

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Minutes

Friday, July 15, 2016 at 10:00 am

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 Manager Eduardo Guevara. Quorum was declared.

Approvals of Minutes from previous meetings (05/17/2016) – after reviewing the minutes, a motion was made by Ms. Ragsdale 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** – The request was approved by unanimous vote by the Riverside County Board of Supervisors during the May 24th regular meeting, with President Rusche and Office Manager present at the meeting in Riverside. Office Manager needs to draft a thank you letter to Sup. John Benoit and his staff; office manager will follow up.
- 3.2. **DEH's recommendations/observations regarding the Water System Operation** – Still a work in progress; updates will be given to the board. Will be kept in Old Business section for as long as needed.
- 3.3. **DACE Outstanding Obligations (20160119-4.2)** – Check sent to DACE to pay in full the 1210.07 loan (\$10,000) was deposited/cashed on May 20th. Staff will request a letter from DACE stating the district does not have any other outstanding obligation with DACE.
- 3.4. **Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2)** – Work in progress. Will be kept in Old Business section for as long as needed.
- 3.5. **State Grant (Prop 1) Update (20160308-3.1)** – Board Resolution #2016-01 was reviewed and signed as approved after a motion from Ms. Ragsdale, seconded by Ms. Figueroa, passed by general consensus. It will be submitted to the district engineer to add it to the Grant Package.
- 3.6. **SB272 Reporting requirements (website) (20160517-4.2)** – The district's website now has a page dedicated to SB272 compliance, which will be updated as needed. No further action needed.
- 3.7. **LAFCO Vote on Regular & Alternate Member (Ms. Rusche & Ms. Garcia are on the Ballot) (20160517-4.3)** – There was an insufficient number of ballots to declare quorum; deadline for submission extended – CSWD complied with deadline before the extension. No further action needed at this time.

4. **NEW BUSINESS:**

- 4.1. **CSDA Vote on Board of Directors Election (Seat B)** – After a review of the candidates, the board decided to cast the district's vote for the East Valley Water District's board Chairman, Ronald L. Coats. President Rusche filled the ballot and it was sent to CSDA.
- 4.2. **Review of proposed income & expenses projection (budget) for approval & submission to Auditor-Controller's office** – A projection of the income & expenses for FYE2017 was presented to the board. Ms. Ragsdale made a motion to approve it as presented, seconded by Ms. Figueroa. All in favor, motion carried. The document will be submitted to the State Auditor-Controller's office.
- 4.3. **Review of amended time sheet** – the amended timesheet was approved by general consensus after a motion made by Ms. Ragsdale seconded by Ms. Figueroa. The new time sheet format will take effect immediately.

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- 4.4. **Submission of FTR for FYE2016** – Office Manager contacted Powell & Spafford to initiate the process, and stated the cost will not be more than \$1,000. Office manager will follow up with Mr. Spafford.
- 4.5. **Workers Compensation Coverage** – The district has contacted both Wells Fargo and Paychex to get quotes for the WC's coverage. As of today, the district does not have a policy in effect, which was not required before but now is mandatory due to laws & regulations changes. The estimated cost of the policy ranges from \$7,000 to \$7,500 per year. Office Manager will follow up to get additional quotes.
- 4.6. **Direct Deposit** – The board discussed the possibility of switching the payroll to direct deposit. So far only one of the three employees uses it. **The agenda item was tabled until the next meeting.**
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 reviewed and accepted as presented. No questions on the report. Board members present did not have any question about the report, and it was accepted as presented. The board recommended to move \$7,500 to the savings account (GCC Account's the security deposit).
 - 5.2. **Office Report**
 - 5.2.1. **Update on Certification of Plant Operators (Sanchez – T2) (20160119-5.2.1)** – Mr. Sanchez is now a T2, just pending the certificate to arrive. Board instructed office manager to draft a letter for Mr. Jones, to thank him and let him know the district will no longer require his services on a constant basis, but will keep it as a consultant; no further payment will be sent to Mr. Jones after the letter is sent. The need to adjust the pay rate for the new D1/T2 will be addressed at the next meeting.
 - 5.2.2. **Review of form to request additional labor & resources** – After reviewing the form, a motion was made by Ms. Ragsdale to approve the minutes, seconded by Mr. Chiriaco. All in favor, motion carried – form presented approved as submitted.
 - 5.2.3. **Submitted CCR for 2015** – District presented the CCR for review and approval, and the report was accepted as submitted, and distributed with the billing for June on 06/30. J. Jones from RivCo DEH stated additional information will be needed for next year's report. Office Manager and Plant Operator will follow up on this – office manager stated that due the changes, the CCR draft will need to be submitted earlier by the plant operator. No further action needed at this time.
 - 5.2.4. **Miscellaneous** –
 - MS Office 2016 was purchased (\$119.99, funded from gen. fund); previous version was 2007.
 - Office will work towards a monthly payment to JLC for space and electricity, which is now donated (and stated as such in the books) and in the amount of \$200; office manager will follow up on this.
 - New irrigation meters installed show that due to the lack of a timely installation of these meters **a loss of revenue in the range of \$9,000 ~ \$10,000 per year was incurred.**
 - A short payment of \$100 per pay period, for 10 pay periods, was discovered for the Office Manager's payment. By general consensus, it was agreed to pay the \$1,000 short paid on the next payroll run.
 - 5.3. **Plant Operator Report** – There was no Plant Operator report.
6. **PUBLIC COMMENTS:** Mr. Chiriaco noted an error on the agenda footer – Al Figueroa still shows up as a board member. Office manager was instructed to correct the error.
7. **BOARD MEMBERS' REPORTS AND CORRESPONDENCE** – None.
8. **Agenda items for next meeting** – Follow up on change of status of S. Jones
9. **ADJOURN**

A motion to adjourn was made by Ms. Ragsdale and seconded by Ms. Figueroa. Meeting was adjourned at 11:19 am. Next regular meeting scheduled for September 13th, 10am, at the Chiriaco Summit Community Center.

Notes by Heather Garcia; transcription by Eduardo Guevara