

**LOS TRANCOS COUNTY WATER DISTRICT
NOTICE OF PUBLIC MEETING
Thursday, February 3, 2011, 7:30pm**

**Room: "The Annex"
Corte Madera School
4575 Alpine Rd
Portola Valley Ca**

***NOTE: room change**



AGENDA

0) Public Comment

Members of the public may address the Board on District relevant issues not listed on the agenda. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of three (3) minutes.

- 1) Approval of Minutes, previous meeting (10 min)**
- 2) Financial Report (Tate – 10 minutes)**
- 3) Program Updates (45 minutes)**
 - ❖ **Saving Water** (Ward)
 - ❖ **Lands** (Smernoff & Krenz)
 - ❖ **Water Movement Control** (Smernoff & Uridel)
 - ❖ **Fire Safety/Emergency Prep** (Krenz & Sherman)
- 4) Incentive/coupon book; Spring PR campaign (Ward & Sherman)**
- 5) San Mateo County Civil Grand Jury; request for information from Jury Member. (Uridel – 15 minutes)**
- 6) Don Horsley Communication (Smernoff & Sherman – 15 minutes)**

BREAK

- 7) LTCWD Mission Statement/Vision re-wording (Ward & Uridel – 15 minutes)**
- 8) Recording Secretary CSDA workshop Update (Zimmerman – 10 minutes)**
- 9) Correspondence & Communication**
- 10) Set date, time, and place of next meeting.**

Los Trancos County Water District
Income Statement: Actual vs Budget by Account
January 2011

	Jan 11	Budget	Jul '10 - Jan 11	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
43400 · Direct Public Support					
43405 · Property Tax Revenue	503.38	1,630.42	113,988.89	110,395.92	259,837.80
Total 43400 · Direct Public Support	503.38	1,630.42	113,988.89	110,395.92	259,837.80
45000 · Investments					
45030 · Interest-Savings, Short-term CD	0.00	500.00	234.84	1,500.00	2,000.00
45000 · Investments - Other	0.00		317.10		
Total 45000 · Investments	0.00	500.00	551.94	1,500.00	2,000.00
46400 · Other Types of Income					
46430 · Miscellaneous Revenue	4.10		4.10		
Total 46400 · Other Types of Income	4.10		4.10		
Total Income	507.48	2,130.42	114,544.93	111,895.92	261,837.80
Expense					
61100 · Water Use Efficiency					
60904 · WUE Rebate - Exterior	0.00	1,979.17	476.99	13,854.19	23,750.00
61102 · WUE Rebate - Interior	600.00	415.00	900.00	2,905.00	4,980.00
Total 61100 · Water Use Efficiency	600.00	2,394.17	1,376.99	16,759.19	28,730.00
61200 · Emergency Preparedness					
61205 · Fire Safety Escape Routes	0.00	2,916.66	2,803.87	20,416.70	35,000.00
61207 · Fire Safety Community Buffer	3,200.00	1,250.00	16,650.00	8,750.00	15,000.00
61208 · Fire Safety Residential Program	0.00	4,416.66	10,862.50	30,916.70	53,000.00
Total 61200 · Emergency Preparedness	3,200.00	8,583.32	30,316.37	60,083.40	103,000.00
61900 · Offset Program					
61901 · Offset	10,000.00		33,520.00	29,400.00	29,400.00
61905 · Offset admin fee	0.00		2,160.00	600.00	600.00
Total 61900 · Offset Program	10,000.00		35,680.00	30,000.00	30,000.00
62800 · Lands					
62801 · Restrtn Supls, Plants Irrrgtn	0.00	250.00	0.00	1,750.00	3,000.00
62802 · Fuel load reduction/SOD treatme	0.00	166.66	0.00	1,166.70	2,000.00
62803 · Maintenance	0.00	666.66	2,588.28	4,666.70	8,000.00
62804 · Environmental review, document	0.00	166.66	0.00	1,166.70	2,000.00
62840 · Capital Projects	0.00	666.66	375.00	4,666.70	8,000.00
62850 · Contingency	0.00	83.33	0.00	583.35	1,000.00
62890 · Utilities - Water	50.00	83.33	153.00	583.35	1,000.00
Total 62800 · Lands	50.00	2,083.30	3,116.28	14,583.50	25,000.00

Los Trancos County Water District
Income Statement: Actual vs Budget by Account
January 2011

	Jan 11	Budget	Jul '10 - Jan 11	YTD Budget	Annual Budget
62900 · Water Movement Control					
62901 · Mapping, Drafting, Engineering	2,437.43	4,166.67	5,465.65	29,166.68	50,000.00
62903 · Water testing	0.00	1,833.33	0.00	12,833.35	22,000.00
62904 · Ramona Road Study	0.00	3,333.33	0.00	23,333.35	40,000.00
62905 · Residential Incentive Program	0.00	2,500.00	0.00	17,500.00	30,000.00
Total 62900 · Water Movement Control	2,437.43	11,833.33	5,465.65	82,833.38	142,000.00
64800 · Contract Services					
64801 · Recording Secretary	700.00	433.33	2,860.00	3,033.35	5,200.00
64805 · Bookkeeping	500.00	525.00	3,700.00	3,675.00	6,300.00
64810 · Accounting Fees	0.00	4,500.00	4,725.00	4,500.00	4,500.00
64840 · Legal Fees	663.75	333.33	2,148.75	2,333.35	4,000.00
Total 64800 · Contract Services	1,863.75	5,791.66	13,433.75	13,541.70	20,000.00
65000 · Operations					
65020 · Postage, Mailing Service	0.00	2.25	44.00	15.75	26.97
65030 · Printing and Copying	0.00	191.67	0.00	1,341.65	2,300.00
65040 · Supplies	46.96	75.00	503.88	525.00	900.00
65050 · Telephone, Telecommunications	48.00	21.17	48.00	148.15	254.00
65060 · Technology	0.00		471.50		
Total 65000 · Operations	94.96	290.09	1,067.38	2,030.55	3,480.97
65100 · Other Types of Expenses					
65105 · Insurance, Liability	0.00		2,936.94	2,936.26	2,936.26
65120 · Insurance - D and O	0.00		1,195.00	1,195.00	1,195.00
65150 · Memberships and Dues	0.00		644.00		
65155 · Grants and Donations	1,000.00		1,000.00		
65160 · Other Costs	80.00	8.33	117.00	58.35	100.00
65180 · LAFCO	0.00		136.00	130.00	130.00
Total 65100 · Other Types of Expenses	1,080.00	8.33	6,028.94	4,319.61	4,361.26
68300 · Travel and Meetings					
68320 · Travel	0.00	208.33	57.85	1,458.35	2,500.00
Total 68300 · Travel and Meetings	0.00	208.33	57.85	1,458.35	2,500.00
Total Expense	19,326.14	31,192.53	96,543.21	225,609.68	359,072.23
Net Ordinary Income	-18,818.66	-29,062.11	18,001.72	-113,713.76	-97,234.43
Net Income	-18,818.66	-29,062.11	18,001.72	-113,713.76	-97,234.43

Los Trancos County Water District
Balance Sheet
As of January 31, 2011

	<u>Jan 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of California - Checking	10,149.88
LAIF Mutual fund	<u>216,047.81</u>
Total Checking/Savings	<u>226,197.69</u>
Total Current Assets	<u>226,197.69</u>
TOTAL ASSETS	<u>226,197.69</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	175,649.69
32000 · Unrestricted Net Assets	32,546.28
Net Income	<u>18,001.72</u>
Total Equity	<u>226,197.69</u>
TOTAL LIABILITIES & EQUITY	<u>226,197.69</u>

Los Trancos County Water District
Income Statement: Actual vs Budget by Account
January 2011

	Jan 11	Budget	Jul '10 - Jan 11	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
43400 · Direct Public Support	503.38	1,630.42	113,988.89	110,395.92	259,837.80
45000 · Investments	0.00	500.00	551.94	1,500.00	2,000.00
46400 · Other Types of Income	4.10		4.10		
Total Income	507.48	2,130.42	114,544.93	111,895.92	261,837.80
Expense					
61100 · Water Use Efficiency	600.00	2,394.17	1,376.99	16,759.19	28,730.00
61200 · Emergency Preparedness	3,200.00	8,583.32	30,316.37	60,083.40	103,000.00
61900 · Offset Program	10,000.00		35,680.00	30,000.00	30,000.00
62800 · Lands	50.00	2,083.30	3,116.28	14,583.50	25,000.00
62900 · Water Movement Control	2,437.43	11,833.33	5,465.65	82,833.38	142,000.00
64800 · Contract Services	1,863.75	5,791.66	13,433.75	13,541.70	20,000.00
65000 · Operations	94.96	290.09	1,067.38	2,030.55	3,480.97
65100 · Other Types of Expenses	1,080.00	8.33	6,028.94	4,319.61	4,361.26
68300 · Travel and Meetings	0.00	208.33	57.85	1,458.35	2,500.00
Total Expense	19,326.14	31,192.53	96,543.21	225,609.68	359,072.23
Net Ordinary Income	-18,818.66	-29,062.11	18,001.72	-113,713.76	-97,234.43
Net Income	-18,818.66	-29,062.11	18,001.72	-113,713.76	-97,234.43



Jan. 16, 2011

Minutes of the Public Meeting of
The Board of Directors
Los Trancos County Water District
January 6, 2011

In attendance:

Charlie Krenz, David Smernoff, Tracy Sherman, Tom Uridel, Mike Ward, Keri Tate (Finance Manager), and Helene Zimmerman (Recording Secretary).

Community Members:

Joanne Dolan

1. **Meeting was called to order:** at 7:36pm at the Sherman/Freedman home, 144 Carmel Way.

2. **Public Comment on Issues NOT on the Agenda:** None

3. **Election/affirmation of new president and thanking of old president**

Ward thanked Tom Uridel for all his work with the LTCWD, and talked about the changing leadership with the election of Tracy Sherman as president.

Motion to approve: Ward, Smernoff seconded, all in favor.

4. **Approval of Minutes:**

August minutes: Krenz talked about the minutes and said Mary took them. He said if there were any changes, he took comments and incorporated them. **He would remove the "Draft" that is currently on the August minutes on the website.**

September minutes: Krenz said they were OK.

October minutes:

Smernoff OK'd minutes. There are a few things outstanding.

Krenz offered to do upload the budget to the web site.

Motion to approve: Smernoff, seconded by Ward. All in favor.

General discussion:

Sherman asked if a copy of Autumn Stanley's letter could be obtained. She found the idea interesting; financing might be difficult.

Uridel said that we need to decide how general records are kept.

Ward said that each of the 4 programs heads keep their own records. It is the summary, actions and decisions that are in the public domain.

Uridel said that everything we do is in the public domain, and that if materials are requested, information is on everyone's individual computers.

Ward doesn't want to create a bureaucracy, and Smernoff said that websites have archival features. Uridel brought up "electronic records management," and Smernoff said that we have a way to do it, although it's not yet an agenda item.

Smernoff said that he gave a box of records and a 3 ring binder to Tate; Tate confirmed that she has a box of records too, as does Zimmerman.

Ward talked about waterproofing the red shed [as a storage area].

Sherman asked if there was any action items on this issue?

Uridel said he'd like to send someone to a records management seminar in case we got targeted for a review.

Sherman asked if Uridel should go, or Zimmerman.

Smernoff said he would see that Zimmerman got onto the course web distribution list, and Zimmerman should see if it's a good use of time, and what she would be in for.

Uridel said someone needs to evaluate if we should use electronic records management and then get someone to go. Zimmerman should call one of the trainers to see if it is appropriate for LTCWD.

November minutes:

Sherman asked if Smernoff had sent the letter to Horseley. He said not yet. Sherman said she'd now send it in her name, and that the response rate to the survey was 52% with 83% of the voters being in favor of continuation of the LTCWD. She'd like everyone to review the letter and comment. She'll include the items as previously suggested.

Ward suggested asking for a face to face meeting.

6) Financial Report

Tate said the report is for 2 months (as no meeting in December). We received additional public support; totaling \$113, 30.88. Most of the money was received in December. Smernoff said this was as expected and Ward said as targeted . A total of \$25,586.02 was spent during this period. .

Tate gave an update on the California Water Services offset program. A check for \$10,000 was sent to CWS in Nov. Since July 2010, the District has paid CWS \$24,000 together with a \$1,200 carryover. We're currently in the black with \$8,471 through December. The contract states that we'd remain 6 months ahead. While the bills consistent, they change a little each month. The current costs are ~\$3200 a month.

Ward said we havent been getting LTCWD balance information and checks distribution of funds accuracy once a year .

Uridel said there are 5 different prices on hook-ups, Ward said that the Saving Water incentive is a flat rate with the passage of Resolution 202. He added that there is \$8,000 in the kitty that Cal Water is holding but it should be \$15,000.

Motion to approve: Uridel, seconded by Krenz, all in favor.

7A. Program Updates, Fire Safety/Emergency Preparedness

Krenz said we received the OK to take out the baby Eucalyptus across from the Frog Pond. We're working on other approvals, but have the OK on Ramona (Slawson) to remove the brush build up. Will go 20 feet down the bank. We have an OK for Joaquin. It's a nice big project to get all done at once.

Sherman asked about communicating to the community and doing a map. Ward said it's a good verification of money spent. Smernoff said its about integrity and fire safety, and asked about future broom pulling events.

Krenz said he had 2 -3 days of broom pulling planned: a day by the lake (native habitat), followed by 1 -2 days on Los Trancos Road. They would "flame treat" the young seedlings. Sherman asked if he had dates in mind. Krenz responded late January & early February. Smernoff thought that was good timing before the small brush grew too much.

Ward said were now in the 2nd year of the abatement program.

Smernoff said we're good to go, and Krenz said we're now doing maintenance. He asked for broom pull date preferences, and suggested Jan. 23 & 30, and February 6. He said they'd have to be more careful as there are now lots of native plants.

Sherman mentioned there was a lot of broom across from 80 Vista Verde on the downhill side. Krenz suspected it was private property. Uridel mentioned there was dried out brush at the side of the road by the Taggart's house (348 Ramona). Krenz mentioned bringing in an outside person to help, and Uridel talked about the need to identify who owned the land. There is an area before George Lee's and before Ramona that will take 2 -3 people about 3 hours to do. Permission is needed, as it's right off the road. Krenz said he was meeting with the contractor.

7 B. Water Movement Control

Smernoff/Uridel gave a summary of events: An email from Alan from the county was received, and he has talked to Sandy Sloan and Brian Wong (Dept. of Public Works). The context was about whether we had legal authority and a sphere of influence, as otherwise they couldn't work with us if we didn't have legal authority. He has also talked to Al Stillman and Joe Lo Coco and advised them not to worry about LAFCo. If we ask for an encroachment we should be treated the same as everyone else.

With Sandy, we're doing it element by element, while working with Joe Lo Coco. We're building relationships for a positive outcome. Stillman is concerned about taking on too much.

He had a good interaction about Ramona. He's getting permission from the homeowner to do a camera survey with Bagg Engineering. On the down hillside, there is water as there is no outlet. There is an 18" pipe that goes under the road, but it's coming apart, so water backs up onto the hillside. The camera will allow us to see (with GPS), where the problems are.

Ward asked if it didn't flood. Uridel said no, as the other side had been opened up, as it had been previously been plugged up. It was brought to Lo Coco's attention.

Smernoff mentioned leaks on the upper and lower parts of the road, while Uridel said that Kormanak and Swan feel that the land has shifted, and is destabilizing the slope. Uridel went on to say that there is a potential for water infiltration before it goes onto the road. The ground is open for absorption—just before a most vulnerable section to the road. **We need to ask Bagg if we can seal the basin so that water will not run under the road.**

Smernoff suggested getting bids and analysis to see what it would cost and ask the county to cost share. He said they continue to map the culverts and gather information for implementation.

Uridel said that Ward had a question about Bagg Engineering, and the time their geologists walked the district. They've walked Los Trancos Road and Vista Verde, but have yet to do Joaquin, Ciervos and Foxwood. He went on to say how important this initiative is and that it's a scientifically credible job. It will serve us well and takes us out of the political. Ward said it serves as checks and balances, as to how the work was done.

Krenz asked what was the function was for signing checks. Smernoff said it's OK to sign on a case-by-case basis. Ward said they have \$18,000 in the budget for an evacuation removal. Uridel said it's good to pay attention and Ward said it goes to proof of water control issues there are all kinds of things to see and better ways to do things.

Sherman said she had heard numbers bandied about - \$2 million – if the road fails, bringing in a retaining wall it isn't in the millions, maybe 10's of thousands. Smernoff said there is another 18" pipe coming in and feeding the drop box. There's more mapping to do be done. There are various county employees who are interested in culvert removal and improvement.

7C. Lands

Smernoff/Krenz: Nothing new to report. Krenz making progress with the neighbors.

Ward said that nothing had been built and Smernoff responded that if we can't get written approval we'll take it to Diana Shue to get an encroachment permit. He said progress had

been make on locating pipes, and that he had someone with a magnetometer find 2 pipes and they were sandbagged and sealed off.

7D. Saving Water

Ward said requests for equipment rebates are still coming in. He's working on the coupon book (with Sherman) for the spring and what public relations/advertising to use to spread the word. For all programs with financial incentives: fire safety, water movement and control and Saving Water, he'll have something for April/May. Uridel asked when it would be roughed out, and Ward said they would have a conceptual draft by the next meeting, & publish perhaps in April. Ward cited a Water Efficiency magazine article about other public water agencies promoting smart water controllers & how difficult it is to make it happen, even when it is clear that it saves money and promotes better or equal irrigation.

While Sherman asked if there is a way to incentivize more, Ward responded by asking if people really notice the incentives. Smernoff said everyone's water bills are higher, and there are water-saving tips. He also suggested commenting on the state/national focus.

Ward said the barriers to this are knowledge and cost. Uridel asked what Cal Water offers. Ward said that East Bay Mud offers incentives, as do others. Uridel said it's about wanting to become more public minded. He feels odd that we offer incentives whereas Cal Water does not. Ward said that if they sell us less water, the price must be raised. Sherman said that East Bay Mud and others raise rates as people become more conservation minded. Ward talked about helpful programs for low-income families and Uridel said Cal Water doesn't provide rebates for low flow toilets. Ward said they did until that program ran out of money. Uridel & Ward talked about trying to be a useful adjunct to Cal Water.

8. Update on contract between LTCWD and the California Water Services Company

Ward said progress has been made. He spoke with Tony Carrasco today and sent back the final revision. The PUC directed Cal Water to make sure all third party billings are fairly priced and that we're not being subsidized. Mr. Carrasco will give us a lower overhead rate of \$350/ month (vs \$500) to provide our accounting services (Saving Water incentive) to LTCWD customers. The Excel file that shows water usage by address by month reports will be provided at no charge. Ward said it seemed fair but expensive. The annual cost is \$4,200 = 14% of incentive dollars given out.

Changes in the contract: the agreement term has changed from 10 years to 3 years, with successive term going from 5 years to 3 years. Carrasco wanted to be able to change the per year cost if their cost changed, ie. If their union rates went up. With 60 days notice, we can terminate the contract.

Resolution 202 is part of this contract. It passed June 2010 and sunsets in June 2013. We should sign for now and pay the bill; the start date was changed to February 1; he proposed we consider writing checks ourselves to customers (as earlier proposed by Krenz and Tate) versus them (Cal Water). We need to decide this in May, in order to start in our next fiscal year. Uridel said we should. Checks can be written 1/4ly or once a year. Ward said Sandy has seen all versions of the contract except today's and agrees in principle. He suggests we sign (President Sherman) and have the contract run through June. If we want, we could terminate in May if we want to cancel.

Ward will make the changes, and give to Zimmerman to send to Sandy, who will sent it to Cal Water.

Tate said we do not have six months lead time at CWS, if we're going to send extra, will we get the money back? Ward said yes. She said she hadn't budgeted the project this way. She said the total is now \$32,000, and she had \$8,500 = 2 ½ months. Does the board want her to send out more money? Answer, yes. We should act as if we're keeping the contract. Uridel asked if checks had to be in \$10,000 increments-it used to be a lot more. Sherman said they hadn't billed us.

Uridel asked where the agreements get held, with the attorney, Ward and Tate have resolutions and ordinances, as does Zimmerman. They're also on the web, but not easily found.

Zimmerman to check into adding a Contracts and Resolutions tab on the web site.

Motion to approve changes: Uridel, seconded Krenz, approved by all.

9. Discussion regarding LTCWD Mission Statement

Ward stated that when he was setting up the Policies and Procedures book he reviewed the mission statement. He suggested that we eliminate line #2. Line 4 needs to be revised and the order could be changed. #1 & #2 are in the water code; #3 & #4 are latent powers. He said that fire safety was the most popular program on the survey results. As we move forward, he would like the mission statement to accurately reflect what we do, and to be done before the LAFCo meeting.

Uridel stated that the mission statement was a very important aspect of preparing for our future; it needs to be credible, & what we say and how we say it is very important. He asked for time to review Ward's suggested changes.

Uridel said that the LTCWD has many critics who think we shouldn't be around, so we need to be as well prepared as possible. Smernoff said it was worth taking the time to review. We should get the statement down to 1 -2 sentences. It's not really a mission statement as it's broader and more strategic. What bullets should be added to the mission?

Ward suggested "serving our constituencies within the California Water code." He said there is not strong vision for LTCWD, we do have a 3-year plans for each program, and in our tri-annual report we've captured where we're going. He added that a mission statement is what is going to be done = strategic direction.

Uridel asked who added the "Water Conservation and Water Shed Management" title to the web site --, Krenz said he did.

Sherman asked if we need a mission statement if we have a vision. Ward said we do, as it's what LTCWD does. Sherman likes the use of "strategic." Ward said we're doing what no other public agencies will do for us, or doing it better. Uridel said extending the mission and ability to implement specific responsibilities, eg. Woodside Fire Dept. and the Dept. of Public Works. Further discussion was tabled till February.

10. Correspondence and Communication

#1: Tate said she had a new project: All special districts had to turn in compensation reports. It's divided into 4 groups, ours is due Jan 14. There are instructions on how to fill in the

report. She'll compile all the data. She wasn't sure if it was calendar year or fiscal year. The financial officer has to sign the form. It gets submitted electronically. It's to be done annually.

#2: The Woodside Fire Dept. has asked us for a donation. Do we want to make one? Sherman added that it is to help them upgrade their vehicles, they want to raise \$250,000 over the next year.

Uridel suggested taking it out of existing program budgets. Smernoff disagreed. Ward said if we run over, we can make a revision for next year. Tate said that if we don't put money into a category, then we lose the category. She can create a "donation" category.

Ward asked if this was an annual request. Yes. He suggested that it be taken out of fire safety or the general fund budget. Sherman said it should come from all of us. Smernoff asked if we could create another category. Tate said yes. It could be the Grants & Donations category. She'd set it up.

Uridel suggested sending a nice letter with the check and adding how we've enjoyed working with them, etc. Smernoff said it's good to do. Sherman said she'd write the letter to Denise Mann. Krenz would look at it, and then send to Keri. Uridel emphasized the importance of building ongoing partners and relationships.

Motion to approve: Ward, Sherman seconded, all in favor. To contribute \$1,000 to Woodside Fire Department from the general fund budget.

#3: Tate received a check for \$4:10 from anti trust litigation. Sherman said she received a check, too. Tate will deposit.

#4 Ward wants to make sure that everyone can open the variety of documents in the range of software that the board, finance manger and recording secretary use. Sherman suggested doing a practice run. Ward said he would.

5. Discussion/decision regarding the role and responsibilities of Recording Secretary position

Zimmerman was asked to comment on how she felt things were going. She responded that there was a lot of ambiguity as to what was/was not wanted in the minutes and changes that were asked for that were not based on what she had recorded & that until after the fact she wasn't told that the bulleted style was not something they wanted.

Smernoff said that there needed to be a clarification of expectations, and that proper direction had probably not been given and that Zimmerman should be given the opportunity to continue. Uridel agreed and asked what were the minimum expectations for this role, and that someone needed to get grounded to help explain what was needed. We need to find out what legally we're required to capture and to become expert in what we have to do. He asked what was the role of the recording secretary & that he didn't think anyone really knew beyond the role of taking public agency minutes. Education has to be on the board side too, on how best to capture and report.

Ward said the essence of the meeting should be captured, not verbatim. The pros and cons are important, it's a skill. He agreed with the education idea/webinar/program in catalog; offered

10 steps to better note taking. Said it can be learned, have to decide. Uridel suggested possibly taking a course, speaking to the Los Altos counterpart.

Zimmerman said she'd review the course offerings and speak to Jean Eveilsizer.

Smernoff/Uridel said they hoped it would work out.

11. Set Date, Time and Place of Next Meeting

Thursday, February 3, 2011 @ Corte Madera School.

Meeting adjourned at 10:25pm.