

# CHIRIACO SUMMIT WATER DISTRICT BOARD MEETING MINUTES

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

**Tuesday, September 9, 2014 at 10:00 am**

A. Meeting called to order by Board President Margit F. Chiriaco-Rusche @ 10:09am

**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 July 8, 2014** – Robert Chiriaco made a motion to approve the July 8<sup>th</sup> minutes as submitted, seconded by Diana Ragsdale. All in favor, motion carried. Minutes accepted as submitted.

**C. Old Business**

- A. **Riverside County Auditor-Controller's Office, Audit Status** – Letter of engagement for Powell & Spafford signed by board president and sent along the initial documentation requested to Pat Spafford. Audit is expected to be finished in a month. The projected cost of \$6,000 for the audit work was reviewed and approved. The motion was made by Heather Garcia and seconded by Robert Chiriaco. All in favor, motion carried.
- B. **Budget for submission to the Board of Supervisors** –The budget draft submitted by Linda S. Halley was reviewed. Diana Ragsdale made a motion to approve it as presented, seconded by Heather Garcia. All in favor, motion carried.
- C. **Water Rates Change** – Information on the proposed tiered system was presented to the board, and after review and some clarification, the draft was approved to be further refined and presented at the next board meeting, along other required documentation needed for a public hearing with the District's Customers. A target date for implementation was set to January 1, 2015. The draft was approved to move forward by a motion from Robert Chiriaco, seconded by Diana Ragsdale.
- D. **Riverside County DEH - CCRs** – The CCR for 2013 was submitted and approved by Riverside County DEH. Information needed for the 2014 CCR is now been collected to present it before it is due next year.
- E. **Certification Requirements for Facility Superintendent (D1/T1)** – Office assistant scheduled the T1 test for the Plant Operator on November 15th, and also scheduled a review course for him on 10/29~10/30. The D1 test is going to be scheduled for March 2015, the next available test date.

**D. NEW BUSINESS:**

- A. **Inland Counties Insurance Services policy renewal** – Payment in full for the renewal was approved by general consensus after a motion from Heather Garcia, seconded by Diana Ragsdale.

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- B. **Preauthorization of planned labor costs** – a form will be elaborated for the Plant Operator to use, when he foresees additional labor costs will be incurred by the district. Emergency work is exempt from the use of the form.
- C. **Drought Preparation and Water Conservation Measures Plan** – President Rusche will follow up on this. Will be reviewed at the next meeting.
- D. **Installation of new meters at the CSMHP** – The installation of new meters at the CSMHP, for the laundry & pool were discussed. The district already has the meters, and the installation will be planned by the plant operator.

## 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.

## B. **Office Assistant Report**

### 1. **Notices to Customers**

Customers were served with two notices (attached) in both English & Spanish, one regarding the enforcement of the late fee collection, and another encouraging responsible use of water and the prompt address of any leaks.

### 2. **Late Fees & Collection updates**

We have three customers on collection. Ricardo Gonzalez (Open Balance of \$99.00 since 01/15/2014), Daniel Avila (Yazmin, his wife, made a payment of \$50 on 08/12/2014 on the open balance of \$132.00. Current Balance - \$82.00), and Gerardo Uribe (\$116.96 including late fees. Last and only payment on account was made on 07/16/2014). Ricardo Gonzalez' debt will be written off; Yazmin's is expected to be paid in the following two weeks; Gerardo Uribe's debt will be paid next week. Late fees policy is being enforced. Two commercial customers have open balances on their accounts and payment is in process.

### 3. **Payroll Services provider** – RABCO vs. Wells Fargo

Wells Fargo presented a bid on Payroll Services. It is slightly lower than our actual provider (RABCO) and also includes Direct Deposit. Letter & additional info reviewed. Diana Ragsdale made a motion to approve the switch to Wells Fargo Payroll, seconded by Heather Garcia, and approved by general consensus.

### 4. **EAR 2013 Report Submission**

The EAR (Electronic Annual Report) for 2013 was completed, reviewed by Riverside County (J. Jones) and approved.

## C. **PUBLIC COMMENTS:**

President Rusche and Office Assistant commented to the board that the plant operator mentioned the need to replace the six membranes of the treatment plant. An estimate of \$15,000 ~ \$17,000 was mentioned as the possible cost. The quote will be reviewed and discussed at the next board meeting.

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**D. BOARD MEMBERS' REPORTS AND CORRESPONDENCE:**

Board members had nothing to report.

**E. AGENDA ITEMS FOR NEXT MEETING: November 18, 2014**

The following action items were noted for the next meeting:

- New Rates (Part C of Old Businesses)
- Drought Preparation and Water Conservation Measures Plan (New Business, Section C)
- Treatment Plant maintenance estimate

**F. ADJOURN** – Diana Ragsdale made a motion to adjourn the meeting at 11:21am, seconded by Heather Garcia; all in favor, motion carried. Next meeting –November 18, 2014 @ 10:00am.

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