

CSA7 Customer Advisory Committee
March 21, 2020 – 42nd meeting
By videoconference

Meeting began at 11:05 am

Attendees: Chris Hunter, Cyrus Yocum, Dante Razzini, Eric Black, Fred Deubert, Heather McAvoy, Joanne Lehner, Patricia O'Neal, Terry Adams.

Announcements: Patricia reports that Terry can now be returned to voting membership since he is no longer working for Bracewell. The DDW has informed the operator that the current disinfection practices eliminate the COVID 19 virus.

1) December quarterly meeting minutes

Approval moved by Joanne, Eric second, all approved.

2) Nov., Dec., Jan. budgets, 2nd quarter capital improvement expense report, county funded capital expense report.

Patricia also followed up with Ann Stillman regarding the issue Ann brought up at the September meeting. The issue is what is the best way to communicate with the rate payers about proposed rate increases and what those increases should be. One of the questions was to consider the process used last time and what might be an acceptable/appropriate process for the next rate setting process. There appears to be an expectation that the 67 customers of CSA 7 will fund a future \$3,000,000 capital improvement expenditure. The committee has always considered this to be untenable. In previous meetings with the County the assumption was always that once compliance was established, we would seek grants to fund the remaining costs. This is borne out by past meeting minutes. A water audit is important as part of the preparation for grant writing.

Chris Hunter joined the meeting at 11:38

General discussion of different budget categories and what they represented. No issues were brought up.

Question on the expense report about purchase of 8 meters. We can ask Mark Chow about this at the next meeting. Public Works was not aware that one of the meters at 30/32 Pope Road that may have been damaged by the homeowner. We can ask Mark about this at the next meeting.

Capital expense report was reviewed with cost increases noted. Mark Chow responded to the prior meeting's question, brought up by Terry, about the costs of various projects. Mark sent copies of the job ordered contracts with detailed expenses from Granite Rock for the Pope Road work. Terry will go over these and compare them to similar work done at Cuesta. Thanks to Mark for this very thorough response.

3) Capital improvements, improvement schedule, compliance.

The committee reviewed the water system improvement report. Noted that all priority 1 work as well as a small part of the water main replacement (Pope Road) has been completed. Final costs being somewhat over projections so the county funding will not cover as much as originally hoped. Also noted the progress that has been made on the bidding process for the design of the water main and drilling the well for a second source of water.

Patricia reported on her discussion with Mark about why it seemed to take so long to fill the treated water tank after an incident like today's water main break. In previous years we did not seem to have this problem. He says that the County used to have someone on site for most of the week. Now Bracewell only visits the site about twice a week. Monitoring turbidity to determine when the pumping should be started is often delayed. Other factors such as improved treatment process also have an effect. If pumping and treatment factors are all perfect it takes about ten days to fill the tank.

The committee reviewed a non-compliance letter from the Division of Drinking Water to Bracewell. There was a sample from one house in 2018 that showed lead contamination at an unacceptable level. This report was apparently not sent until 2020. From looking at the five samples taken the one outlier is very anomalous and appears to be a mistake, with the copper and lead values reversed. Regardless, the state letter outlined the required actions to be taken by CSA 7, including additional lead sampling every six months now, at considerable cost to CSA 7. Patricia will talk to Chris Hauge of Bracewell about how he will be talking to DDW about this.

4) Annual meeting, by-law changes, 2019 review and 2020 vision.

Patricia proposed simplifying our complex neighborhood representation system. The proposal is to change Article 2, paragraph 1 of the by-laws to read "6 neighborhoods" instead of "7 neighborhoods" and in the list of neighborhoods to eliminate the trailer park, effectively integrating the trailer park into the La Honda neighborhood. Heather moved to accept this change, Eric seconded, all approved.

Patricia also proposed that under Article 6, Correspondence, that the second sentence, "Correspondence shall be signed by the chairperson" be removed. Patricia moved, Cyrus seconded, all approved.

Discussion of the updated Robert's Rules of Order that allows for electronic meetings and validates votes in those meetings if the by-laws permit such voting.

Patricia reviewed the accomplishments of the last year and goals for the coming year. Accomplishments are: the many programs we have developed over the years are functioning well and routinely; followed various capital improvements through their different steps towards completion, including chemical containment, seismic retrofit, disinfection byproduct mitigation, Pope main replacement with hydrant; improved water intake security, including persuading County to have the graffiti removed from the underside of the bridge, succeeded in having repair to the bridge parapet coving added to County "to do" list; meter mapping project conceived. Vision is: 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; meter location mapping; healthy watershed!

Joanne left at 12:55

5) Website

Eric reported that the website is still in progress. However, committee members can now send messages at csa7@csa7.org and it will reliably go only to committee members. He cautioned about the use of reply buttons and reply all buttons which may send messages to unintended recipients, especially if it is resent by someone else.

6) Meter mapping project. David will be doing this in the future.

7) Communication between the committee and customers.

Heather proposed sending a letter to customers annually and a sample was distributed to the committee members. All concurred that it was an excellent idea and an excellent letter.

There was a discussion of what the boundaries are on some of the neighborhoods and what houses belong in those neighborhoods. Cyrus brought up that the Bevins had some questions about personal liability of committee members for boil water notices. Bracewell is responsible for distribution of the notices and Members have volunteered to help expedite the process. Patricia will ask about this.

Terry Adams left at 1:10 pm.

8) Public comment

Chris Hunter brought up a side issue about whether people were getting their census documents and received some feedback.

Cyrus moved to adjourn the meeting. Heather seconded.

Meeting adjourned at 1:35 pm.

Minutes by Cyrus Yocum, Secretary