

CHIRIACO SUMMIT WATER DISTRICT BOARD MEETING MINUTES

CSWD Field Office
62-450A Chiriaco Road #C
Chiriaco Summit, CA 92201

Tuesday, March 11, 2014 at 10:00 am

1. Meeting called to order by Board President Margit F. Chiriaco-Rusche @ 10:10am
2. **Roll Call:**
 - Margit F. Chiriaco Rusche - Present
 - Heather Garcia - Present
 - Joseph R. Chiriaco - Present
 - Diana Ragsdale - Present
 - Albert Figueroa - PresentAll board members in attendance, quorum was declared.
3. **Approval of minutes from January 14, 2014 and October 13, 2013** –October minutes postponed, minutes not completed (need to be revised).January 14th minutes approved as submitted.
4. **Old Business**
 - A. **Riverside County Auditor-Controller's Office, Audit Status** – The audit had not been completed, the district is still looking for a firm to perform the audit, within the district financial possibilities. So far, a proposal from Armijo & Associates (POC: Oscar Armijo, CPA) was received by the board, averaging \$6,000 per year (against \$8,000 ~ \$10,000 per year from Charles Z. Fedak & Co.). Another proposal is pending from Powell & Spafford (POC: Pat Spafford, CPA) and should arrive soon by email or fax (within the meeting's timeframe).
 - B. **Budget for submission to the Board of Supervisors** –No updates on the budget issue. President Rusche said she will follow up on this.
 - C. **Review of compliance Item from Grand Jury Report on Compensations & Transparency – Website** –A website was setup by staff of the water district, with a total startup cost of \$206.25, including domain name, hosting, and reference material (paid upfront for 36 months). The site is still under construction but after a review, the board was satisfied with the design so far. It will also have public documents posted, one of the recommended items from the Grand Jury report.
 - D. **Water Rates Change** – Krieger & Stewart is still reviewing the available information sent to them. A final decision cannot be reached at the moment regarding the rates. Will be reviewed in the next meeting.
 - E. **Memcor Treatment Plant Maintenance review** – The cost of the scheduled maintenance of the treatment plant was \$3,000.00. The cost was paid by JLC, Inc., and they will bill CSWD.
 - F. **Riverside County DEH - CCRs** – CSWD's Office Assistant has been working with the District's superintendent on the report. 2012 is close to completion and they will follow up on 2013 to be back in compliance. Jacquelyn Jones, of RivCo DEH had been notified of the work in progress.

CHIRIACO SUMMIT WATER DISTRICT BOARD MEETING MINUTES

CSWD Field Office
62-450A Chiriaco Road #C
Chiriaco Summit, CA 92201

3. NEW BUSINESS:

- A. **Certification requirements for Facility Superintendent** – A memo notifying the superintendent was produced during the meeting and signed by the whole board and delivered to him, notifying him of the mandatory certification needed. A schedule of test dates was also handed to him. CSWD Staff will follow up with him on the issue.
- B. **Indian Mitigation Grant Program** – Item tabled until next board meeting, as more information is required.
- C. **SDLF Grant Application** – Board will explore options regarding the individual that will attend, if the board determines that the needed funding is available (grant covers summit fees, not travel/ lodging). Tabled for next meeting.

5. STAFF REPORTS:

- A. **Treasurer's Report** – The District Treasurer presented financial information to the board members, as well as bank account balances. After reviewing the information, the board did not have any question for the treasurer. Mr. Chiriaco made a motion to approve the report, seconded by Mr. Figueroa. All in favor, motion carried.
- B. **Office Assistant Report** – The MHI Survey conducted by RCRA (SRF Project #3301115, ARL #4294) was completed with a 100% response rate. According to the report, CSWD qualifies as a low-income, disadvantage community because the median income was \$20,308.00, value that is below the \$46,979.00 threshold (80% of state average of \$58,724.00). The CRA shutdown (Feb 18~March 6, 2014) ended before the scheduled date. No incidents to report.

6.- PUBLIC COMMENTS: No public comments were made.

7. - BOARD MEMBERS' REPORTS AND CORRESPONDENCE: Board president (Ms. Rusche) received the pending proposal from Powell & Spafford (P&S from now on). In case no exceptional work not foreseen at this moment is needed, the complete audit work will be between \$15,000 and \$20,000. An upfront payment of \$6,000 is needed. Mr. Chiriaco made a motion to approve the P&S proposal, and the motion was seconded by Mr. Figueroa. All in favor, motion carried. A letter of engagement was requested by board president, signed, and returned to P&S. All the involved parties (Krieger & Stewart, the District Engineer; Linda S. Halley, the CPA who prepared the Financial Information for the audits; Paul Angulo, Riv. Co Auditor-Controller; and John Benoit, Riv. County 4th District Supervisor) were immediately notified via email. The POC for Mr. Patrick Spafford (P&S) will be CSWD's Office Assistant.

8. AGENDA ITEMS FOR NEXT MEETING: May 13, 2014

The following action items were noted for the next meeting:

- Certification Status for Superintendent
- CCR 2012 & 2013 status Update
- SDLF Grant
- Update on the ACO's Audit
- Treatment Plant Maintenance Payment (to JLC, Inc)

9. -ADJOURN – Diana Ragsdale made a motion to adjourn the meeting at 11:20am, seconded by Mr. Figueroa; all in favor, motion carries. Next meeting –May 13, 2014 @ 10:00am.

Minutes by: Heather Garcia, Secretary of the board. Transcription by: Eduardo Guevara, Office Assistant.