

CHIRIACO SUMMIT WATER DISTRICT BOARD MEETING MINUTES

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

Tuesday, January 13, 2015. 10:00 am

1. **Call to order:** 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 – **Absent**. Contacted but could not attend due to health reasons.

Four members in attendance, quorum was declared.

Approval of minutes from Regular Meeting on November 21, 2014 and Emergency Meeting on December 22, 2014 –

After reviewing the minutes, Diana Ragsdale made a motion to approve both meetings' minutes as submitted, seconded by Robert Chiriaco. All in favor, motion carried. Both minutes accepted as submitted.

3. **Old Business**

- 3.1. **Riverside County Auditor-Controller's Office, Biannual Audit Request** – President Rusche briefed the board about a request made to Riverside County Supervisor John Benoit, to ask for the needed steps to have our audit on a biannual basis instead of every year. This could save the district \$2,000 per year in audit fees, as a quote from Pat Spafford showed. President Rusche and Office Assistant Guevara will follow up on this with Sup. Benoit.
- 3.2. **Water Rates Change** – A general overview of the notices sent and the status of each notification was presented by office assistant Guevara. Of all the notices sent, only one is pending to be received. Signature confirmation of all the notices sent is filed in the district. A Spanish version of the notice is available at the district in case it is needed. As noted by the board, the meeting may move to the community center to have more room for the district's customers. The meeting will be conducted in English and a Eduardo Guevara will give the information in Spanish and will answer/translate any question from the customers. A second notice, confirming the meeting site will be sent late January to remind the customers. It was ordered by the board that Mr. Guevara needs to be at both meetings. Office Manager will prepare the needed documentation and prepare the meetings.
- 3.3. **Certification Requirements for Facility Superintendent (D1/T1)** – An application for a D1 testing was submitted to the State Water Resources Control Board for both Hector Sanchez and Eduardo Guevara, along with the associated fees. The district has not received the confirmation of the test scheduling. Hector Sanchez has the T1 certification test scheduled for May.
- 3.4. **Installation of water meters on unmetered units** – Eduardo Guevara requested the board to instruct facility superintendent to install meters on the unmetered units. Mr. Guevara noted that currently #18, #5, #7, #2B, and the pool/laundry room do not have a meter. Units #7 and #2B are currently in use, plus the laundry/pool area. Heather Garcia mentioned the Joseph L. Chiriaco main office needs to have a meter installed too (it is currently connected to the Coffee Shop Meter). President Rusche requested a list of meters to be installed,

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ordered by priority, to be delivered to facility superintendent, and suggested that for a period of six months, units #7 and #5 be left on a flat rate system. Mr. Chiriaco made a motion to approve the request, seconded by Diana Ragsdale. The motion carried by a 3 to 1 vote, with Heather Garcia disagreeing on the units being left in a flat rate billing regime. Eduardo Guevara will follow up with facility superintendent on this and report back to the board.

4. NEW BUSINESS:

- 4.1. **Remuneration/Reimbursement procedures** – The board instructed Eduardo Guevara to present a draft of guidelines and forms to the board at the next meeting.
- 4.2. **Riverside County Taxable Possessory Interests Report** – The district received a request for a report from Riverside County. As noted by President Rusche, the district does not own or lease any real estate property subject to taxes; she will follow up with Riverside County.

5. STAFF REPORTS:

- 5.1. **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.

5.2. Office Assistant Report

5.2.1. Customer Records Audit

Account numbers have been assigned to each customer, and only four customers are pending to fill & return the application, as stated in the report shown to the board. Heather Garcia will follow up with three customers and Eduardo Guevara will follow up with the other customer.

5.2.2. Update on planned repairs on treatment plant

The district has a budget of \$16,500.00 set aside for needed repairs, but the repairs have not been scheduled because Hector Sanchez is waiting on vendors to provide estimates. President Rusche will address this issue with Mr. Sanchez at the end of the meeting. Office will follow up with Facility Superintendent on this.

5.2.3. Update on the K&S Payments

A report was presented to the board, where the district has a balance of \$48,399.70 out of the initial \$126,945.07. The district will revert to make payments targeting the minimum of \$10,000 per year plus interest, plus any new invoice. Eduardo Guevara mentioned to the board that since we have paid \$78,545.37 in less than a year, K&S has waived any interest charges.

5.2.4. Update on the backflow prevention devices testing

Eduardo Guevara informed the board that one of the backflow prevention devices installed in the Gas Station (Account of JLC, inc.) needs to be replaced, and tested. President Rusche will address this issue with Mr. Sanchez at the end of the meeting. Office will follow up with Facility Superintendent on this.

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5.2.5. Miscellaneous

- The 2015 yearly meeting schedule was presented to the board. No changes were requested to the schedule.
- A notice mentioned a possible shutdown from mid February to early March was presented to the board. A copy was given to Hector Sanchez (via regular mail).
- On behalf of Hector Sanchez, Steve Jones and himself, Eduardo Guevara thanked the board for the recent raise in the salary of the district's personnel.

6. PUBLIC COMMENTS:

No public comments were made.

7. BOARD MEMBERS' REPORTS AND CORRESPONDENCE:

Board members had nothing to report.

8. AGENDA ITEMS FOR NEXT MEETING: March 10, 2015

The following action items were noted for the next meeting:

- New Rates follow up
- Treatment Plant maintenance update
- Look into Riverside County Property taxes funding.
- MOU between JLC and CSWD

9. **ADJOURN** – Before adjourning, President Rusche addressed Hector Sanchez regarding the backflow prevention device, the need to install the meters on the unmetered units, and requested the estimates for the needed repairs for the treatment plant. Eduardo Guevara will provide in writing the list of meters. After this debriefing with Hector Sanchez, Diana Ragsdale made a motion to adjourn the meeting at 11:01am, seconded by Mr. Chiriaco; all in favor, motion carried. Next meeting – March 10, 2015 @ 10:00am.

Minutes by: Heather Garcia, board Secretary; Transcribed by Eduardo Guevara.