

CHIRIACO SUMMIT WATER DISTRICT BOARD MEETING MINUTES

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

Tuesday, May 12th, 2015 at 10:00 am

1. **Call to Order:** Meeting was called to order by board president Rusche at 10:05am.

2. **Roll Call**

- **Margit F. Chiriaco Rusche – Present**
- **Heather Garcia**
- **Diana Ragsdale**
- **Joseph R. Chiriaco**

3. **Albert Figueroa** – absent, unable to make it. Could not be reached by phone either.

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 (03/10/2015) – after reviewing the minutes from the previous meeting, they were accepted as submitted. A motion was made by Ms. Ragsdale to approve the minutes, seconded by Mr. Chiriaco. All in favor, motion carried.

3. **Old Business**

- 3.1. **Riverside County Auditor-Controller's Office** – The request to the board of supervisors, regarding the bi-annual audit, needs to be requested unanimously. Tabled until next meeting.
- 3.2. **Certification Requirements for Facility Superintendent - D1/T1:** The results for the tests taken on March by Hector Sanchez and Eduardo Guevara came in: they were both approved to request a D1 certificate. Hector Sanchez will take the T1 test this May 16th. Results will reach the district in late June, in time for the next board meeting.
- 3.3. **New water meters:** a portable meter was installed on unit #2B, and another one was placed for the Community Facilities. One unmetered connection needs to be metered and billed to JLC. Plant Operator will follow up on this. Meter for spaces #5 and #7 was not installed (#5 is not being used; #7 relocated to space #20, already metered).
- 3.4. **Expenses reimbursement procedure for CSWD employees:** a reduced version of the originally presented draft for reimbursement the expenses procedure was presented to the board. After being reviewed, Diana Ragsdale made a motion to approve it, seconded by Robert Chiriaco. Motion carried by general consensus

4. **NEW BUSINESS:**

- 4.1. **Submission of EAR at DRINC portal:** EAR was finally accepted after revisions were made due to Riverside County DEH comments.
- 4.2. **Reservoir Maintenance:** Reservoir maintenance was carried out without any incident or major repair or investment to report. Two additional people had to help Plant Operator, and were paid as contractors.
- 4.3. **CCR Submission:** We have the information we need to prepare our CCR (due on June 30th), we are just waiting on the MWD data to finish it and submit it to the DRINC portal.
- 4.4. **MOU between JLC and CSWD:** As per suggestion of the board president, the office staff needs to prepare a draft MOU to be reviewed by the board before presenting it to JLC.
- 4.5. **Review of the state Mandated Water Usage Cuts (25%):** after at least 6 months of metered consumption billing, the district will create a budget structure for each unit, to measure the water savings needed (or obtained). We are not required to enforce these reductions due to our size and location, but the district will take measures in case we are mandated to enforce such cuts in consumption.

CHIRIACO SUMMIT WATER DISTRICT BOARD MEETING

MINUTES

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

- 4.6. **Wireless monitoring technology for the treatment plant:** This will be followed up by office staff and the plant operator. As per comments from the Plant Operator, the audible alarm needs to be present, and it cannot be silent; he stated the alarms are now mostly due to power fluctuations. Office Manager suggested the installation of a line conditioner. Office Manager and Plant Operator will follow up.
- 4.7. **Securing the Treatment Plant:** Plant Operator was instructed to clean up the area around the treatment plant, and secure access to it. Each board member, the General Manager, and the office will have a key. Eduardo Guevara will be trained as a backup for the plant operator, now that he possess a D1 certification.
- 4.8. **Review of the conditions of the installed meters:** After comments from the Office Manager, regarding the need to test the meters at least every ten years for accuracy (and replace as needed), Heather Garcia made a motion to request a written inventory of the meters for review. Diana Ragsdale seconded the motion and it passed by general consensus.
- 4.9. **Water Loss Audit:** Office Manager requested the board to instruct the Plant Operator to initiate a water loss audit, to identify any potential lost revenue. Plant Operator provided a number of possible causes for possible discrepancies (including the unmetered connection mentioned in #3.3) but did not provide any concrete numbers. Office Manager will follow up. The board agreed to initiate a Water Loss Audit.
- 4.10. **GIS Mapping of the underground distribution lines:** Tabled until next meeting.
5. **STAFF REPORTS:** Presenters must direct their report to the board. At the conclusion of the presentation, Board Chair may allow questions. Each speaker must first be recognized by the Chair.
 - 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 Treatment plant Maintenance:** Mountain View's visit last month went by without any additional major expenses or incidents. Plant Operator was instructed to replace some minor parts, and the required parts to be replaced would not exceed \$800.
 - 5.2.2. **Update on Backflow Prevention Assembly testing:** the BPA reported as defective last year was replaced by JLC at the gas station. A retest of this and the other five BPA devices for JLC has been requested.
 - 5.2.3. **Miscellaneous.** No miscellaneous items were presented by the office.
6. **PUBLIC COMMENTS:**

No public comments were made at the meeting.
7. **BOARD MEMBERS' REPORTS AND CORRESPONDENCE:**

Nothing was reported by the board members. Board Secretary reminded board members of the temporary relocation of the district's office from the 62-450A, Ste. C at Chiriaco Rd, to 62-450 Spc. #7, same street - . Relocation will last around 6 months.
8. **AGENDA ITEMS FOR NEXT MEETING: July 14, 2015**
9. **ADJOURN:** Meeting was adjourned at 11:20am after Mr. Chiriaco seconded a motion from Ms. Ragsdale. Next meeting will be held on July 14, 2015.

Minutes transcribed by E. Guevara.