

Attendees: Crystal Klingele, Cyrus Yocum, David Bevin, Eric Black, Heather McAvoy, Joanne Lehner, Kathleen Bevin, Patricia O’Neal

Announcements:

- Crystal Klingele is resigning as Secretary and taking a leave of absence from the Committee.
- La Honda Fire Chief has approved the Committee’s use of the AV system to save paper.

1) Agenda item 1 tabled until next Committee meeting.

2) December Quarterly Minutes:

- Joanne Lehner motioned to approve the minutes from the last meeting, seconded by Heather McAvoy and unanimously approved.

3) November/December/January budgets, 2nd Quarter Capital Improvement Expense Report, County Funded Capital Expense Report:

- Why has account 5861 already consumed 91.6% and only 50% through the fiscal year. What does account 5445 reflect? Patricia to follow up with Mark Chow.
- Per Chris Hunter, while Glenwood is closed for repurposing, they will not be using as much water which will overall reduce CSA7’s revenue.
- County does not know why they are not receiving USA notifications.
- Was CSA7 ever reimbursed by FEMA for the emergency work completed during the winter season? Patricia will follow up with County.

4) Capital Improvements, Improvement Schedule, Compliance:

- Seismic retrofit and disinfection byproduct project completed in February.
- Request for clarification and status of footnote #1 on Improvement Schedule.
- Request confirmation that the well and distribution system are included in RFP.
- Request to view RFP when it becomes available.

5) Water Intake Security:

- County had the graffiti removed off the bridge at the intake area.
- Chris Hunter is still working on having the bridge assessed for repair.
- Water intake location was not redacted from Feasibility Study where it appears on the County of San Mateo Public Works website.

6) Annual Meeting:

- Re-adopted existing by-laws.
- 2018 Review
 - ◆ The many programs we have developed over the years are functioning well and routinely.
 - ◆ Followed various capital improvements through their different steps towards completion.
 - ◆ Worked with the County to streamline the delinquent account process.
 - ◆ Enlisted customer participation in the lead survey.
 - ◆ Worked with the Board of Supervisors to improve our water intake security.
 - ◆ Increased our ranks back up to twelve members.
- 2019 Vision
 - ◆ Capital improvements
 - ◆ Grant funding
 - ◆ Balanced budget
 - ◆ Continue to update database and perform pressure readings
 - ◆ Continue flushing program and install further flush valves as budget allows
 - ◆ Quarterly water audits
 - ◆ Functional website
 - ◆ Healthy watershed

7) Website: Still in progress.

8) No public comment

The meeting was adjourned at 12:48 PM

Respectfully submitted,
Crystal Klingele, Secretary