

**San Mateo County Service Area # 7 (CSA7)
Customers' Advisory Committee (CAC) Meeting
October 29, 2011**

The eighth meeting of the CAC was held at the Café Questa Restaurant in La Honda on October 29, 2011. The meeting was called to order by chairperson Patricia O'Neal at 11:00 AM.

The following were in attendance:

**Nicholas Calderon, Legislative Aide for County Supervisor Don Horsley
Martha Poyatos, Executive Officer, San Mateo Local Agency Formation Commission (LAFCO)
Mark Chow, Principal Civil Engineer, County Department of Public Works
Patricia O'Neal, CAC Chairperson
Dante Razzini (for first 45 minutes)
Cyrus Yocum
Terry Adams
Heather McAvoy, CAC Vice Chairperson
Douglas Woods
Joanne Lehner
Bill Gissler, CAC Secretary**

O'Neal distributed a meeting agenda listing 12 items.

1. LAFCO Municipal Service Review.

Martha Poyatos distributed (additional) copies of the "Circulation Draft Municipal Service Review & Sphere of Influence Update County Service Area No. 7 (La Honda), Updated October 12, 2011." Poyatos did not review the draft as she pointed out she would do that in detail at the Community workshop.

2. Community Workshop.

Poyatos announced that the study session on the "Draft" will be held on Wednesday, November 2, 2011, 7:00 PM at the La Honda Fire Station. Notice had been mailed to all CSA7 customers and property owners.

3. Capital Improvement Budget (net).

Chow distributed and reviewed an updated copy of the Analysis of Water Sales and Capital Reserves.

4. Master Plan Goals Update and Adjusted Costs.

Chow distributed and reviewed a October 2011 update of the "CSA 7 Master Plan Capital Improvement Program". A subcommittee of CAC consisting of O'Neal, McAvoy, and Gissler agreed to meet with Chow and his staff to review the projects in detail at the Public

Works Department in Redwood City.

5. Status of Plant/System Operator Position.

Chow reported that the County Public Works Department (PWD) has hired Bracewell Engineering to operate and maintain the treatment plant. Chow distributed a copy of Bracewell's report of mechanical and operational inspection findings at the plant.

6. Compliance Status.

Chow reported that PWD is still working on a response to the State Environmental Health Department compliance request letter. Basically the Plant is in compliance, but the distribution system is not.

7. July/August/September Budget Reports.

In response to CAC's request Chow distributed and reviewed (additional) copies of monthly CSA7 expense reports.

8. Preliminary Rate Increase Proposal.

Chow reported that this is still under study by PWD.

9. Customer Mapping.

Terry Adams has obtained from the County customer information in the form of three lists, two of which (mailing and premise addresses) are current and one (which includes the assessor's parcel numbers) which is dated 2006. McAvoy offered to dovetail these lists to create the database that Adams needs to complete the mapping.

10. SMCAAlert.

Woods has explored using the San Mateo County Alert system to communicate with CSA7 customers. He will continue to develop a database to notify CSA7 customers by e-mail.

11. Committee Officer Vacancy.

CAC elected Heather McAvoy to serve as Vice Chairperson.

12. Committee By-Laws.

O'Neal expressed her concern that CAC has no adopted By-Laws. She has obtained assistance from Calderor, and will continue to work with Calderor to present a draft By-Laws for adoption at the next CAC meeting. The necessity and advantages of public attendance at future CAC meetings was discussed. The future By-Laws will address this and other issues of CAC operating procedures.

The meeting was adjourned at 1:25 PM to a date in December or early January to be determined by Chairperson O'Neal.

Respectfully Submitted,

Bill Gissler, Secretary

Attachments: Reference to item numbers 3, 4, and 5.

County Service Area No. 7 - La Honda Water System

Analysis of Water Sales and Capital Reserve

Post 1999 Rate

Increase Fiscal Year	Water Usage (ccf)	Water Sales (\$)	Service Charge (# of Units)	Service Charge (\$)
FY 1999-2000	4,782	\$ 22,953.60	821	\$ 16,420.00
FY 2000-2001	7,552	\$ 36,249.60	787	\$ 15,740.00
FY 2001-2002	2,273	\$ 10,910.40	803	\$ 16,060.00
FY 2002-2003	5,382	\$ 25,833.60	794	\$ 15,880.00
FY 2003-2004	5,730	\$ 27,504.00	778	\$ 15,560.00
FY 2004-2005	5,944	\$ 28,531.20	798	\$ 15,960.00
FY 2005-2006	5,927	\$ 28,449.60	822	\$ 16,440.00
FY 2006-2007	5,188	\$ 24,902.40	811	\$ 16,220.00
FY 2007-2008	4,992	\$ 23,961.60	823	\$ 16,460.00
FY 2008-2009	5,568	\$ 26,726.40	782	\$ 15,640.00
FY 2009-2010	4,442	\$ 21,321.60	815	\$ 16,300.00
FY 2010-2011	4,274	\$ 20,515.20	811	\$ 16,220.00
Totals	62,054	\$ 297,859.20	9,645	\$ 192,900.00

Capital Reserve from Rate Increase:

From Usage Charge:	\$4.80 - \$4.00 x 62,054 units =	\$ 49,643.20
From Service Charge:	\$20 - \$15 x 9,645 units =	\$ 48,225.00
Total Incremental Revenue		\$ 97,868.20

Capital Expenditures

FY 2006-07	Purchase of spare raw water pump	\$ 1,397.60
Total Net Capital Reserve as of June 30, 2011		\$ 96,470.60

CSA-7 MASTER PLAN CAPITAL IMPROVEMENT PROGRAM (CIP) - UPDATED OCTOBER 2011

Priority	Project	Estimated CIP Cost ¹	Amount Deducted from CIP Cost	Revised Estimated CIP Cost ¹	1999 CCI (-0.4)	2000 CCI (9.3)	2001 CCI (-0.7)	
1	Redwood reservoir structure anchoring	\$ 9,600	\$ 4,800	\$ 4,800	\$ 4,781	\$ 5,225	\$ 5,189	\$
	Reservoir flexible couplings	\$ 3,700		\$ 3,700	\$ 3,685	\$ 4,028	\$ 4,000	\$
	Water treatment plant repairs	\$ 5,000		\$ 5,000	\$ 4,980	\$ 5,443	\$ 5,405	\$
	Spare raw water pump	\$ 3,900	\$ 3,900	\$ -	\$ -	\$ -	\$ -	\$
2	Reservoir roof repairs	\$ 3,500	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$
	La Honda Creek diversion and raw water transfer pipeline	\$ 663,000		\$ 663,000	\$ 660,348	\$ 721,760	\$ 716,708	\$
3	Replace water pipe, 13,000 feet, 4-inch diameter PVC, including reroute to Memory Lane	\$ 1,117,000		\$ 1,117,000	\$ 1,112,532	\$ 1,215,997	\$ 1,207,485	\$
	Water pipe crossing Alpine Creek	\$ 30,000		\$ 30,000	\$ 29,880	\$ 32,659	\$ 32,430	\$
4	Install new 4-inch diameter PVC looping water main along Pescadero Road	\$ 555,000		\$ 555,000	\$ 552,780	\$ 604,189	\$ 599,959	\$
Total =		\$ 2,390,700	\$ 12,200					
Adjusted Capital Improvement Cost =		\$ 2,378,500	\$ 12,200	\$ 2,378,500	\$ 2,368,986	\$ 2,589,302	\$ 2,571,177	\$

Notes:

¹ Capital Costs include 30% for contingency and 20% for engineering and administrative costs.
 (Source: "County Service Area No. 7, La Honda Water System Master Plan," April 1998, prepared by Brown and Caldwell)

CCI Construction Cost Index for the San Francisco Bay Area as published each year by Engineering News Records (ENR).

CCI 3)	2003 CCI (1.9)	2004 CCI (3.79)	2005 CCI (2.7)	2006 CCI (7.6)	2007 CCI (0.3)	2008 CCI (7.1)	2009 CCI (-0.6)	2010 CCI (4.1)	Reason for CIP Cost Adjustment
5,360	\$ 5,462	\$ 5,669	\$ 5,822	\$ 6,264	\$ 6,283	\$ 6,729	\$ 6,689	\$ 6,963	One of the 2 tanks (treated water) has been abandoned.
4,132	\$ 4,210	\$ 4,370	\$ 4,488	\$ 4,829	\$ 4,843	\$ 5,187	\$ 5,156	\$ 5,367	
5,583	\$ 5,689	\$ 5,905	\$ 6,065	\$ 6,525	\$ 6,545	\$ 7,010	\$ 6,968	\$ 7,253	
-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Spare pump has been purchased.
-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This tank has been abandoned.
0,359	\$ 754,426	\$ 783,019	\$ 804,161	\$ 865,277	\$ 867,873	\$ 929,491	\$ 923,915	\$ 961,795	
7,333	\$ 1,271,032	\$ 1,319,204	\$ 1,354,822	\$ 1,457,789	\$ 1,462,162	\$ 1,565,976	\$ 1,556,580	\$ 1,620,400	
3,500	\$ 34,137	\$ 35,431	\$ 36,387	\$ 39,153	\$ 39,270	\$ 42,058	\$ 41,806	\$ 43,520	
9,758	\$ 631,533	\$ 655,468	\$ 673,166	\$ 724,327	\$ 726,500	\$ 778,081	\$ 773,413	\$ 805,123	
3,025	\$ 2,706,490	\$ 2,809,066	\$ 2,884,911	\$ 3,104,164	\$ 3,113,476	\$ 3,334,533	\$ 3,314,526	\$ 3,450,422	

County Service Area No. 7 (La Honda Water System)

Customer Advisory Committee Meeting (Saturday, October 29, 2011 at 11:00 AM)

Treatment Plant Observations and Recommendations by Operator (Bracewell Engineering):

Mechanical

1. Feed valve for raw water does not close during a power outage, floods the entire treatment unit with Raw Water. Installation of a spring check on this line should solve the problem.
2. No apparent way to flush out the CL2 contact pipe when there is a failure of the chlorine pump. CT line will be filled with non-disinfected water and once the plant is started again that water will be pumped up to the TW tank. Addition of a valve on the upstream side of the hydrant connection on the 3" line going up to the tank would solve this problem.
3. Alarm dailer is not working, recommend installing a new unit.
Cost for new dialers:
Basic Unit: Sensaphone 400 - \$395
Optimal: Sensaphone 2000 - \$1495 w/o enclosure; \$1695 with enclosure (Nema 4)
4. There is not redundancy on the CL2 pump. Two pumps should be run at the same time in the event one fails. We need to purchase two chlorine pumps at this point. They cost approximately \$600 each.
5. Polymer dose needs to be tested. We do not see a good flock in the mixing chamber but start to see a small flock in the settling basin. We have tried adjusting the dose slightly to see if we can get better performance, but from jar testing we have done it is clear more extensive testing is needed to find an optimal dose. This testing could take a couple of days.
6. There appears to be no way to send treated water to waste while adjustments are being made or equipment repaired to make sure that undertreated water does not get into the system. Installation of a shut off valve just after the hydrant located off of the 3" line going up to the reservoir should be adequate for this purpose. The hydrant could be used for flushing.
7. Recommend installing a static mixer on RW feed line after a polymer injector.
8. CL2 residual is dropping off and the plant shutting down when there is a backwash due to the fact that water from the storage tank is drawn back close to the end of the contact pipe. Best solution is to run another pipe up to the storage reservoir and feed the tank from the top.
9. Make RW storage tank into a settling tank by moving the feed line to center of tank and installing some weirs.

Operational

1. One of the big problems with the CL2 residual was that the injector was completely plugged. Recommend going with a CL2 solution rather than full strength hypochlorite. Injector should be cleaned every 2 weeks. Shut off valve (ball valve) next to injector needs to be fixed because it needs to be shut off to change out injector.
2. Backwash was very dirty even though it had backwashed right before operator left the first day and had not run until backwashed the second time the next time at the plant.
3. Need to change date and time on computer so the dates and times reflect correctly if data is ever challenged. Need to be logged into the computer as an administrator to change the date and time. Password needed.