

**AGENDA**  
**SANTA MARGARITA WATER DISTRICT**  
**WATER QUALITY AND INNOVATION COMMITTEE MEETING**  
**March 14, 2017**

**CALL TO ORDER:** 8:30 a.m., Conference Room, District Office  
26111 Antonio Parkway, Rancho Santa Margarita, California

**COMMITTEE CHAIR:** Director Betty H. Olson

**COMMITTEE MEMBER:** Director Charles T. Gibson

**1. PUBLIC FORUM**

*Persons wishing to address the Board of Directors on matters not listed on the Agenda may do so at this time. "Request To Be Heard" forms are available at the entrance to the Conference Room. Comments are limited to three minutes, unless further time is granted by the Presiding Officer. Please submit the form to the Recording Secretary or Committee Chair prior to the beginning of the meeting.*

*Those wishing to address the Board of Directors on any item listed on the Agenda should submit a "Request To Be Heard" form to the Recording Secretary or Committee Chair before the Presiding Officer announces that agenda item. Your name will be called to speak at that time.*

**2. ACTION ITEMS**

- 2.1 Consideration and Action on Distribution Method of 2016 Consumer Confidence Reports..... **Page 3**

**Recommendation:** Provide direction regarding the preferred distribution method of 2016 Consumer Confidence Reports.

**3. INFORMATION ITEMS**

- 3.1 Oral Update on Reservoir Management Systems.
- 3.2 Oral Update on Baker Water Quality.

**ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING**

Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the District's business office located at 26111 Antonio Parkway, Rancho Santa Margarita, California 92688, during regular business hours. When practical, these public records will also be made available on the District's Internet Web Site, accessible at <http://www.smwd.com>.

President, Charles T. Gibson  
Vice President, Justin McCusker  
Engineering and Operations Committee Chair, Sandra F. Jacobs  
Water Quality and Innovation Committee Chair, Betty H. Olson  
Finance and Administration Committee Chair, Charley Wilson  
General Manager, Daniel R. Ferons

Water Quality and Innovation Committee

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*Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Kelly Radvansky Secretary, Board of Directors, at (949) 459-6642 at least 48 hours before the meeting if possible.*

# Santa Margarita Water District



## MEMORANDUM

**TO:** Water Quality and Innovation Committee **DATE:** March 14, 2017  
**FROM:** Daniel Peterson  
**SUBJECT:** Consideration and Action on Distribution Method of 2016 Consumer Confidence Reports

### SUMMARY

**Issue:** The District is in the process of preparing Consumer Confidence Reports (CCR) for the 2016 calendar year and is looking at alternative delivery methods.

**Recommendation:** Provide direction regarding the preferred distribution method of 2016 Consumer Confidence Reports.

**Fiscal Impact:** There is a potential annual savings of \$10,000 if the District moves towards an electronic distribution of the Consumer Confidence Report.

**Previous Related Action:** In CY2015, the District mailed out its Consumer Confidence Reports.

**Anticipated Board Date:** The committee recommendation may be considered at the April 5, 2017 Board meeting.

### DISCUSSION

The State Water Resources Control Board requires an annual Consumer Confidence Report (CCR) to be prepared and delivered every year by July 1. A typical CCR includes information on the source water, levels of any detected contaminants, and additional details on compliance with relevant drinking water regulations.

Historically, the District has printed and mailed its CCR to all its customers. The State regulations allow electronic delivery instead of mailing, and the District is considering switching toward electronic delivery for the CY2016 CCR. Staff has been working with MWDOC and neighboring agencies to ensure that the District complies with all State regulations with electronic delivery.

Initial quotes indicate that printing costs for 50,000 2016 CCR reports would be \$0.18 per mailing which would equal \$9,000 in printing costs. However, if the District were to distribute online while alerting customer through bill inserts, it would cost \$0.005 per mailing which would equate to \$250 in mailing/processing costs. In addition to bill inserts, the District would alert customers with other mediums such as OnTap, social media, and WaterSmart.