at 13940 La Paloma Rd.
- ▶ On 6/16, the District completed the annual parts and material inventory.
- ▶ The District completed GPS inputs of the new CIP project along Fremont and Concepcion Rd. The new standard is to have all CIP projects be inputted into the new GIS system.
- ▶ On 6/23, the District prepared the Elena Tank Site gate for a new electric motor. Alert Door Service installed the electric gate hardware.
- ▶ The District replaced a broken angle-stop at 26350 Taaffe Ln. and upgraded it to the current standard.
- ▶ On 6/30, the District abandoned 2 empty services that use to serve 13030 and 13051 La Paloma Rd. These service lines were still hooked up to the main but not feeding any meter.
- ▶ The District completed the annual Water Quality Report. It was mailed to all our customers and posted on the District website.

- B. CUSTOMER COMMUNICATION** District Secretary, Samantha Vu reported to the

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board that there has been numerous calls and emails from customer asking for an online pay portal.

**17. DIRECTOR'S REPORT**

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

**B. DIRECTOR'S COMMENT**

**18. AGENDA ITEMS FOR AUGUST 10, 2022** Director Jordan asked that any agenda items be sent via email to the District.

**19. ADJOURNMENT** The meeting was adjourn at 10:22 p.m.