

# CHIRIACO SUMMIT WATER DISTRICT BOARD MEETING MINUTES

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

**Tuesday, January 19, 2016 at 9:30am**

1. **Call to Order** : Meeting was called to order by Board President Margit Rusche at 9:37am

2. **Roll Call**

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

Also present was the District's Office Assistant (Eduardo Guevara) and the Plant Operator (Hector Sanchez).  
Quorum was declared.

**Approvals of Minutes from previous meetings (11/17/2015)** – after reviewing the minutes, a motion was made by Mr. Chiriaco to approve the minutes, seconded by Ms. Ragsdale. All in favor, motion carried - minutes presented approved as submitted.

3. **Old Business**

- 3.1. **Riverside County Board of Supervisors – Unanimous request for Bi-annual Audits** - President Rusche directed Mr. Guevara to follow up with Supervisor Benoit's office directly, copying Patricia Cooper, as his office would review the audits and will follow up with the office before re-submitting the request to the Board of Supervisors.
- 3.2. **Board of Directors Election (11/03)** - Certificates of appointment in lieu of election were signed in presence of the Board secretary and turned in to the Office Assistant to be filed. No further action is needed from the board.
- 3.3. **Installation of new water meters in unmetered connections** – Plant Operator stated two new residential meters need to be ordered, and that the installation of these meters will take place during the CRA shutdown.
- 3.4. **Securing the Treatment Plant** - Plant Operator mentioned a temporary cover for the missing section of fence will be installed during the CRA shutdown.
- 3.5. **Review of Riverside County DEH's recommendations/observations regarding the Water System Operation** - Plant Operator is waiting for a quoted from John Lewis (MountainView Services). He'll follow up with him.

4. **NEW BUSINESS:**

- 4.1. **February 2nd to 27th MWD CRA Maintenance Shutdown (20160119-4.1)** – Notices to the community, reminding them about the restrictions in place will be sent to the community members; irrigation will be stepped down to a bare minimum, and will use the backwash water from the plant. No construction water will be sold during the shutdown, unless cleared by the plant operator.
- 4.2. **DACE Loans (20160119-4.2)** – The board, and the office assistant, reached Carlos Cueva at DACE, requesting clarification on the matter, and offered to pay the smallest loan/grant open, to start the process. Neither the board nor the office assistant have received a clear, firm, official answer from DACE. Both Office Assistant and Board president will follow up on this.

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## 5. STAFF REPORTS:

### 5.1. Treasurer's Report

The report was presented. Board members present did not have any question about the report, and it was accepted as presented.

### 5.2. Office Report

5.2.1. **Update on Certification of Plant Operators (Lemus – D1; Sanchez – T2)** – Plant Operator did not pass the T2 test in November, will schedule a retest on May. Office Assistant will follow up with the re-test application and payment. Distribution Operator in training (Mr. Lemus) will take his test on March 19<sup>th</sup>.

5.2.2. **Request for submitted FUTA contributions for 2013 submitted (L. Haley/E. Guevara) (20160119-5.2.2)** – A form requesting the reimbursement of FUTA contributions paid in 2013 was submitted by Mr. Guevara at the request (and with the help) of Linda Haley. There was no cost to the district associated with this.

5.2.3. **Review of Draft Computer Use Policy for the district** - The report was submitted to the county, stating we do not have any possessory interest, and it was accepted. No further action is needed.

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 –

- Plant Operator stated that some check valves, related to the pump and equipment used for fire suppression systems and by both the construction/bulk water users and emergency services, need to be replaced, with an estimated cost of about \$3,000, stating the work would be done during or after the shutdown. Office assistant mentioned the district has the needed funding to go ahead with this repair.
- Plant Operator requested clearance to contract additional help to clean the reservoir after the shutdown, and Office Assistant mentioned the district has the needed funding for this. Plant Operator will follow up with the main office.

## 6. PUBLIC COMMENTS: No public comments.

## 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 10:03am. Next regular meeting scheduled for January 12, 2016.

Notes by Heather Garcia; transcription by Eduardo Guevara