

CHIRIACO SUMMIT WATER DISTRICT BOARD MEETING MINUTES

Community Center
Chiriaco Summit, CA 92201

Tuesday, March 8, 2016 at 10:00am

1. **Call to Order** : Meeting was called to order by Board President Margit Rusche at 10:09am

2. **Roll Call & approval of Minutes**

- 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.
Quorum was declared.

Approvals of Minutes from previous meetings (01/19 & 01/26/2016) – after reviewing the minutes, a motion was made by Ms. Garcia to approve the minutes, seconded by Mr. Chiriaco. All in favor, motion carried - minutes presented approved as submitted.

3. **OLD BUSINESS:**

- 3.1. **Riverside County BoS: Unanimous request for Bi-annual Audits** – Pending an answer from the BoS on the re-submission of the biennial audit cycle request. No further action needed at this time.
- 3.2. **Installation of new water meters in unmetered connections (20150113-3.4)** – Meters are still pending for water used for irrigation at the mobile home park. Board needs to follow up with Plan Operator (Mr. Sanchez)
- 3.3. **Securing the treatment plant** – Plant has still not been secured; the status of this project is not known. Board needs to follow up with Plan Operator (Mr. Sanchez)
- 3.4. **Riverside County DEH's recommendations/observations regarding the Water System Operation** – An updated water distribution system schematic is being worked on. Several requests from RivCo, including reporting MIT and CIP information has been submitted consistently. Other required upgrades are on hold due to funding issues and the state grant in progress.
- 3.5. **Shutdown update** – We managed to ration the water for the entire shutdown, and maintenance on the reservoir should have been completed by now but was re-scheduled for next week. The maintenance is expected to be finished by March 21.
- 3.6. **DACE Loans (20160119-4.2)** – A letter was sent along a check, paying the 1210.07 loan (\$10,000) in full, early in February. The check has not been cashed yet, and we have not received any response from DACE. Board instructed Mr. Guevara to draft a letter stating no further obligations with DACE are outstanding, and this letter should be ready to be sent on 3/15.

4. **NEW BUSINESS:**

- 4.1. **Fire Suppression Capability charge to customers with Fire suppression systems** – after spending close to \$3,500 on the fire suppression system maintenance, Office Assistant presented the idea of researching into charging the customers with fire suppression system, a capital improvement charge to help to offset the maintenance cost, or alternatively to spread all or part of the cost among all the customers. Ms. Garcia made a motion to approve Mr. Guevara to go ahead and research on the issue, and was seconded by Mr. Chiriaco. All in favor, motion carried.
- 4.2. **Split of JLC Community Facilities connection (laundry, community center, et al.) into irrigation and regular use** – This idea was presented in order to be able to differentiate the irrigation use from the laundry/pool use, and will have an estimated cost of \$500.00 for the meter, plus labor, a cost that would be absorbed by the

CHIRIACO SUMMIT WATER DISTRICT

BOARD MEETING MINUTES

Community Center
Chiriaco Summit, CA 92201

customer. Ms. Figueroa made a motion to proceed with the split, seconded by Ms. Ragsdale. All in favor, motion carries. Office will follow up with Plant Operator. This was deemed a low priority project.

- 4.3. Analysis of the possibility of using the backwash cycle water for irrigation purposes (possibly for acct #CSMHP004-01) – Tabled.

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 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 (Sanchez – T2; Lemus D1) (20160119-5.2.1)** – Mr. Lemus, the district's D1 in training, no longer works with the district. The idea of posting a job description to recruit a new operator that can be certified and who will help Mr. Sanchez was discussed. Office and Plant Operator will draft the job description and when finished, it will be posted. Mr. Sanchez is scheduled to re-take the T2 exam on May 21st.

- 5.2.2. **Reports submission (EAR & LGCR for 2015)** – The EAR was submitted and accepted on March 3rd, and the LGCR was submitted by Linda Halley on behalf of the district on Feb 2, 2016. Both reports were submitted way ahead of their respective deadline. The only pending report for last year is the CCR, due mid-year.

- 5.2.3. **Miscellaneous** - Office assistant stated that should the issues of the TPO not following up on the assigned issues continue, he will resign from his position.

- 5.3. **Plant Operator Report** – There was no Plant Operator report.

6. PUBLIC COMMENTS:

No public comments

7. ADJOURN

A motion to adjourn was made by Mr. Chiriaco and seconded by Ms. Ragsdale. Meeting was adjourned at 11:40am. Next regular meeting scheduled for May 10, 2016.

Notes by Heather Garcia; transcription by Eduardo Guevara