

CHIRIACO SUMMIT WATER DISTRICT

BOARD MEETING MINUTES

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

Thursday, July 16, 2015 at 10:00 am

1. **Call to Order** : Meeting was called to order by Board President Margit Rusche at 11:45am * Board members were present at 10am, but president Rusche was on a phone conference and the board members present agreed to wait until she finished, while waiting at the District's Office.

2. Roll Call

- **Margit F. Chiriaco Rusche – Present**
- **Heather Garcia**
- **Diana Ragsdale**
- **Joseph R. Chiriaco**
- **Albert Figueroa** – absent, unable to reach him over the phone; Messages were left before the meeting, and he was called as the meeting was starting, and no contact could be made.

Also present was the District's Office Assistant (Eduardo Guevara).
Quorum was declared.

Approvals of Minutes from previous meetings (05/12/2015 & 05/26/2015) – 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 Mr. Chiriaco. All in favor, motion carried.

3. Old Business

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

A letter requesting the switch to bi-annual audits would be sent to the Riverside County Board of Supervisors, with the approved minutes where it was decided to make such request to the board. It was signed by board President, and will be sent to the clerk of the board and all the five Supervisors via regular mail.

3.2. Water Loss Audit

It was discovered that unit #10 had an active water connection for the past six months, and that the water was being used for irrigation. Since a customer is about to move in to that Mobile Home Park Unit, the water not billed will be invoiced to Joseph L. Chiriaco, Inc., and a meter will be installed so the home and irrigation consumption could be separated. Three months were billed at flat rate, and the average of the remaining water would be billed at the new metered rates. A total of \$176.16 were billed on invoice #4751 to JLC, Inc. A policy/procedure for meter readings and the securing of inactive connections will be drafted by the office. Calculations for the backwash cycles of the treatment plant need also to be accounted for to see how much water the district is buying from MWD and not billing to customers, or accounting for it.

3.3. Board Upcoming Election.

Board was briefed about the upcoming General Election on November 3, 2015. A notice of Election was received on July 6th, approved and posted on public locations on the district on July 10th. Board members Rusche and Figueroa are up for election. Mr. Figueroa has moved from the district and he is not eligible to be re-elected. One district resident expressed her intention to run for the open seat (Claudia Figueroa; not present at the meeting). President Rusche stated she would file documentation to be on the election.

3.4. CCR Submission

The CCR was submitted to Riverside County, and approved for distribution before the deadline of June 30th. The CCR was distributed with the monthly bills on July 1st, and it was also posted (a link) to the district's website.

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3.5. Installation of new water meters in unmetered connections.

A portable meter will be installed for the irrigation system of the MHP unit #10. Another meter was proposed to be installed before the water reaches the treatment plant, to get a better figure for the water used each month, and the water loss due to the backwash cycle. Plant Operator will follow up on this.

3.6. MOU between JLC and CSWD

Item was tabled again until further notice. Office Assistant requested more information regarding what will be included in the MOU. President Rusche mentioned that the District needs to consult with the BLM regarding the ownership of the land where the reservoir is located. She will follow up on this with the BLM. Item tabled until next meeting.

3.7. Review of the State Water Mandated Cuts

The state mandated all the water systems to reduce water usage 25% compared to 2013 (June-November period) or to limit irrigation to two days per week (any days can be chosen). A report will need to be filed with the State Water Board early in December, to verify compliance with this. A reduction of 25% in water use will be sought after.

3.8. Securing the Treatment Plant

The treatment plant will be secured by installing locks in the entrances and providing board members, plant operators and the Mobile Home Park manager, a copy of the key for the locks, in case the emergency services need to access the plant. Plant Operator will follow up on this.

3.9. Review Conditions of the installed meters

As part of the water loss audit in progress, information on the serial numbers and date of installation was requested to the plant operator. He agreed to produce such list for the office so a log can be kept on file.

3.10. GIS mapping of the underground distribution lines

Plant operator mentioned that a distribution lines schematic exists at the Riverside County DEH, but that it needs to be updated. Office Assistant will contact J. Jones at the county to get a copy of the schematic, and it will be updated by the Plant Operator.

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. Request for Funding for two dedicated Phone lines

Office Assistant presented a request for funding to get two IP voice/data lines for the district – one for voice and the other one for fax, so the district can have a direct number for both. After a review of the presented estimate, Diana Ragsdale made a motion to approve the funding, and Mr. Chiriaco seconded it. Motion approved by General Consensus.

4.2. Request for funding for a required course for Plant Operator in Sacramento

Office Assistant presented a request for funding to send the Plant Operator to a review course needed to get the required contact hours to request the exam for a T2 certification. The expenses considered were the course itself, fuel/mileage, lodging, meals, and a 15% for overhead, for a total requested of \$2,200. After a review of the presented estimate, Diana Ragsdale made a motion to approve the funding, seconded by Heather Garcia. Motion approved by General Consensus. Plant Operator will be given an advance of \$1,000 to reserve the hotel room and for traveling expenses, and the rest of the money will be used by Office Assistant to pay for the course. Course will be held from August 24 to August 28, 2015. While the Plant Operator is away, Jose Lemus (D1 in training), Eduardo Guevara (D1) and Alfonso Ramirez (an external consultant) will be on standby in case any issue presents during these days.

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4.3. Request for approval to look into obtaining a Credit Card under the District's name

In order to reduce the number of times the district has to reimburse the Plant Operator for expenses incurred during the normal operation of the treatment plant, Office Assistant requested authorization to request a Credit Card for the District, with a card under Hector Sanchez' name to get supplies, and another one under his name to place orders over the phone or online. After a review of the presented information, Heather Garcia made a motion to approve the funding, and Diana Ragsdale seconded it. All in favor, motion carried. Office Assistant will follow up with the district's banking institution

4.4. Budget for Fiscal Year 2015-2016

Office Assistant stated that the district was required by the state controlled to present the budget for our next fiscal year, which will also be sent along our annual audit. He was instructed to get in touch with Linda S. Halley, who helped to create last year's budget. A budget will be presented for review during the next regular meeting.

4.5. Riverside County Auditor-Controller's Office – Annual Audit

As we have closed our FYE2015, Office Assistant was instructed to get in touch with both Linda S. Halley and Pat Spafford to begin working on the audit. A letter of Engagement is needed from both of them. Office Assistant stated he has already contacted them both and the work on the audit is ready to be started. The estimated cost for Ms. Halley's services is estimated to be \$1,200 ~\$1,500, and the cost for the audit will be around \$6,200. Office Assistant was authorized to send any deposit payments required.

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 Backflow Prevention Device testing.** The Backflow Prevention Device that needed to be replaced at one of the customer's location (The Chevron Gas station) has been replaced, but it needs to be retested, along the other four installed devices. Plant Operator and Office Assistant will follow up on this.

5.2.2. **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.

5.2.3. **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 12:31pm, after Diana Ragsdale made a motion to adjourn, which was seconded by Heather Garcia. Next meeting: September 8, 2015.