

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Minutes

Tuesday, November 15, 2016 at 10:00 am

Chiriaco Summit Community Center

1. **CALL TO ORDER** - Meeting was called to order by Board President Margit Rusche at 10:04am

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

- Margit F. Chiriaco Rusche – Present
- Heather Garcia – Present
- Diana Ragsdale – Present
- Joseph R. Chiriaco – Present
- Claudia Figueroa – Excused absence due to medical reasons

Also present was the District's Office Manager Eduardo Guevara. Quorum was declared.

Approvals of Minutes from previous meetings (09/13/2016 and 10/10/2016) – after reviewing the minutes, a motion was made by Ms. Garcia to approve the minutes 09/13/2016, seconded by Mr. Chiriaco; a second motion was presented By Ms. Ragsdale, and seconded by Mr. Chiriaco, to approve the 10/10/2016 minutes. All in favor, both motions carried - minutes presented approved as submitted.

3. **OLD BUSINESS**

- 3.1. **Riverside County DEH's recommendations/observations regarding the Water System Operation** – Still no distribution system schematic turned in to field office. Tabled.
- 3.2. **DACE Outstanding Obligations (20160119-4.2)** – Still no response, after numerous attempts by email and phone.
- 3.3. **Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2)** – Tabled.
- 3.4. **State Grant (Prop 1) Update (20160308-3.1)** – Resolution recently signed by board (2016-1) sent, and application is now deemed complete. No further updates.
- 3.5. **Workers Comp Coverage (20160715-4.5)** – Workers Compensation coverage for the district is now in effect. The total estimated premium for the year will be \$2,400, subject to an end of year payroll audit.
- 3.6. **Direct Deposit (20160715-4.6)** – Two forms were given to the Plant Operator on 10/13/2016, one for him and another one for Mr. Hernandez. Field office has not received them back.
- 3.7. **Liability Insurance Renewal (20160913-4.2)** – The Liability insurance policy was renewed with the same broker, but under a different carrier, saving the district an estimated 10% annually in premiums, with higher coverage. Premium will be paid monthly.

4. **NEW BUSINESS:** Presenters must direct their report to the board. At the conclusion of the presentation, Chair may allow questions. Each speaker must first be recognized by the Chair.

- 4.1. **Lead & Copper Reporting** (new requirement; annual) – the reports were sent to Riverside County DEH (J. Jones) and were reviewed and approved. This is a new yearly requirement, which will only address residences (instead of 2 businesses and 3 residences, the requirement is now to test 5 residences). It needs to be distributed to residents (after approval) within 30 days of the lab results are received by the district.
- 4.2. **Granite Construction Company** (damage to the hydrant/meter) – the damage to the hydrant/meter has been repaired and the labor and material will be billed to the customer. The preliminary estimate for the repairs ranges between \$800 and \$1,100 so far. Office Manager will follow up.
- 4.3. **New account for ATVEx site (west side of gas station)** – The new site will be feed from the COMMLRG0A account (Chevron/Food Mart) thru a ¾" meter, and COMMLRG0A reading will be adjusted. Office will follow up with ATV Experience with the service application, and deposit.

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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

5.2. Office Report

5.2.1. **Update on Certification of Plant Operators (20160119-5.2.1)** – After several request, Mr. Hernandez has not turned in the confirmation letter he should have been received by now, confirming the acceptance of his application for the D1 exam in March 2017.

5.2.2. **Miscellaneous** – The district fulfilled a FOIA request form a California non-profit that monitors compensation data (data already reported yearly on the FTR). Related to the Water Loss Audit report being prepared for the end of the year, Plant Operator stated (after a question from Office Manager) that 4 or 5 connections not metered, used for maintenance/dust mitigation purposes, are used.

6. **PUBLIC COMMENTS:** No public comments.

7. **BOARD MEMBERS REPORTS AND CORRESPONDENCE:** No reports or correspondence from board members

8. **ADJOURN**

A motion to adjourn was made by Ms. Garcia and seconded by Ms. Ragsdale. Meeting was adjourned at 10:29am. Next regular meeting scheduled for January 10th, 2017 at the Chiriaco Summit Community Center.

Notes by Heather Garcia; transcription by Eduardo Guevara