

CHIRIACO SUMMIT WATER DISTRICT BOARD MEETING MINUTES

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

Tuesday, July 8, 2014 at 10:00 am

A. Meeting called to order by Board President Margit F. Chiriaco-Rusche @ 10:08am

B. Roll Call:

- Margit F. Chiriaco Rusche - Present
- Heather Garcia - Present
- Joseph R. Chiriaco - Present
- Diana Ragsdale - Present
- Albert Figueroa – Absent (could not make it, board President contacted him by phone)

Four members in attendance, quorum was declared.

Approval of minutes from May 13, 2013 – May 13th minutes approved as submitted.

C. Old Business

- A. **Riverside County Auditor-Controller's Office, Audit Status** – The audit had been completed. A thank you letter was sent and the remaining balance on the audit work will be paid in the following days. Mr. Spafford will be contacted to request an estimate of his services to perform the required audit yearly. Office assistant will follow up on this.
- B. **Budget for submission to the Board of Supervisors** – Linda S. Halley submitted a draft of a proposed budget that was reviewed by the board. Minor adjustments will be made and the final draft of the budget will be resubmitted to the board for review and approval on the next scheduled meeting.
- C. **Water Rates Change** – Board decided to postpone this agenda item until after the budget is finished.
- D. **Riverside County DEH - CCRs** – The CCR for 2013 is due. Information from MWD regarding Eagle Mountain's CCR was received on June 10 and forwarded to Plant Operator; he is working on the CCR, and the office assistant will follow up on this.
- E. **Certification Requirements for Facility Superintendent (D1/T1)** – Office assistant will follow up with Plant Operator on the required courses and will schedule the test for Plant Operator; it was discussed at the board meeting that a second person may take the certification test. Will be reviewed in the next meeting.

D. NEW BUSINESS:

- A. **Promissory Note for Krieger & Stewart (K&S) regarding CSWD debt** - The letter received by the board president needs to be corrected and resubmitted so the board can make a resolution. President Rusche is working on this issue with Bob Krieger.

E. 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 questions for the treasurer. Mr. Chiriaco made a motion to approve the report, seconded by Ms. Ragsdale. All in favor, motion carried.

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B. Office Assistant Report

1. **Requirement of Deposit to start service** – Office Assistant Eduardo Guevara recommended that, as noted in the *Rules and regulations governing the Water District* (Ordinance 2003-1), section 9.16.1, a deposit should be requested for new customers. Mr. Chiriaco made a motion to approve the report, seconded by Ms. Ragsdale. All in favor, motion carried. Effective next August 1, 2014, all new residential customers will have to place a deposit prior to water service start, equivalent to two months of service.
2. **Collection of late fees**– Office Assistant Eduardo Guevara requested authorization to start collecting the late fees referenced in the water service contracts, for customers not paying by the 1^{5th} of the month. Board granted authorization to collect late fees. A notification will be sent to the district's residential customers noting that the late fees collection will be enforced effective August 1, 2014 (bilingual notice).
3. **Requirement of Residents to report leaks**– Both Plant Operator and Office Assistant noted a spike in water use in one of the units, and after a review by the plant operator, a leak was found and promptly corrected. About 30,000 gallons of water were wasted. A notification will be sent to the district's residential customers noting that the leaks need to be reported to the District's Office to be corrected as soon as possible, in order to preserve water
4. **Request for Meter Info from Plant Operator**– Office Assistant requested the board to instruct the Plant Operator to collect and furnish information on the meters the district use, in preparation for the rate change. Board granted the request and asked the Plant Operator to provide the needed information to the District's Office.
5. **Request the mandatory use of office provided forms for water use data collection**– Office Assistant recommended that in order to minimize errors and speed up the water readings collection, the office will produce each month a semi-completed worksheet where the Plant Operator will only enter current readings and the office will calculate the cu/ft and acre-foot equivalences using a spreadsheet instead of Plant Operator doing the calculations manually. Plant Operator will receive a sheet with the calculated values for the records he maintains of water use.. Board granted the request and asked the Plant Operator to provide the needed information to the District's Office in the format presented to the board.

C. PUBLIC COMMENTS:

No Public comments.

D. BOARD MEMBERS' REPORTS AND CORRESPONDENCE:

Board members had nothing to report.

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E. AGENDA ITEMS FOR NEXT MEETING: September 9, 2014

The following action items were noted for the next meeting:

- New Rates (Part C of Old Businesses)
- Budget review & approval for submission to Riv. Co. BoS (Part B of Old Business)

F. ADJOURN – Diana Ragsdale made a motion to adjourn the meeting at 11:04am, seconded by Mr. Chiriaco; all in favor, motion carried. Next meeting –September 9, 2014 @ 10:00am.

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