

Attendees: Chris Hunter, Crystal Klingele, David Bevin, Eric Black, Fred Deubert, Heather McAvoy, Joanne Lehner, Kathleen Bevin, Patricia O’Neal, Terry Adams

1) September Quarterly Minutes:

- Heather McAvoy motioned to approve the minutes with the typo corrected from the last meeting, seconded by Eric Black and unanimously approved.

2) August/September/October budgets
1st Quarter Capital Improvement Expense Report,
County funded capital expense report:

- Underground Service Alert (USA) not being passed onto San Mateo County public works for a field tech to mark the water lines when requested. Patricia O’Neal will communicate with the county about our concern that a future expense could occur because the lines are not being marked.
- Public Works communicated that Camp Glenwood is at risk of closing. Camp Glenwood covers 50% of the water treatment plant costs. Patricia O’Neal will research and bring any future information to the next meeting
- No changes have been made to the 1st quarter capital improvement expense report.

Break 12:06-12:12

3) Capital Improvements, Improvement Schedule, Compliance:

- Mainline approved, layout should be reviewed and brought back to CSA7 prior to project starting.
- CSA7 is still over on TTHM’s. The public agencies are working with us because we have the TTHM retrofit project scheduled for December 13th. The entire CSA7 water system will be shut down for the day. Once completed we hope to be within the required amount allotted.
- Paper notices will be hand delivered, to offset postal issues/delays.

4) Delinquent Accounts:

- Patricia O’Neal confirmed with the County that any delinquent accounts can be locked. Older meters have to be removed due to no locking system.
- County Counsel advised that financial resource information may be included with shut-off notices provided it is indicated that the information has been provided at the Committee’s request. Heather McAvoy motioned to approve

provided the telephone numbers are double checked, David Bevin seconds, unanimously approved.

5) Water Intake Security:

- Chris Hunter has scheduled the graffiti abatement crew to clean off the graffiti on the bridge.
- Chris Hunter will investigate having the bridge repaired. Patricia O'Neal will follow up.

6) Annual election of Officers:

- Heather McAvoy motioned the incumbent officers serve in 2019, Joanne Lehner seconded the motion, unanimously approved.

7) Website: Still in progress.

8) No public comment

The meeting was adjourned at 1:24 PM

Respectfully submitted
Crystal Klingele, Secretary