

Attendees: Crystal Klingele, Cyrus Yocum, Dante Razzini, David Bevin, Deborah Hirst, Heather McAvoy, Joanne Lehner, Kathleen Bevin, Patricia O'Neal

1) December Quarterly Minutes:

- Joanne Lehner moved to approve the minutes of the last meeting, seconded by David Bevin and unanimously approved.

2) August/September/October budgets, 1<sup>st</sup> Quarter Capital Improvement Expense Report:

- Patricia O'Neal will request additional information from County on why account 5456 (water system and maintenance) has already expensed 91% of the total budget within the 1st Quarter.
- Patricia O'Neal will request additional information from County looking for clarification on capital expenditures report; what CSA7 Rates column will be used for.

3) Capital Improvements, Compliance:

- Priority one; Chemical containment, DBP compliance and seismic retrofit of pipe connection of steel tank approved construction in January 2018
- Aeration system approved by DDW, construction anticipated January 2018.
- Priority two; change sand media of sand filters, new code compliant raw water steel tank and flocculation chamber recoating under review.
- Patricia O'Neal will follow up with County on additional raw water source.

4) Delinquent Accounts:

- Ordinance 3781 (created 1997) has specific rules (4.3.1.070, 4.3.1.080, 4.3.1.090) for County billing department to follow when collecting from delinquent accounts.
- Item to remain on the agenda for further discussion after additional information is obtained.

5) Boil Water Advisories:

- Heather McAvoy suggests all committee members respond quickly to boil water and cancellations notices to comply with State requirements.
- Item to remain on the agenda for further discussion after additional information is obtained.

6) Annual Election of Officers:

- Heather McAvoy nominated Patricia O'Neal to chair the committee. Seconded by Joanne Lehner. Unanimously approved.
- Joanne Lehner nominated Heather McAvoy to be vice chair. Seconded by David Bevin. Unanimously approved.
- Heather McAvoy nominated Crystal Klingele to be secretary. Seconded by Cyrus Yocum. Unanimously approved.
- Heather McAvoy nominated Cyrus Yocum to be document custodian. Seconded by Joanne Lehner. Unanimously approved.

7) Website: Eric reported that he hopes to be back as an active member of CSA7 soon.

8) No public comment

The meeting was adjourned at 1:00 PM

Respectfully submitted,  
Crystal Klingele, Secretary