

SAN MATEO COUNTY SERVICE AREA # 7, LA HONDA  
 CUSTOMER ADVISORY COMMITTEE MEETING MINUTES  
 Saturday - August 15, 1998

The fourth meeting of the CSA #7 Customer Advisory Committee was held on Saturday, August 15, 1998 at the Merry Prankster Restaurant in La Honda. Attending the meeting were Jim Barnett, Dave Collins, Bill Gissler, Jane Meyer, Walt Callahan.

The meeting started at 10:15 AM with a presentation by Jane Meyer, Marketing Manager, California Water Service Company. She presented four different organizational options for the La Honda Water System and outlined the assistance which Cal Water would provide to implement the options. The four options were:

- (1) Cal Water takes ownership of CSA 7;
- (2) CSA 7 residents form a mutual water company to own and operate the water system. Mutual hires staff as appropriate or contracts with system operator;
- (3) A firm which specializes in operating small water systems acquires CSA 7;
- (4) San Mateo County retains ownership of CSA 7, but hires a firm to provide operation and maintenance.

The ramifications of each option were presented and discussed.

The proposed Cal Water assistance consisted of the following:

- (1) If residents pursue Option 2, Cal Water will:
  - (a) Pay all costs associated with setting up mutual water company;
  - (b) Help mutual set up initial budget and determine staffing needs or help with selection of qualified system operator;
  - (c) Donate \$7,500 worth of services to mutual each year for two years;
  - (d) Sign long-term emergency-assistance agreement with mutual.
- (2) If residents pursue Option 3, Cal Water will:
  - (a) Help with selection of qualified system owner/operator;
  - (b) Sign long-term emergency-assistance agreement with new owner/operator.
- (3) If residents pursue Option 4, Cal Water will:
  - (a) Submit an operation and maintenance proposal to the County;
  - (b) And/or assist County in identifying and choosing operators.

Following the Cal Water presentation and the departure of Jane Meyer, Walt Callahan presented a budget report for operating CSA 7 for fiscal 1998-99. On the assumption that only \$34,700 (using present rates) would be realized as revenue from water sales estimated expenditures were budgeted as follows:

Portion of Plant operation and maintenance .....	\$22,000
Meter reading .....	1,900
Field customer services .....	1,000
Billing service .....	800
Customer service and administration .....	2,000
Emergency repairs .....	4,000
Direct charges (State imposed requirements, etc.) .....	<u>3,000</u>
	\$ 34,700

Beginning fund balance was estimated at approximately \$200.

In a supplemental report Walt Callahan presented a table on 1998-99 estimated water use (10,100 units for total system), CSA 7 (5,350 units or 53%), Camp Glenwood (3,500 units or 35%), and Sam McDonald Park (1,250 units or 12%). These estimated units of water use will be used to prorate Plant operation and maintenance costs in Fiscal 1998-99.

The supplemental report also identified 1998 storm damage repairs which have been made, and repairs which are still pending.

Additionally the report noted that the State Water Resources Board will require a flow gauge on Alpine Creek at the intake. Walt also mentioned that the State will require a \$250 fee with and application five year extension request to construct an intake on the La Honda Creek.

Since there were only three committee members present no action was taken at the meeting on any item.

It is suggested that the next meeting date be scheduled for Saturday, December 15, 1998 at 10:00 AM at the Merry Prankster Restaurant or other to be designated location in La Honda.

The Committee meeting ended at 11:35 AM.

Prepared by

  
Bill Gissler, acting secretary