

CHIRIACO SUMMIT WATER DISTRICT BOARD MEETING MINUTES

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

Thursday, September 8, 2015 at 10:00 am

1. **Call to Order** : Meeting was called to order by Board President Margit Rusche at 10:06am

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; no contact could be made.

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

Approvals of Minutes from previous meeting (07/16/2015) – after reviewing the minutes, minutes from the previous meeting were accepted as submitted. A motion was made by Mr. Chiriaco to approve the minutes, seconded by Ms. Ragsdale. All in favor, motion carried.

3. **Old Business**

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

Supervisor Benoit responded to the letter sent requesting bi-annual audits. He stated he would submit the request to the board as soon as we passed this year's audit, making it the third consecutive without any issues.

3.2. **Board Upcoming Election.**

One district resident filed paperwork to run for one of the available seats (Claudia Figueroa; not present at the meeting) and president Rusche filed documentation to be on the election too. Mr. Figueroa did not file paperwork. Since there are two seats and two candidates, most likely the candidates will be appointed in lieu of the election.

3.3. **Securing the Treatment Plant**

The fence doors were secured and a key for the locks was given to each board member present. Plant operators have one, and the office has a copy in case it is needed. A Key log was signed by the people receiving a key.

3.4. **Credit Card Under the District's name**

Wells Fargo approved the requested Credit card for the district. The credit card holders designed are Hector Sanchez and Eduardo Guevara. Both have a \$2,500 credit limit, for a combined total of \$5,000. This can be adjusted. The reconciliation/statement for the credit cards will be presented in the future as part of the Treasurers Report.

3.5. **Riverside County ACO's Annual Audit**

The independent auditor, Mr. Spafford, was here on the premises on the 10th, to finalize the audit. He stated he would finish the report in two or three weeks and that we would receive the finalized Audited Statements and the FTR cover page as soon as he finishes them.

3.6. **Budget for FYE2016**

A projection of the income and expenses for the district for the 2015-2016 Fiscal year was presented to the board. After a review, and a note clarifying the document did not take into account any bulk water sales, Ms. Ragsdale made a motion to approve the document, seconded by Mr. Chiriaco. The motion passed by general consensus. The document will be submitted to the Riverside County ACO's office along the Audited Financial Statements, when available, as required by the county.

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4. **NEW BUSINESS:** No new business were introduced

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 Assemblies have not been tested. President Rusche will contact the Plant Operator so he can follow up on this.

5.2.2. **Miscellaneous.** Plant Operator (Mr. Sanchez) went to take his course for the required contact hours for the T2 certification in Sacramento. He will present his T2 test on 11/21/15. Operator in training (Mr. Lemus) took a review course and is ready to take the D1 test on 9/19. Mr. Guevara has also a D1 certificate. Mr. Chiriaco suggested an updated wage schedule should be created to reflect recent changes in certification requirements and certificates held by current district's employees. A draft will be prepared to be reviewed.

5.2.3.

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

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

8. **AGENDA ITEMS FOR NEXT MEETING**

- No new action items were identified for the next meeting

9. **ADJOURN**

Meeting was adjourned at 10:40am, after Diana Ragsdale made a motion to adjourn, which was seconded by Mr. Chiriaco. Next meeting was tentatively proposed to be held on September 22, 2015 (an extraordinary meeting, date subject to change). Next regular meeting is scheduled for November 17, 2015