

CHIRIACO SUMMIT WATER DISTRICT BOARD MEETING MINUTES

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

Friday, November 21, 8:30 am

A. Meeting called to order by Board President Margit F. Chiriaco-Rusche @ 8:47am

B. Roll Call:

- Margit F. Chiriaco Rusche - Present
- Heather Garcia - Present
- Joseph R. Chiriaco - Present
- Diana Ragsdale - Present
- Albert Figueroa – **Absent** (excused absence due to health related reasons)

Four members in attendance, quorum was declared.

Approval of minutes from September 9, 2014 – Robert Chiriaco made a motion to approve the September 9th 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** – Audit was finished, and the draft Financial Statements were reviewed by the board. After review, the Financial Statements were approved and the Representation letter sent by Powell & Spafford was signed by board president and sent via regular mail.
- B. **Water Rates Change** – Information on the proposed tiered system was presented to the board, to get a final approval before translating them and prepare the Proposition 218 meeting notice. The board requested a time schedule for the hearing and the proposed rate increase. Mr. Chiriaco made a motion to go ahead with the preparations, seconded by Ms. Ragsdale. All in favor, motion carried. Office Manager will prepare the needed documentation.
- C. **Certification Requirements for Facility Superintendent (D1/T1)** – Facility Superintendent rescheduled the T1 test for May, 2015. Riverside County DEH agreed to the change of date on the condition that the D1 test needs to be taken in March 2015. Facility superintendent was sent to a treatment plant operator review course at Riverside on October 29th & 30th, and have received confirmation of the rescheduled test.

D. NEW BUSINESS:

- A. **Drought Preparation and Water Conservation Measures Plan** – President Rusche presented a draft of the plan, and the office will put it on the district's letterhead and follow up.
- B. **Installation of new meters at the CSMHP** – Tabled until next meeting.

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

a. Late Fees & Collection updates

After reviewing the Office update on late fees & collection, board had no questions.

b. Customer Records Audit

Board authorized Office Manager to collect any missing information from the current customers. Account Numbers will also be assigned to each customer/connection. Mr. Chiriaco made a motion to approve, and was seconded by Ms. Ragsdale, and approved by general consensus.

c. Deposit for New Connections

A description of the procedures currently being implemented for new customers, as instructed by the board at the last meeting was presented. Board had no questions for the office manager.

d. Payroll Services provider –

A review of the Payroll Services Provider was presented to the board. Board had no questions for the office manager regarding the switch from RABCO to WF.

e. New Wells Fargo Public Funds account & transition

Office Manager explained to the board the conditions under which the new account had to be opened. Board had no questions for the office manager regarding the account switch, other than if the funds withdrawn with the forged checks was returned to the account.

f. Request to disconnect service & install locks in unused connections

Board authorized Office Manager to request the work to be performed by the Facility Superintendent. A document that will be signed by the board will be prepared by the office

g. Request for approval – funding for planned repairs on treatment plant

The request to set aside \$16,500.00 for the planned maintenance work was approved by a motion from President Rusche, seconded by Mr. Chiriaco. Office will follow up with Facility Superintendent on this.

h. Update on the K&S Payments

Board approved the requested increment on the payment amount for three months, for a total amount of \$9980.25 to be sent, and then switch back to the regular \$1,500.00 minimum payment to capital, plus any interest and new invoices.

i. Miscellaneous

No miscellaneous issues were discussed.

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C. PUBLIC COMMENTS:

No public comments were made.

D. BOARD MEMBERS' REPORTS AND CORRESPONDENCE:

Board members had nothing to report.

E. AGENDA ITEMS FOR NEXT MEETING: January 15, 2015

The following action items were noted for the next meeting:

- New Rates follow up
- Drought Preparation and Water Conservation Measures Plan follow up
- Treatment Plant maintenance update
- Review and approval of the 2015 Board meetings calendar.

- F. **ADJOURN** – Diana Ragsdale made a motion to adjourn the meeting at 9:10am, seconded by Mr. Chiriaco; all in favor, motion carried. Next meeting – January 15, 2015 @ 10:00am.

Minutes by: Eduardo Guevara, Office Assistant.