

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

**MAY 12, 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; David S. Gehrig, Attorney, Hanson Bridgett; and Samantha Vu, Office Manager/District Secretary

The Pledge of Allegiance was recited.

- 2. COMMENTS FROM THE PUBLIC** None
- 3. REPORT ON ANNUAL AUDIT** Auditor, David Becker presented the audit results for the District. He concluded that there were some minor recommendations suggested to the General Manager but overall, the end results were good.
- 4. RATE INCREASE FROM HF&H** General Manager, Phil Witt introduced Mr. Farnkopf with HF&H Consultants, LLC. HF&H was awarded the contract to complete a rate study last month. Mr. Farnkopf gave an introduction of the firm and presented the overview of the water rate study, followed by a small discussion with the Board.
- 5. LONG TERM POWER OUTAGES** Operations Manager, Anthony Stoloski reported that PG&E is in the process of upgrading the capacity on their circuits, at no cost to the District. He also mentioned that he attended a class about power shut offs and emergency response with CalWARN. It was noted that the District is on a 24-hour contract with Valley Oil to provide fuel. Operations Manager, Anthony Stoloski shared that the District is seeking a second source for fuel in case of emergencies. The District is currently waiting on quotes for solar options with battery backups for its SCADA sites. The Agenda item was closed after a Board discussion.
- 6. LEASE AGREEMENT BETWEEN TOWN OF LOS ALTOS HILLS AND THE DISTRICT FOR EMERGENCY COMMUNICATION DATALINK AT LA CRESTA TANK SITE** General Manager, Phil Witt stated that he has been working with Director Evans on getting an emergency network at La Cresta tank site. It was noted that this item is not yet ready for discussion and will be revisited at the next Board meeting.

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7. **ENGINEER'S REPORT**

- ▶ **TAAFFE/ELENA/MOODY ROAD WATER MAIN REPLACEMENT PROGRESS PAYMENT 11** – District Engineer, Joubin Pakpour reported that the project is close to being done. The contractor is waiting for better weather to place the slurry seal. There was an increase in the scope of the project, which will be broken down into more detail at the next Board meeting when the final change orders are presented.
  
- ▶ **DUVAL, ELENA, PADRE, SETON WATER MAIN IMPROVEMENT** District Engineer, Joubin Pakpour, reported that the project is currently under design and is on schedule and budget. Right of way record research for the Seton property is currently underway.
  
- ▶ **CONCEPCION/FREMONT ROAD WATER MAIN IMPROVEMENT** District Engineer, Joubin Pakpour, reported that contracts have been signed and a pre-construction meeting is scheduled. The project is expected to start sometime in June. Director Jordan expressed concerns regarding the parade in July that will take place in the construction zone and District Engineer, Joubin Pakpour reassured that they have addressed the issue with the contractor. The reimbursement contract with the Fire District has also been signed.

8. **ATTORNEY'S REPORT** Attorney, David Gehrig reported that Hanson Bridgett is monitoring Covid developments as things are improving. It is expected that the District will resume regular in person Board meetings once the executive order has been lifted by the Governor.

9. **MANAGER'S REPORT** General Manager, Phil Witt, mentioned that the District hired a new employee, Cory Burkett, to fill the billing clerk position. He also noted that The Adobe Creek repairs have begun.

**A. FIELD REPORT**

- ▶ On 4/29 the District started inspection on the Natoma Oaks water main installation. C2R installed 8" DIP for the new Natoma Oaks Subdivision.
- ▶ The crew attended an annual Designated Operator Training class for our underground storage diesel tank.
- ▶ The District replaced a 6" backflow at 12335 Stonebrook Ct.
- ▶ The District changed out and returned 110 beacon endpoints that stopped working. These endpoints are still covered under warranty.
- ▶ 2 meters were upgraded from ¾" to 1".

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

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**10. DIRECTOR'S REPORT**

- A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics** Director Jordan commented on the JPIA Board meeting and Valley Water EWRC Committee meetings along with the groundwater production charge projection. He noted that he met with the BAWSCA Operations to discuss the drought allocation formula.
- B. DIRECTOR'S COMMENT** Director Evans expressed his concerns regarding water agencies' usage going down as SFPUC rates go up. Director Jordan commented that he can obtain a report showing each agency's forecast for water usage.

**11. AGENDA ITEMS JUNE 9, 2021**

- ▶ **Update on annual audit**
- ▶ **Antennas**
- ▶ **Supply committee report**

**12. ADJOURNMENT** Meeting adjourned at 9:05pm.