

CSA7 Customer Advisory Committee
March 28, 2026, 66th meeting
By videoconference

Meeting called to order at 11:00 am

Committee Attendance: Cyrus Yocum, Dante Razzini, Eric Black, Eva Knodt, Heather McAvoy, Joanne Lehner, Patricia O'Neal

County Attendance: Krzysztof Lisaj, Neli Avramova

Public: None

1. Annual Election of Officers: The Chair proposed that the existing officers be nominated and voted on as a slate. Joanne moved, Heather seconded, all approved. Existing officers will continue in their roles for another year. Eric arrived at 11:10 am.
2. December Quarterly Meeting Minutes: Neli clarified that the County is charging our budget for staff time working on our system with the exception of simple emails, brief phone calls, and meeting attendance. Heather moved to approve the minutes, Joanne seconded. All in favor.
3. November, December, January Budgets: Account 5861, engineering services, are added with a month's lag time. Totals are over budget due to staff having to spend time on repairs to the system. Also, the water board did an inspection of the system and watershed which took staff time. Account 5516 is rental expense for a pump and Neli is looking into alternatives.
4. Capital Improvement Expenses: There is increased cost for the Northern Area Water Distribution System (NAWDS) which is due to a push to get plans completed and out to bid. Also, they are trying to find a way to keep some customers on the old system until they can work out how to get connected to the new system. There is no advantage to the budget to combine the capital improvement expenses document and the capital improvement schedule. Measure K funds for emergency response earmarked for CSA 7 and 11 are being looked at and the County will be meeting with vendors for quotes. We are funded for design but not construction of a new raw water tank. They are waiting for proposals on that. The improvements to the intake are expected to be completed this year. There was an increase in the expense for the flocculation chamber recoating due to some repair and cleanup items that were not included in the contract.
5. Capital Improvement Schedule: There has been no financial provision for creating the new diversion on La Honda Creek, so that has been put off to a later time. Some customers will have to bear the costs of connecting their meters to the new system. Measure K funds cannot be used to reimburse individual homeowners. Some savings may come from the Building Department giving a 35% break on permitting. If the County tries to get bids from contractors, they are required to pay prevailing wages so it will be cheaper for homeowners to get their own contractors. They have worked out how homeowners can stay connected to the old system temporarily, but CSA 7 will continue to have to deal with breaks and other problems until

everyone is connected. The County will be sending letters to those who are affected explaining the circumstances and offering to meet with them individually to work out details and how the County can help. There is not a final list of those affected because DPW has had to reconsider the build out due to the limited money available. They will be working in stages as money is available. Currently the main will not proceed up Memory Lane but will stop at #13 Memory Lane. To do everything would require another \$2.5 million. There are 7 residents who will have to spend money connecting to the new system. Previously there were 20. Discussion of whether or not the main can be connected directly to the Memory Lane system or whether it will continue to go through the trailer park because if the latter, the Memory Lane folks will continue to have the same low pressure and frequent service interruptions. Neli will check the plans to make sure the new main will connect directly to Memory Lane. Eric will arrange to have the complete plans available to the committee members on a shared website. Neli will check to see if the alternative raw water clarification system for turbulent water conditions is included in plans for the new raw water tank.

6. Compliance: The DPW will look into the water rights adjudication issues involved in the La Honda Creek intake when that part of the system is being considered. Currently there is not enough funding for that part of the system. Neli will check to make sure that the problem with the automated aeration system has been corrected. Eva left at 12:20 pm. At 12:30 pm the County personnel chose to leave the meeting as the next items are committee housekeeping items.
7. Computer Assistance for Minutes: County counsel, Tim Fox, said that there is nothing illegal about using an artificial intelligence program to summarize the minutes but that it may become a burden if the public were ever to request complete records of the meeting. Discussion of various methods of viewing and recording transcriptions of the session to aid the secretary. Eric moved that we approve the use of the "live transcription" function of Zoom to see in real time what is being said and that this may be recorded and saved to aid the secretary in affirming the written minutes. Heather moved, Joanne seconded. Patricia abstains, all others approved. Motion passed. Dante left at 12:45 pm.
8. Annual meeting: By-laws, 2025 review, 2026 vision: Detailed discussion and revision of the documents. Heather moved to approve, Joanne seconded. All in favor. See documents attached.

Joanne moved to adjourn, Eric seconded. All in favor. Meeting adjourned at 1:40 PM.

Minutes by Cyrus Yocum

CSA7 Customer Advisory Committee 2025 review

The many programs the Customer Advisory Committee has developed over the years are functioning well and routinely.

The Committee followed capital improvement projects:

- Additional source of raw water – CSA7 (San Mateo County Department of Public Works as the CSA7 operator) planned to proceed with finding a suitable site for an intake on La Honda Creek and initiate discussions with the appropriate stakeholders once additional funding is identified – no further progress.
- Water treatment plant – Project Notice of Completion recorded (for tanker truck potable water delivery point and pump, permanent emergency generator, replacement of filter media, replacement of filter underdrain piping, recoating of treatment chamber, and replacement of filter valves).
- Water distribution system – CEQA permitting review still in progress. Water Works Engineers completing 100% PS&E (plans, specifications, & estimate) package of relocation of water main, and design plans for 12 locations requiring new water meters were submitted.

Continued communicating to customers via the Advisory Committee Website [csa7.org] and User Group [CSA7@groups.io].

Webmaster Eric posted a step-by-step process for finding out what your water bill is and how to pay it online with links included.

The Board of Supervisors agreed to lease Camp Glenwood to house 16 Cal Fire firefighters and their equipment for staging emergency preparedness activities.

The Committee provided input into the LAFCo Municipal Service Review, which was accepted on November 19, 2025.

CSA7 Customer Advisory Committee 2026 vision

Continue monitoring CSA7 (San Mateo County Department of Public Works) capital improvements projects, including:

- **Completion of the northern area distribution system and looping water main project (start of construction planned for Summer 2026)**
- **Secure funding to continue developing alternative raw water source, raw water storage projects, and further water distribution system improvements.**

Continue monitoring operating budget.

Continue to update customer database and perform pressure readings.

Continue monitoring flushing program and encouraging installation of further flush valves as budget allows.

Advocating for quarterly water audits.

Promote a healthy watershed!