

CHIRIACO SUMMIT WATER DISTRICT

BOARD MEETING MINUTES

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

Thursday, November 17, 2015 at 10:00am

1. **Call to Order** : Meeting was called to order by Board President Margit Rusche at 10:02am

2. Roll Call

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

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

Approvals of Minutes from previous meetings (09/08/2015 & 09/15/2015) – after reviewing the minutes, a motion was made by Ms. Ragsdale to approve the minutes, seconded by Mr. Chiriaco. All in favor, motion carried - both minutes presented approved as submitted.

3. Old Business

- 3.1. **Riverside County Board of Supervisors – Unanimous request for Bi-annual Audits** - President Rusche would follow up with the Board of Supervisors to have the biennial audit cycle request re-submitted.
- 3.2. **Water Loss Audit** - Estimates for the backwash cycles and the system lines flush-out need to be submitted by plant operator. Also, a visit from a technician sent by CRWA (no cost) to detect leaks is scheduled for 11/13/2015.
- 3.3. **Board of Directors Election (11/03)** - Certificates of appointment in lieu of election will be received in the mail. President Rusche was re-elected and Ms. Claudia Figueroa will replace Mr. Albert Figueroa on the board. No further action is needed from the board.
- 3.4. **Installation of new water meters in unmetered connections** - The water line irrigating the oleanders still need to have a meter installed. Two meters were installed at CSMHP unit #1 to isolate irrigation from household usage and to detect any possible leak.
- 3.5. **Review of the state Mandated Water Usage Cuts** - Report due before December 15, 2015. Once submitted, the district needs to wait for any response from the State Water Board
- 3.6. **Securing the Treatment Plant (avoid unaccounted use of water)** - The treatment plant needs to be fenced entirely. Access needs to be restricted. Plant Operator mentioned a temporary cover for the missing section of fence will be installed.
- 3.7. **Review of Riverside County DEH's recommendations/observations regarding the Water System Operation** - As per Plant Operator's comments, the improvements quoted by John Lewis (MountainView Services) are not needed – he will make the necessary corrections/modifications to the treatment plant to accommodate for some of the DEH's requested changes.
- 3.8. **Riverside County Auditor-Controller's Office (Annual Audit)** - Audit was finished without any observation or major deficiency noted by the external auditor.

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4. NEW BUSINESS:

- 4.1. **Review & approval of the meeting Schedule for 2016** - The meeting schedule for 2016 was reviewed, and was approved to be posted on the website and in a conspicuous place.
- 4.2. **Wage Schedule for the District Employees (Closed Session)** - After a closed session, the board decided to make the following changes to the salary of the district employees: Hector Sanchez and Eduardo Guevara will receive a \$25.00 increment per pay period, effective starting the next pay date. Hourly rates remained unchanged. Eduardo Guevara will receive an additional increment of \$25.00 per pay period.

5. STAFF REPORTS:

5.1. Treasurer's Report

The report was presented. Board members present did not have any question about the report.

5.2. Office Report

- 5.2.1. **Update on Backflow Prevention Assembly testing** - The BPAs at the commercial accounts locations were tested. Testing data and inventory of BPAs is filed at the district, as per DEH's requirement.
- 5.2.2. **Update on Certification of Plant Operators (Lemus – D1; Sanchez – T2)** - The result for Jose Lemus' test has not been received yet. Office will follow up, as it should have been received already. Hector Sanchez is scheduled to take the T2 test this November 21st. The result will be received in mid-January.
- 5.2.3. **Review of Draft Computer Use Policy for the district** - The presented draft of the computer use policy for the district was reviewed and approved by general consensus.
- 5.2.4. **Review of amended Business/Travel Expenses policy (now including CC)** - The presented draft of the amended travel expenses policy for the district was reviewed and approved by general consensus.
- 5.2.5. Miscellaneous
 - Hector Sanchez stated the metal tank at the treatment plan needs to be replaced, with an estimated replacement cost of \$2,500. Office will follow up.
 - Ms. Garcia requested, due to an incident related to unauthorized water use, to place signs instructing commercial water users (bulk/construction) to file the needed paperwork before trying to use water.

6. PUBLIC COMMENTS:

Ms. Garcia requested to avoid interruptions during the meeting, related to cell phone usage, or interventions by persons not recognized by the board to speak.

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

8. AGENDA ITEMS FOR NEXT MEETING

9. ADJOURN

A motion to adjourn was made by Ms. Ragsdale and seconded by Mr. Chiriaco. Meeting was adjourned at 11:29am. Next regular meeting scheduled for January 12, 2016.

Notes by Heather Garcia; transcription by Eduardo Guevara