

Attendees: Crystal Klingele, Cyrus Yocum, Dante Razzini, Eric Black, Heather McAvoy, Hobson McPherson, Joanne Lehner, Patricia O’Neal, Terry Adams; Ann Stillman, Mark Chow, Nicholas Calderon

Announcements:

- Patricia and Nicholas confirmed all phone calls and emails to the County of San Mateo not to be charged to CSA7. However, staff time to complete additional tasks as a result of the initial phone calls or emails requiring follow-up actions will be charged to CSA 7, as appropriate.

1) September quarterly meeting minutes

The minutes were approved unanimously.

2) August/September/October budgets,
1st quarter capital improvement expense and revenue report

- Budget amounts in the August 2013 report were rolled over from FY 2012-13 per the County of San Mateo. August budget not approved yet by County Board of Supervisors.
- September revenue report includes income from rate increase.
- Reimbursement from Caltrans still ongoing.
- Raw water line repair performed during normal business hours should be included within Bracewell contract scope, excluding services provided by subcontractors.
- Discussion of Bracewell services not performed during first contract year (Exhibit “A” 2.e. “storage tank inspection and cleaning” f. “mainline flushing program”).

3) Capital improvements, compliance

- New permit approved with conditions by the State of California. Permit to be posted on County website. New conditions include, among others: 1) Complete a Watershed Sanitary Survey by July 1, 2014; 2) Adopt Cross Connection Control Program by Dec. 31, 2013 (deadline for adoption was since extended to January 31, 2014) and complete survey of all water user premises where cross connections are likely to occur by July 1, 2014. All required backflow prevention assemblies shall be installed and tested by Dec. 31, 2014.
- Don Horsely allocated \$150,000 from general fund to hire consultant to review CSA7 system and provide future recommendations.
- Flushing program began on December 13, 2013.
- Don Horsely allocated \$50,000 from Sam McDonald Park budget to system upgrades (seismic improvements to storage tanks and water treatment plant).

Ann Stillman left at 12:30 pm
Mark Chow left after 12:30 pm

4) Mapping/pressure survey

- Mapping – Member is considering purchase of metal detector to assist Terry.
- Pressure survey – Work continues, current results provided on laminated maps. Members should continue to attempt to obtain missing customer information forms, and encourage requests for pressure reading.

5) CSA7 Website

- Eric Black will continue working on website in 2014.

6) Annual Election

- Patricia O’Neal nominated for Chair by Heather McAvoy , seconded by Dante Razzani all in favor.
- Heather McAvoy nominated for Vice Chair by Patricia O’Neal, seconded by Joanne Lehner all in favor.
- Crystal Klingele nominated for Secretary by Heather McAvoy, seconded by Patricia O’Neal all in favor.
- Hobson McPherson nominated for Document Custodian by Patricia O’Neal, seconded by Heather McAvoy all in favor.

Eric Black left at 1:15pm

7) Public Comment: No public comments at this meeting

Meeting was adjourned at 1:20 pm to a date to be determined by the chairperson.

Respectfully submitted,

Crystal Klingele, Secretary