

CHIRIACO SUMMIT WATER DISTRICT

BOARD MEETING MINUTES

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

Tuesday, March 10, 2015 at 10:00 am

1. **Call to Order** : Meeting was called to order by Board President Margit Rusche at 10:10am

2. **Roll Call**

- **Margit F. Chiriaco Rusche – Present**
 - **Heather Garcia**
 - **Diana Ragsdale**
 - **Joseph R. Chiriaco – absent** (running late for the meeting; available on the phone)
1. **Albert Figueroa – absent**, unable to make it on time; stated he will be available over the phone.
Also present were the District's Office Assistant (Eduardo Guevara) and the Plant Operator (Hector Sanchez)
Quorum was declared.

Approvals of Minutes from previous meeting (01/13/2015) – after reviewing the minutes, minutes from the previous meeting were accepted as submitted. A motion was made by Ms. Ragsdale to approve the minutes, seconded by Ms. Garcia. All in favor, motion carried.

3. **Old Business**

3.1. **Riverside County Auditor-Controller's Office (Biannual Audit Request)**

This requires all the board members to be present or available over the phone. At the time of the meeting, Mr. Chiriaco was contacted over the phone and agreed to the request, as well as the present board members. Mr. Figueroa was contacted at a later time, briefed about the issue, and also agreed to the request. A document stating the unanimous request will be prepared to be signed by the board president, and sent to the Riverside County Board of Supervisors.

3.2. **Water Rates/Billing System Change.**

Board was briefed about the public meetings regarding the new rates. Not a single complaint or objection was filed. Present board members (and Mr. Chiriaco over the phone) agreed to go ahead with the billing system switch. Heather Garcia made a motion to approve the switch, and the motion was seconded by Diana Ragsdale. All in favor, motion carried. The first bill under the new regime will be produced on March 28th.

3.3. **Certification Requirements for Facility Superintendent - D1/T1**

Both Eduardo Guevara and Hector Sanchez have a D1 test scheduled for March 21st, in Ontario. Hector Sanchez, as required, will take the T1 test on May 16th – it has already been scheduled and confirmed.

3.4. **Installation of new water meters in units without a meter.**

A new meter was installed for the laundry/pool, and another one was installed for unit 2B. The only pending meter (already bought and in stock) is the one for unit #7.

3.5. **Drafting of an expenses reimbursement procedure for CSWD employees to attend off-site trainings or seminars.**

Board requested a more simplified version - will be reviewed the next meeting.

3.6. **Riverside County Taxable Possessory Interests Report**

Board was briefed on the response sent. No other action is needed.

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4. **NEW BUSINESS:** Presenters must direct their report to the board. At the conclusion of the presentation, Chair may allow questions. Each speaker must first be recognized by the Chair.

4.1. Submission of EAR at DRINC portal.

EAR was submitted on 2/26. A request for more contacts for the district, and a revised number of transient water users, was sent by Riverside County. After considerations of traffic, average passengers per vehicle, and other available information, a number of 843 was agreed as the number of transient users. Report will be resubmitted for review. Report needed to be submitted before April 15.

4.2. CRA shutdown update.

Shutdown from February 17th to March 6th ended up without incident. As usual, mandatory restrictions on water usage and a constant monitoring of the reservoir level were in place. No incidents to report.

4.3. Reservoir Maintenance

Plant operator requested funding for additional labor to perform maintenance on the reservoir. He was instructed by the board to follow up with Office Assistant on this.

5. **STAFF REPORTS:**

5.1. Treasurer's Report

The treasurer's Report was presented to the board. No questions regarding the report were made.

5.2. Office Report

5.2.1. **Update on planned repairs on treatment plant.** An estimate of \$10,000 on parts and labor were allocated out of the \$16,500 approved for the plant maintenance. The visit from Mountain View Services is scheduled for mid-April.

5.2.2. **Update on the K&S Payments.** Regular payments have been sent to K&S, at a rate of \$1,500.00 per month, as agreed. No interest had been charged on the debt, which now stands at about 35% of the original amount.

5.2.3. **Update on Backflow Prevention Device testing.** The Backflow Prevention Device that needed to be replaced at one of the customer's location (The Chevron Gas station) had not been replaced yet.

5.2.4. **Facility Superintendent** - Office Assistant mentioned to the board that even as requested by the board on the last meeting, and after being given a deadline for installing the pending meters (March 1st), the Facility Superintendent did not install them before the deadline. President Rusche mentioned she will have to follow up in person with Mr. Sanchez. Due to the new billing regime, Mr. Sanchez was instructed to get the meter readings on the 28th of the month, or the following business day, in order for the Office Assistant to process the billing.

5.2.5. **Miscellaneous.** - No miscellaneous issues were discussed.

6. **PUBLIC COMMENTS:** No public comments

7. **BOARD MEMBERS' REPORTS AND CORRESPONDENCE:** No reports from board members

8. **AGENDA ITEMS FOR NEXT MEETING**

- MOU between JLC and the District

9. **ADJOURN**

Meeting was adjourned at 11:00am, after Mr. Chiriaco seconded a motion from Ms. Ragdsdale. Next meeting: May 12, 2015.