

San Mateo County Service Area 7 (CSA7)  
Customers Advisory Committee (Committee) Meeting  
September 29, 2012

The 12th meeting of the Committee was held at the Cafe Questa Restaurant in La Honda on September 29 2012. The meeting was called to order by chairperson O'Neal at 11:13 am.

The following were in attendance:

Bill Gissler, secretary  
Crystal Klingele (left at 1 pm)  
Cyrus Yocum  
David Bevin (left at 12 pm)  
Heather McAvoy, vice chairperson (arrived at 11:30)  
Hobson McPherson, non-voting representative  
Joanne Lehner  
Kathleen Bevin (left at 12 pm)  
Patricia O'Neal, chairperson  
Terry Adams, document custodian

1. June quarterly and July supplemental meeting minutes

The minutes were approved unanimously.

2. May/June/July budgets, 4<sup>th</sup> quarter capital improvement expense/revenue report  
O'Neal distributed copies and reviewed the monthly budgets and capital improvement report. The May 19<sup>th</sup> main break on highway 84 resulting from Caltrans work expenses totaled \$3,383.22. The County is attempting reimbursement by invoicing Caltrans this amount. There were no capital improvements in the 4<sup>th</sup> quarter. Revenue was down approximately 2% from the prior fiscal year, 9.5% from the prior 5 fiscal years.

3. capital Improvements, compliance, operator status

(a) Meter replacement: O'Neal reported two estimates were received, the lower estimate by Bracewell of \$210 per meter was below the \$250 approved and will proceed.

(b) Compliance requirements: The official letter from the State regarding the August 2011 inspection has not yet arrived. A status report from the State regarding CSA7 water quality monitoring and sampling was recently received, and will be provided to members.

(c) Operator status: O'Neal distributed a summary of the CSA7 Proposals. The Bracewell proposal is the most responsive, and lists Terry Adams as one of the operators. The County is currently working with Bracewell on a contract and will be moving forward with asking the Board of Supervisors for approval in October. The Committee requested O'Neal obtain a copy of the contract prior to Board review.

4. legal queries

(a) Calderon has advised O'Neal it would not be necessary for a Committee member, who is also an applicant for a paid position with CSA7, to resign their seat prior to being awarded such a position; provided they are excluded from any Committee activity or decision making process which would influence the award of such position.

(b) Calderon also advised O'Neal the Committee may solicit donations toward CSA7 provided they go directly to the County.

(c) O'Neal will continue to promote with LAFCO a workshop among local small water districts to address service issues.

#### 5. rate increase status

O'Neal reported that County Public Works would prefer an immediate 66% rate increase with annual reviews. They are not in favor of a 66-33-33 percent increase over three years. Following discussion, the Committee members reinforced their position to only support the 66-33-33 percent rate increase budget.

#### 6. database/mapping/pressure survey status

(a) Database: A 50% response has been received from customers to the account information forms to verify database information. As the database is an ongoing "living document", the effort to maintain current information will continue. McAvoy agreed to relocate occupant and customer data under the property owner data to minimize width, and include a meter serial number column. McAvoy recommended prioritizing connections by neighborhoods rather than account numbers.

(b) Mapping: Adams reported the use of a metal detector to locate the lines has proven challenging due to the numerous metallic items in the vicinity, however, the mapping efforts will continue in order to provide the needed missing information.

(c) O'Neal reported 50% of the customer account information forms received have requested water pressure readings. These have been completed by our volunteer and will next be mapped. Additional readings will be necessary; however, preliminary results indicate good static (low demand) pressures with the exception of upper Memory Lane.

#### 7. treatment plant, storage tanks, distribution system observations

Adams described the treatment plant and water processing, testing, and storage. McAvoy distributed pictures taken at the September 8th facility tour. Regarding the distribution system, the need for backflow prevention and flush valves at the ends of distribution lines to control water odor and quality were discussed.

#### 8. further outreach recommendations

O'Neal agreed to draft another letter to customers in an effort to promote awareness of water system structures, the roles of the Advisory Committee and County, and the current fiscal and regulatory challenges CSA7 faces.

#### 9. boil water advisories, complaints, shut-off notices

The Committee agreed to continue assisting with boil water advisories, however, members will be provided the opportunity to decide individually whether or not they wish to participate in fielding customer complaints and/or giving shut-off notices.

The meeting was adjourned at 1:14 pm to a date in December to be determined by the chairperson.

Respectfully Submitted,

Bill Gissler, Secretary