

CSA7 Customer Advisory Committee

March 11, 2023, 54th Meeting

By videoconference

Meeting called to order at 11:03 am

Attendees:

Committee: Cyrus Yocum, Eric Black, Eva Knodt, Heather McAvoy, Joanne Lehner,

Patricia O'Neal, Terry Adams,

Supervisor Mueller's Office: Kathleen Moazed

Rural Community Assistance Corporation: Samantha van Breukelen

Public: Lynnette Vega

Announcements:

- Kathleen and David Bevin have resigned from the committee.
- Ray Mueller is now Supervisor for our district, with Chief of Staff Heather Wilson and Legislative Aide Kathleen Moazed.
- Kathleen Moazed and RCAC Development Specialist Samantha van Breukelen are introduced to the Committee.
- Heather Wilson arranged for County Counsel to review our by-laws and status in relation to remote meetings. Due to Article VI Meetings, and our exempt status from the Brown Act, no amendment is necessary to continue meeting remotely.

1) December quarterly meeting minutes

Minutes were reviewed. Joanne moved to approve; Eric seconded. All in favor.

2) November, December, January budgets, 2nd quarter capital improvement expense report, county funded capital expense report

- a. Patricia reported that Mark Chow confirmed that account 5861 was reduced to help balance the budget
- b. Patricia reported that Mark explained DPW staff collaborated with Department of Emergency Management staff in preparing and submitting an Urgent Drinking Water Needs Funding Application to the State Water Board Division of Financial Assistance in December 2022, and await a response.
- c. Patricia said that Alan confirmed we have applied for all possible financial aid.
- d. There were no changes to the capital improvements expense report
- e. County funded capital expense report. Eva asked why water hauling is not shown as an operational expense? Patricia responded 2017 water hauling was a county funded emergency service, with an application for reimbursement submitted. Also, there is a time lag in showing more recent water hauling events in this document.

3) Capital improvements, improvement schedule, compliance

- a. A projected completion date for the treatment plant upgrade is summer, 2023.
- b. Modifying the reports or adding more detail to time projections will result in more staff time and more expense.
- c. Mark also shared that as of March 15th the plant is anticipated to be back on line, although water turbidity may delay the ability to pump water and water hauling may have to occur to keep the treated water level at a minimum.
- d. Heather shared that the drillers left some damage to Memory Lane and there is some gravel blocking drainage. Dante is working with DPW on mitigation.
- e. Terry asked about plans for the La Honda Creek diversion and volunteered to help getting neighbors to be cooperative when it is time to proceed.
- f. The county is considering proceeding with the installation of a solids contact clarifier and pressure filter vessel, which will save money in the long run.
- g. Terry suggested that replacing the raw water tank should also be a priority which will help with pumping water when water clarity is an issue.
- h. A letter has been drafted to the owner of the property where the unauthorized diversion was discovered. It can be difficult to prove who installed the diversion and when it was done. The DPW is very concerned and is pursuing it.
- i. Regarding Eva's question about regulations for notifying customers when there is a break and what our responsibilities are in that case. Chris confirmed the operator's notification responsibility ends at each metered customer, and does not extend to granny units and trailer park sub-meters. Chris explained the DDW wording regarding responsibility to provide water is limited to potable water only, and may question the DDW further and get back to us.

4) Annual Meeting: By laws, 2022 review, 2023 vision.

- a. No changes to the bylaws are necessary regarding remote meetings. Heather moved that we accept the bylaws as they exist. Joanne seconded. All in favor.
- b. 2022 review - The many programs we have developed over the years are functioning well and routinely. The Committee continued modified operating procedures for safety during the pandemic. Followed various capital improvements through their different steps towards completion: site preparation and exploratory well drilling completed; WTP potable water delivery point, permanent emergency generator, flocculation chamber recoating and changing sand media of sand filters all received authorization to proceed; raw water storage/treatment plant alternative project study draft report in review; northern area water distribution system draft design in progress, Caltrans encroachment permit secured, CEQA permitting review in progress. Weathered a difficult main break alongside Highway 84. Achieved a balanced operating budget, absent loan reimbursement. Continued building

upon the Advisory Committee Website and User Group. Continued working towards goals with the Rural Community Assistance Corporation. 2023 vision - Capital improvements: locate suitable site for La Honda Creek intake; initiate discussions with stakeholders; complete treatment plant improvements and recommission; continue progress towards Northern area water distribution system improvements. Successful median household income survey completion. Grant funding. Maintain balanced operating budget including loan repayment. Continue to update database and perform pressure readings. Continue flushing program and install further flush valves as budget allows. Quarterly water audits. Meter location mapping. Healthy watershed!

5) Median Household Survey

- a. Samantha's progress report: As a result of the walk around with Terry they eliminated some houses and added others resulting in an increase in the number of houses counted from 88 to 89. We have 44% compliance with the survey at this point. Some surveys were not signed and were sent back. The mail is extremely slow. The trailer park manager did not distribute the questionnaire, so they will need to be canvased. Some houses seem unoccupied and need to be taken out of the universe.
- b. If you encourage neighbors to respond to the questionnaire, use as a reason "funding eligibility" not "grants" in your approach. This is very important to the funding agencies.

6) Public comment

- a. Lynnette said that she does not want to be a committee member but is willing to help out with completing the "email blast" survey step. The Committee created an ad hoc subcommittee, with Cyrus and Terry as co-chairs, to allow Lynnette to print and hand deliver the approved materials to the uncovered locations in the Pope and La Honda Neighborhoods.

7) Motion to adjourn by Heather, Eric seconded. Meeting adjourned at 1:06 pm.

Minutes by Cyrus Yocum