

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

November 9, 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, Anand Ranganathan and Brian Holtz.

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

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** None
3. **CONSENT CALENDAR** It was moved by Director Ranganathan, seconded by Director Glassman to approve the consent. Motion approved (5 – 0) – roll call vote.
4. **APPROVE RESOLUTION NO. 2022-12 AMENDING RATE AND FEE SCHEDULE**
There was a Board discussion. This item is not ready will be brought back during the next Board meeting. No action was taken.
5. **APPROVE RESOLUTION NO. 2022-13 IMPLEMENTING WATER SHORTAGE RATE ADJUSTMENT** There was a Board discussion regarding three different projected water cut back scenarios. The Board would like to see more specific reductions. No action was taken.
6. **APPROVE RESOLUTION NO. 2022-14 AWARDED CONTRACT TO TEN OVER STUDIOS IN THE AMOUNT OF \$483,400 FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR THE MCCANN OPERATION CENTER IMPROVEMENTS** District Engineer, Joubin Pakpour introduced this item and explained the importance of why a new building is needed. The building is at seismic risk. He is seeking approval for a design contract with Ten Over Studios. A staff report was summarized. A Board discussion followed. Staff from Ten Over Studios was present to help answer any questions. It was moved by Director Stone, seconded by Director Holtz to approve resolution no. 2022-14. Motion approved (5 – 0) – roll call vote.
7. **RETURN TO IN-PERSON MEETINGS** Director Jordan commented that most agencies are returning to in-person meetings. Attorney, David S. Gehrig explained that the state of emergency that the Governor instituted will expire 2/28/2023 which means that ability to conduct Board meetings via Zoom will no long be available. The District will have to return to in-person meetings unless the Board follow certain guidelines from Assembly Bill 361. A Board discussion followed.
8. **CONSERVATION COMMITTEE REPORT** General Manager, Phil Witt stated that there was a meeting with Directors Stone and Glassman regarding taking the next steps to

make additional water cut back. The District is looking into a new program called Water Wise to help monitor water usage. The District is considering potential fines for repeated offenders and choosing days to irrigate for residents.

9. **SUPPLY COMMITTEE REPORT** General Manager, Phil Witt reported that Woodard and Curran is in contact with Valley Water and that the application for the grant has been sent in. The DWR grant option will not apply to PHWD since the District does not meet the qualifications to be considered an urban water supplier. The letter regarding the purchase of ISG from Palo Alto has been elevated to the City Manager. This item will be brought back to their council in the future. District Engineer, Joubin Pakpour gave an update regarding ground water. There are currently 3 eligible sites for drilling. The District is in the process of obtaining a proposal from EKI to help drill and see how much water will be available. The District has authorized EKI to install stream gauges in Quarry Lake to measure how much water is going in and bypassing.
10. **LEGAL OBLIGATION OF UTILITY OWNERS TO MARK UNDERGROUND; RECENT DISCUSSIONS WITH TOWN REGARDING MARKING OF TOWN UTILITIES** There was a meeting between the Town of Los Altos Hills and the District. The Town of LAH reported that they will no longer be marking lines in the field. They are not legally bound to mark their lines. The Town of LAH agrees to help mark facilities under certain circumstances.
11. **GENERAL MANAGER EVALUATION PROCESS** General Manager, Phil Witt will provide his goals for Directors to review at the December meeting. Attorney, David S. Gehrig reminded the Board the process of the evaluation.
12. **ENGINEER'S REPORT**
 - ▶ **CONCEPCION/FREMONT ROAD WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour will present the results of the comment cards on the Concepcion project at the December meeting.
 - ▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that the project has started and construction on Padre Ct. has been completed. Contractors have started construction on Seton.
 - ▶ **CHRISTOPHER LANE, GERTH LANE, LIDDICOAT DRIVE WATER MAIN IMPROVEMENTS** District Engineer, Joubin Pakpour, reported that design has started on this project.
13. **MANAGER'S REPORT** General Manager, Phil Witt, reported that there is one pump at Altamont Pump Station that is out of service. The District received a quote for a new pump at roughly \$50,000 but will bring the official quote to the Board at the December meeting. General Manager, Phil Witt met with Bud Levine with Wulff, Hansen & Co. to discuss options for the District regarding money in the LAIF account.

A. FIELD REPORT

- ▶ The District started a 30-day demo of a Verkada security camera system. It was placed at McCann tank site and received good video and sound quality.
- ▶ On 10/13, the District replaced a broken gate valve at Stonebrook Dr. and Prospect Ave. The valve would not shut down when there was a service line hit on Prospect Ave. The District upgraded the Tee with 2 new gate valves to reduce the number of customers affected in future shutdowns.

- ▶ The District completed the Lead and Copper sampling for the State Waterboard requirements. The samples are taken every 3 years.
- ▶ The District had a kick off meeting with Centricity and have started sending information for the first steps of data migration.
- ▶ On 10/19, the District installed a new 1” water service at 12805 Deer Creek Ln. This was a vacant lot without water service in the past.
- ▶ The District installed over 200 LTE-CS endpoints.
- ▶ The District marked out USA for the current CIP project along with laying out the center line of the new main.
- ▶ The District assisted with loading and chlorination of the new main installed on Padre Ct.

B. CUSTOMER COMMUNICATION None

14. DIRECTOR’S REPORT

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

B. DIRECTOR’S COMMENT Director Stone reported that she will be attending the upcoming ACWA meeting.

15. AGENDA ITEMS FOR DECEMBER 14, 2022

- ▶ Rate and Fee Schedule
- ▶ Change of Officers
- ▶ Staff Reviews
- ▶ Pump Quote
- ▶ Quote from Bud Levine

16. ADJOURNMENT It was moved by Director Holtz, seconded by Director Ranganathan to adjourn the meeting at 9:56 p.m.