

**CSA7 Customer Advisory Committee**  
**June 26, 2021– 47<sup>th</sup> meeting**  
**By videoconference**

**Meeting called to order at 11:15 am**

**Attendees:**

Committee: Cyrus Yocum, Heather McAvoy, Joanne Lehner, Patricia O’Neal, Terry Adams

Department of Public Works: Ann Stillman, Mark Chow

Supervisor Horsley’s Office: Lena Silberman

Host: Fred Deubert

Public: Armand Borick, Jim Dearborn, Kim Borick, Lynnette Vega

Announcements: Patricia reports that Krzysztof Lisaj took a different position at Public Works and Tiffany Deng will be working out of class in his previous capacity.

1) By-laws, December 2020 quarterly meeting minutes, March 2021 quarterly meeting minutes

Heather moved to approve readoption of the by-laws with no changes. Joanne seconded, all approved. Cyrus moved to approve the December 2020 minutes, Heather seconded, all approved. Heather moved to approve the March 2021 minutes, Cyrus seconded, all approved.

2) February/March/April budgets, 3<sup>rd</sup> quarter capital improvement expense report, county funded capital expense report

February, March and April budgets were reviewed. There was a question about the negative number of \$347,227 in account 5456 (Water Systems Maintenance). Mark explained that this account is where all payments to Bracewell are allocated. With the new contract of October 2020, they had to issue a task order authorizing all of the work for 3 years and encumbering the budget to that extent. It was noted by the committee that this looks like the Bracewell budget has doubled. Mark responded that they had to factor in the potential costs of emergency repairs to the old system as well as increased compliance standards and reporting to DDW. The cost of emergency repairs is an estimate and the figure is a "not to exceed" number so actual charges may be less than this figure. Bracewell has increased costs for sampling and also staff are on site most days of the week, which has not been true in the past. The new spray system for controlling TTHM requires more monitoring. Mark was asked about what percentage of Bracewell's costs are paid by CSA7, and what percentage by CSA11. Mark did not have that information, but will get it later. When asked what the biggest driving factors are in the increased costs, Mark replied that in his opinion, the first cause is the increased compliance and regulatory requirements, second is the increased labor involved in maintaining the new facilities, and third is the anticipated repair work. Trying to estimate the amount of the increase that is due to operating costs only, leaving out repair work, is difficult but Mark notes that last year's budget was for \$60,000 but costs were closer to \$92,000 not including unanticipated expenses. Mark notes that we can look at the old contract and the new contract and be able to break out the operating expenses. Patricia agreed to do this.

It was noted that we spent \$148 for a replacement heater for the treatment plant.

We were not charged for the work involved in the recent error resulting in a boil water notice in early June. We were charged for repairing the water main break and resulting boil water notice in late June. The arborist was charged for the water main they broke last year but if they do not pay for it, then County will attempt to have PG&E pay as the contractor was working for them at the time.

Capital expense report: Expenditures have gone up, further drawing down the amount the system has gotten from Measure K funds. Mark notes that this is primarily due to consultant fees. Also, there were costs associated with finding an additional drilling site after the first site did not work out due to the proximity of a septic field.

The new well site has been identified and a letter dated May 6th has been sent to the owner of the property, who is a trustee. No reply has been received yet. Patricia agreed to reach out to the trustee.

### 3) Capital improvements, improvement schedule, compliance

Capital improvements were reviewed. Design documents for the flocculation chamber recoating and sand media filters replacement, and replacement of piping and valves have been completed. Bids or job order contracts need to be obtained. Design documents for the water main are 90% complete. An encroachment permit is needed from Cal Trans. More funding is needed to complete the water main work. Mark and Ann have reached out to the San Mateo County Resource Conservation District regarding the possibility of assisting the County in obtaining a grant from the State or conservation groups. The draft report for a replacement for the raw water tank is in review. It was noted that the large backup generator was provided at no cost by PG&E because our system is "critical infrastructure".

The DDW has not yet certified us, but the new aeration system is keeping us within compliance for TTHM contaminants so they will probably approve us soon.

### 4) Drought

We are in a severe drought situation and need to plan for low creek levels. Mark talked to a Cuesta La Honda Guild Board member about coordinating pumping schedules as they draw water from Mindego Creek above our intake. No conclusion was reached. There was also the question if the RCD's work on the creek below the intake had affected the intake pool but so far it has not seemed to. We need to be prepared to truck water and the treatment plant improvements project will install a pump connection to the treated water tank and a permanent generator to provide for treated water to go directly in to the tank.

Lena Silberman departed at 12:41 PM.

Discussion about whether we should be asking people to conserve water when we have a full treated water tank. Customers may be less compliant with future calls to conserve water if they are constantly being called on to conserve. Ann will send a sample letter regarding water conservation tips to Patricia so the Committee may prepare the Customers for voluntary or mandatory conservation which will likely occur later this year. Both the operator and the watermaster have benchmarks for when conservation is advised.

### 5) Website

The website is up and running at csa7.org. Eric Black is still in the process of populating the website with all of the public documents, and has included links to the SMC website. Ann notes that the rate documents on the SMC website are out of date, and need to be updated.

#### 6) Meter mapping project

No report on the meter mapping project.

#### 7) Communication with customers

Heather McAvoy, Kim Borick, and Lynnette Vega have put together a user group to increase communication between all the customers of CSA7 and with the committee. The user group is csa7@groups.io. Customers will need to opt in and will be able to get real time posts or get a digest. Heather will moderate and Lynnette will be the backup moderator. This can be used to supplement Boil Water Notices, which are now being distributed by hand by Bracewell, and by email by the Committee. Discussion of the process for informing the customers of the rate increase being less than ideal resulting in people being surprised. A Zoom public meeting would have helped. The user group should help improve and focus the discussions.

Joanne moved to establish the user group, Terry seconded, all approved.

#### 8) Public comment

Lynnette expressed appreciation for approval of establishing the user group. No other comments.

Joanne moved to adjourn, Cyrus seconded, all approved. Meeting adjourned at 1:42 pm.

Minutes by Cyrus Yocum, Secretary