

Attendees: Crystal Klingele, Cyrus Yocum, Dante Razzini, David Bevin, Heather McAvoy, Joanne Lehner, Kathleen Bevin, Patricia O'Neal; Terry Adams, Jim Miller, and Deborah Hirst.

- 1) December 2014 quarterly meeting minutes
 - Minutes were approved unanimously.

- 2) November, December, January budgets, 2nd Quarter Capital Improvement Expense Report
 - In response to the Committee's desire to evaluate water sales without creating additional expense, Mark has asked the vendor if any cost would result from programming for automatic water sales/service charge separation in the next fiscal year. Patricia will provide Heather and Crystal with a sample meter read sheet so they may explore an alternate approach.
 - Regarding the Committee's request to know CSA7's exposure in the event of damage to our infrastructure, Mark has advised CSA7 would be liable for a capped initial amount of \$100,000 prior to coverage by County self-insurance.
 - Regarding the Committee's request to know CSA7's exposure in the event of liability resulting from operations, Mark provided information indicating we are adequately covered under Bracewell's various liability policies and agreement to indemnify and save harmless County.
 - The Committee unanimously approved approximately 1 hour per quarter of additional staff time in order to read all master and sub-meters on the entire system for the purpose of a water audit. The Committee requests the County provide the resulting reads at no further expense in order for the Committee to perform the necessary calculations.

- 3) Capital Improvements, Compliance;
 - Heather McAvoy to confirm if meter replacement is complete at 25 Memory Lane.
 - Terry Adams meter is broken.
 - County staff has reviewed Waterworks Engineers' Disinfection Byproduct Formation Assessment and Addendum documents. The documents were submitted to the DDW in February 2015 for their review and approval.
 - County has received no comments from DDW on TMF documents submitted November 2013.
 - Bracewell's draft Watershed Sanitary Survey submittal can be expected within a couple weeks.
 - Committee recommends County direct Bracewell to perform a distribution system flushing event now and prior to the end of their current contract.

Break 12:04; Back in session 12:15

- 4) Annual Meeting (by-laws, 2014 review, 2015 vision)
 - Motion to readopt by-laws by Joanne Lehner, seconded by Heather McAvoy, all in favor.

- 2014 review;
 - Second phase of rate increase began in April
 - Database completed (work in progress)
 - Pressure reading program completed (work in progress)
 - Flushing program begin in May, 3 flush valves installed
 - Scope of work for the water system feasibility study and seismic retrofit project was developed, Waterworks awarded the contract and began work
 - Drought contingency plan established
 - Meter replacement program completed
 - Cross connection control program begun, survey response 100%

- 2015 vision;
 - Balanced budget; improving income and reducing overhead
 - Continue to update database and perform pressure reading
 - Continue flushing program and install further flush valves if budget allows
 - Functional website
 - Achieve cross connection control program compliance
 - Achieve TTHM compliance
 - Continue water system feasibility study and seismic retrofit project
 - Complete watershed sanitation survey
 - Healthy watershed
 - An awareness that what goes on your land, goes in the creek, goes in your drinking water

5) Cross Connection Control Program

- No comment.

6) Drought

- Recommend members monitor Stage Road stream gauge on USGS website.

7) Public Comment

- No public comment.

The meeting was adjourned at 12:52 pm to a date to be determined by the chairperson.

Respectfully submitted,

Crystal Klingele, Secretary