

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

MARCH 10, 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; David S. Gehrig, Attorney, Hanson Bridgett

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, with the removal of the minutes. Motion approved unanimously (5-0) – roll call vote.
4. **FIRE HYDRANT REPLACEMENT POLICY** Attorney David S. Gehrig presented the policy with the edits and suggestions that were brought up at the last board meeting. He proposed that the board make a motion to adopt the policy. It was moved by Director Jordan, seconded by Director Knopoff to approve the policy. Motion approved (5-0) roll call vote.
5. **FIRE HYDRANT AGREEMENT** Attorney David S. Gehrig summarized the edits that were made to the agreement. It was moved by Director Knopoff, seconded by Director Evans to approve the agreement. Motion approved (5-0) roll call vote.
6. **WEATHER RESILIENCY FOR DISTRICT FACILITIES** Director Holtz brought up concerns about the incident in Texas regarding weather dropping below freezing temperatures. District Engineer, Joubin Pakpour, reassured that the climate in the Bay Area does get below freezing except on rare occurrences, emphasizing that there are almost never days with a recorded high that is below freezing.
7. **WATER RATE AND FEE CONSULTANT SOLICITATION** General Manager, Phil Witt, summarized the procurement process for a water rate and fee consultant. It was moved by Director Knopoff, seconded by Director Evans to authorize an award of a contract to HF&H. Motion approved (5-0) roll call vote.

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8. **ENGINEER'S REPORT**

- ▶ **TAAFFE/ELENA/MOODY ROAD WATER MAIN REPLACEMENT – PROGRESS PAYMENT NO. 10** District Engineer, Joubin Pakpour reported that the majority of the work is done. All the punch list items have been completed by the contractors. There was a temporary pause in the contract issued to Teichert, to have them return in late March to complete the slurry seal when the weather is more favorable.

- ▶ **CONCEPCION, FREMONT ROAD WATER MAIN IMPROVEMENT** District Engineer, Joubin Pakpour, reported that there are 11 potential bidders. They are expecting to award the contract in April.

- ▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENT** District Engineer, Joubin Pakpour, reported that the project is in the early design stages and is on schedule.

- ▶ **NATOMA OAKS SUBDIVISION** District Engineer, Joubin Pakpour, reports that the agreements have been signed by the developers and needs to be signed by the Board President. The submittals have been submitted for review and have been returned. All the fees have been collected via wire transfer.

- ▶ **MAINTENANCE BUILDING** District Engineer, Joubin Pakpour, reports that the maintenance building is currently being designed. Moving forward, this will be an item under the Engineer's Report for more updates.

9. **ATTORNEY'S REPORT** Nothing to report.

10. **MANAGER'S REPORT** General Manager, Phil Witt, reported that the contract with LIFTOFF and contract with Badger Meter for the payment portal is currently being reviewed by Attorney Catherine Groves. He also reported that the mitigation for Toyon yard has been completed. A drone photographer was hired to take aerial shots of the tank sites, pumps, and district. Employee reviews have been completed for 2020.

A. FIELD REPORT

- ▶ On 2/17 a broken angle meter stop was replaced at 13730 Wildflower Ln.
- ▶ A new pressure transducer was installed on La Cresta Tank 1. This will allow the District to see individual levels of the two tanks.
- ▶ New skylight glass was installed at Matadero Creek Pump Station. New fascia boards and eaves were painted.
- ▶ Elena Pump station was repainted.
- ▶ On 3/4 there was a leak on our 6" Cast Iron cross country main from Christopher's Lane to Liddicoat Circle. The leak was on the blowoff located on the east side on 280.

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- ▶ There was one meter upgrade.
- ▶ There were two backflow installations.
- ▶ GIS map was updated with new layers showing leaks reflecting the year in occurred in.

B. CUSTOMER COMMUNICATION Nothing to report.

11. DIRECTOR'S REPORT

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

Director Jordan reported that Valley Water is continuing with Las Vaqueros. He also reported that he is closely following the Pacheco Reservoir project to see if there is the potential chance that PHWD can be supplied water during a drought.

B. DIRECTOR'S COMMENT Director Holtz commented on a project in construction in the district, "House of Horns", has won an architectural award. Director Evans commented that Mid Pen Open Space is working on a Wildlife Fire Resiliency Program.

12. AGENDA ITEMS APRIL 14, 2021

- ▶ **280 Undercrossing**
- ▶ **Long term outage**

13. CLOSED SESSION

Pursuant to California Government Code Section 54957(a) Public Security Consultation with Agency Counsel

14. RECONVENE TO OPEN SESSION

No action was taken.

15. CLOSED SESSION

Pursuant to California Government Code Section 54957(b) Public Employee Performance Evaluation/Goals
Title: General Manager

16. RECONVENE TO OPEN SESSION

No action was taken.

17. ADJOURNMENT Meeting adjourned at 9:45pm.

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