

CSA7 Customer Advisory Committee 13th meeting – December 8, 2012
Cafe Cuesta Restaurant in La Honda – 11:00 am

Attendees: Ann Stillman, Cyrus Yocum, Dante Razzini, Heather McAvoy, Hobson McPherson, Joanne Lehner, Kathleen Bevin, Mark Chow, Nicholas Calderon, Patricia O’Neal, Terry Adams

Announcements (Patricia):

- Terry Adams was hired by Bracewell Engineering as a CSA7 operator effective November 1, it will be necessary for him to resign as a voting member of the Committee to avoid a conflict of interest. Terry will continue to serve as representative of the La Honda neighborhood, and attend Committee meetings in an advisory capacity. Patricia recommended Hobson McPherson for the vacant seat as a full member; the Committee unanimously approved the appointment.
- Bill Gissler has submitted a letter of resignation from the Committee, due to sale of his La Honda property.
- Carl Ferraro has submitted a letter of resignation from the Committee, due to conflict of his work schedule.
- The Bevins have donated 4 reflectorized vests for use by our water staff and volunteers.

1) September quarterly meeting minutes

Minutes of Sept. 29-2012 were submitted for approval. Kathleen Bevin moved that they be approved with no corrections. Heather McAvoy seconded. Motion passed unanimously.

**2) August/September/October budgets,
1st quarter capital improvement expense report (Mark)**

There is no revenue in August (because billing is quarterly), costs were from Bracewell for engineering and DPW for work on State compliance issues. Mark says the costs of working with the Committee are not significant (Mark donates some of his time so we do not pay all costs); roughly one hour is charged to prepare for each meeting. In October the “Bad Debt Recoveries” item was funds received from the Lehman Bros. settlement to the County. The budget percentage column is informative in telling where we are relative to the annual budget. The fiscal year starts on July 1, so the September 30 budget report is 25% of the year. The October budget includes the costs of time spent by DPW working on the rate study and compliance with the State. Patricia asked if the County invoiced CalTrans for repair of the leak caused by road work earlier this year. Mark will give to staff to issue invoice. The cost was over \$3,000. Terry asked about the “Contract Laboratory Services” line item. This reflects the lab fees for water testing. We used to contract with a hospital lab, but most of the testing is now done by Bracewell under their contract, so the lab testing is folded into Bracewell’s engineering number. That is why we have budgeted for that amount but it hasn’t been spent.

There were no capital improvements in the 1st quarter. Mark is anticipating some capital expenditures to be incurred before the next Committee meeting to replace 7 water meters. Bracewell has already ordered the meters, however, installation is not part of the scope of their contract, so they agreed to charge us their hourly rate of \$60. Terry is going to be doing some of this work. Kathleen asked if volunteers can assist Terry in replacing meters to help cut costs. Mark believes that this would be covered by the County's insurance. Exposing the pipes (digging) may be done by a volunteer, but actually replacing the pipes may not.

3) Capital improvements/compliance/operator status (Mark)

Patricia brought up the issue of exposed distribution pipes on Canyon View, and Hobson shared photographs of this condition, which is a potential point of failure. The water line lies within the road easement on two CSA7 customer's and Sam McDonald Park's properties. Hobson and his neighbor from one of these properties are willing to spread base rock, and ask if the Park/County would be willing to provide the rock. The unions where the pipes are connected need to be aligned first, it dog-legs because one length of pipe is too long for it to sit level. Mark believes it is better to wait until April when the rains are over, and in the interim put a barricade over it to prevent people from driving on it. Another potential improvement may involve installing a back flow protection device in the raw water intake. Recently debris from turbid water clogged the intake and the entire raw water tank drained back into the creek when the pump cycled off.

Regarding compliance, at times the chlorine residual after treatment has been too high, which has caused the plant to be shut down for periods of time. Bracewell has determined one contributing factor has been the pH level in the raw water tank, and has injected additional acid into the raw water to adjust the pH. CSA7 has had 3 consecutive quarters out of compliance, with Total TriHaloMethane, or TTHM measuring 120, 100, and 100 (the annual average can't be more than 80). The State received the results in September and informed us that we would be out of compliance for 2012. We need to come up with an action plan to mitigate the TTHM levels. Bracewell has been working to determine where the problem lies. TTHM has been measured at the treatment plant, the treated water tank, and in the distribution system. The treatment plant levels have been within range, which indicates that the treatment process works fine. But the samples from the treated water tank and the distribution system are high. They believe this is because of accumulated debris reacting with the chlorine. The State wants us to address this as soon as possible. Bracewell has been trying a different type of polymer; which works in the treatment process except that it is clogging the filtering bed, which shuts down the plant. Turbidity in the creek due to storms has also disrupted the ability to pump, and the treated water tank has been as low as 3 feet, hence the need to truck water in from Cuesta. We are going to get a citation for the TTHM's, and Mark will need to provide notices to customers quarterly until we come back into compliance. Bracewell has submitted an action plan to the State. Dante asked about the cost of trucking water from Cuesta. The raw water is cheap, but trucking costs \$60/70 per hour for the 8 tanker

trips. There is still a leak suspected, causing a 50% increase in usage, but the source has not yet been identified.

Another compliance issue since the CDPH has taken over oversight from the County is the renewal of our permit, which expires this year. One of the requirements is the submission of a technical/managerial/financial assessment of the system. This is a significant amount of paperwork, and a substantial burden on our water system, which will take a lot of staff time. Bracewell has done this kind of assessment for other systems, and are requesting that the State not require this report because of the small size of our system. Our Master Plan (already adjusted for inflation), and documentation prepared for the rate increase, will help in developing the report. Bracewell's cost to prepare the report is \$4,200, cheaper than having County staff do it in house. The State is willing to issue the permit without the plan, but the permit will be contingent upon receiving the plan. Once the plan is received, we do not know how the State plans to monitor and enforce it. Bracewell is already required, as a part of their contract, to update annually any O&M plans which currently exist.

Regarding operator status, Bracewell is now on an annual fee basis since November 1st (prior to that they were on time and materials). The annual fee is prorated and charged on a monthly basis. Camp Glenwood is paying 50% of the plant operation fees. Our annual share is \$29,000, as well as \$23,000 for the distribution system. The Board of Supervisors approved the contract in October. The contract can be viewed at the Request for Proposals (RFP) link on the CSA7 portion of the SMC website. Mark will email Patricia a copy of the agreement letter which contains info about the breakdown between CSA7 and Camp Glenwood. Bracewell will be responsible under their contract to provide any notifications to customers pertaining to water quality (such as boil water advisories). Other water advisories, such as conservation notices, may continue to come from the Committee. Terry Adams anticipates working 5-10 hours per week for CSA7, he is retired from a similar role with Cuesta. He is in the process of attempting to add an additional certification to his water operator status. He is considered an independent contractor to Bracewell, who agreed to hire a local operator in order to eliminate travel costs to CSA7. Terry is impressed with Bracewell and with Chris (Operations Manager for Bracewell) for his knowledge and competence. He believes Lloyd Bracewell is very cost conscious, and thinks we are in good hands. Terry is also arranging for the donation of several surplus pumps from Cuesta to CSA7.

4) Rate increase process and public meeting (Mark)

Mark distributed copies of the draft presentation that will be made on December 11th. He asked that any comments or suggestions be provided to Patricia and forwarded to him by Monday, as they will have to finalize the presentation by then. Terry expects the customers will want to know why the rates are going up, and that many customers believe that government wants to charge more and provide less. He suggested that part of the presentation should focus on those issues because most customers will have those questions. Dante commented that he had a very unpleasant encounter with a couple of neighbors who were very upset at the

prospect of any rate increase. The consensus is that we will expect folks attending the public meeting to be very upset. Patricia inquired about Sam McDonald Park including a charge for water in their fee structure to help fund our water system. Mark responded that the Park usage is too low for sufficient revenue to support this approach. Nicholas advocated for presenting financial information first and making it clear that if we don't balance the books, our system is going to cease operating in 2014 because our rates will no longer support the system. In his opinion, the future of the water system depends on this rate increase.

Cyrus Yocum left at 1:45 pm, the next item was moved up at the discretion of the chairperson.

7) Annual election of officers (Nicholas)

Heather McAvoy nominated Patricia O'Neal for chair, Kathleen Bevin seconded, unanimous affirmative vote.

Patricia O'Neal nominated Heather McAvoy for vice-chair, Kathleen Bevin seconded, unanimous affirmative vote.

Patricia O'Neal nominated Crystal Klingele for secretary, Kathleen Bevin seconded, unanimous affirmative vote in absentia.

Patricia O'Neal nominated Hobson McPherson for document custodian, Kathleen Bevin seconded, unanimous affirmative vote.

Terry Adams left at 1:55 pm.

5) Database/mapping/pressure survey status (Heather/Terry/Patricia)

Work on the database continues; two more account information forms were provided to Heather by Joanne, Mark has not received any more. Patricia will provide forms at the public meeting requesting those who have not done so to fill one out. Terry is not present to report on the mapping. The pressure survey also continues, additional reads all average 70 pounds.

6) Outreach status (Members)

For the Alpine neighborhood, Patricia completed all via a group email, except one individual email, and two by postal mail. In the interests of time, Patricia will follow up on the remaining neighborhoods outside the meeting. Patricia and County report being contacted by the Half Moon Bay Review regarding the SMCA alert water conservation notice.

The meeting was adjourned at 2:00 pm to a date in March to be determined by the chair.

Respectfully Submitted by Heather McAvoy, Vice-Chair and Acting Secretary