

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Minutes

Tuesday, September 13, 2016 at 9:00 am

1. **Call to Order :** Meeting was called to order by Board President Margit Rusche at 9:08am

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

- Margit F. Chiriaco Rusche – Present
- Heather Garcia – Present
- Diana Ragsdale – Excused absence due to illness.
- 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 (07/15/2016) – 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** – Thank you letter sent to Supervisor Benoit's office. No further action needed – agenda item closed.
- 3.2. **DEH's recommendations/observations regarding the Water System Operation** – As of this date, the office has not received the distribution system schematic from the Chief Plant Operator.. Will be kept in Old Business section for as long as needed.
- 3.3. **DACE Outstanding Obligations (20160119-4.2)** – Awaiting response from DACE. Tabled.
- 3.4. **Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2)** – Tabled. Will be kept in Old Business section for as long as needed.
- 3.5. **State Grant (Prop 1) Update (20160308-3.1)** – Tabled.
- 3.6. **LAFCO Vote on Regular & Alternate Member (20160517-4.3)** – Election finished – neither Ms. Chiriaco nor Ms. Garcia were elected. No further action needed – agenda item closed.
- 3.7. **Submission of FTR for FYE2016 (20160715-4.4)** – FTR was submitted before the deadline, by the external auditor. No further action needed – agenda item closed.
- 3.8. **Workers Comp Coverage (20160715-4.5)** – The district is still reviewing the quotes. An additional quote will be requested to our liability insurance carrier. Work in progress.
- 3.9. **Direct Deposit (20160715-4.6)** – The board agreed to make Direct Deposit mandatory. Office Manager will follow up with the district's employees.
- 3.10. **Income & expenses projection (budget) submission to Auditor-Controller's office (20160715-4.2)** – The income & expenses projection for the FYE2017 was sent to the ACO's office. No further action needed – agenda item closed.

4. **NEW BUSINESS:**

- 4.1. **Follow up on change of status of S. Jones** – A letter was sent to Mr. Jones to notify his separation from the district and to thank him for his support for many years. No further action needed – agenda item closed.
- 4.2. **Insurance Renewal** – The Liability policy will be renewed with the same broker, with no changes in coverage. Office will follow up.
- 4.3. **Request for funding for mobile phone lines (2) for the district personnel** – CSWD to pay an upgrade to a smartphone if needed, and then it will provide a monthly allowance for Office Manager and Chief Plant Operator. Chief Plant Operator stated he wants to upgrade his current phone and keep his own

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phone and plan, and carry only one phone, over adding a second phone for him. Office Manager stated he has a smartphone already and he would only need the monthly allowance.

- 4.4. Request for funding for an Administrative Assistants Conference in Palm Springs** – The request for funding for the office manager to attend a conference in Palm Springs on November 16 was approved by general consensus, after Mr. Chiriaco seconded a motion by Ms. Garcia. Office manager will charge the cost of the conference to the district's credit card. No further action needed – agenda item closed.

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.

5.2. Office Report

- 5.2.1. **Update on Certification of Plant Operators (20160119-5.2.1)** – Mr. Sanchez's certificate arrived. Riverside County DEH was notified of his new certification level. District Office still waiting to receive a copy of the mailed confirmation of Mr. Hernandez's application reception.

5.2.2. Miscellaneous –

- Office manager mentioned an outstanding balance of \$873.06 with the IRS, due to FUTA payments made in error by RabCo. Office staff will follow up to request a refund.
- Office manager informed the board that the QuickBooks software used by the district was upgraded to the 2016 version, with a cost of \$222.38. A printer/copier was also purchased, costing the district \$239.74.

- 5.3. **Plant Operator Report** – There was no Plant Operator report. Plant Operator was instructed to provide properly filled and signed time sheets on Monday, before noon, in the week the payroll is processed.

6. **PUBLIC COMMENTS:**

7. **BOARD MEMBERS' REPORTS AND CORRESPONDENCE** – None.

8. **Agenda items for next meeting**

9. **ADJOURN**

A motion to adjourn was made by Ms. Ragsdale and seconded by Ms. Figueroa. Meeting was adjourned at 10:12am. Next regular meeting scheduled for November 8th, 10am, at the Chiriaco Summit Community Center.

Notes by Heather Garcia; transcription by Eduardo Guevara