

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Minutes

Tuesday, January 17, 2017 at 10:00 am

Chiriaco Summit Community Center

1. **CALL TO ORDER** - Meeting was called to order by Board President Margit Rusche at 10:22am

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

- Margit F. Chiriaco Rusche – Present
- Heather Garcia – Excused absence due to medical reasons; joined by phone.
- Diana Ragsdale – Present
- Joseph R. Chiriaco – Excused late arrival.
- Claudia Figueroa – Present

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

Approvals of Minutes from previous meeting (11/15/2016) – after reviewing the minutes, a motion was made by Ms. Ragsdale to approve the minutes, seconded by Ms. Figueroa. All in favor, motion carried - minutes presented approved as submitted.

3. **OLD BUSINESS**

- 3.1. **Riverside County DEH's recommendations/observations regarding the Water System Operation** – Work in progress. Distribution System Schematic was turned in, working on digitizing & reviewing it.
- 3.2. **DACE Outstanding Obligations (20160119-4.2)** – Still no response, after numerous attempts by email and phone. President Rusche will follow up with DACE's former interim Executive Director, as DACE has been dissolved and there's no clear chain of command anymore.
- 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)** – The pending application requires a new resolution from the board – Agenda item #4.3 below -, a lease agreement for the district's office space (Agenda item 4.3 below), a DACE debt discharge document, and a JLC Debt discharge document. Also, the state will require either audited or compiled financial statements – it was estimated by the independent auditor that compiled financials would cost around \$1,500 and part of that information will be used during next year's biennial audit, thus reducing the cost of it. The board instructed the office manager to follow up with the auditor to finalize the Letter of Engagement and start the process, setting aside \$1,500 for that effect.
- 3.5. **Direct Deposit (20160715-4.6)** – The form from Mr. Hernandez is still missing. President Rusche and office manager will follow up personally with Mr. Hernandez to finalize this.

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. **CRA Shutdown (24-day, starting February 14, 2017)** – Plant Operator has been informed of the impending shutdown, as well as our bulk/construction water customers. A reminder for the district users will be sent along the monthly billing at the end of the month. Plant operator will perform cleaning/maintenance on the reservoir and surrounding areas after the shutdown.
- 4.2. **Training for Board Members and Office Staff (continuing Education)** – Office Manager presented a calendar of webinars related to Budgeting, Rate setting, and CIP planning for which he registered. He also informed the board that he intends to go after the T1 grade in Late May or November, depending on work/school load, but assured it will happen this calendar year. Office Manager also mentioned to the board about an AB1234.Ethics Training on Feb.23 @ 6pm, via Webinar. Board acknowledged the information and authorized the disbursement of the test application fee (\$50~\$60.00).
- 4.3. **Commercial Lease Agreement for Space Rental** – After review, the board instructed the office manager to forward the lease agreement to JLC, Inc., to have it reviewed by their corporate attorney. Once finalized, it will be presented back to the board to be signed. Office Manager will follow up.

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- 4.4. **Resolution 2017-1** - Resolution **2017-1** presented to the board for review. After reviewing, Ms. Ragsdale made a motion to approve the resolution as presented by the office manager, seconded by Ms. Figueroa. All in favor, motion carried - the resolution was signed and will be added to the funding application.
- 4.5. **Unauthorized operation of Distribution System valves** – After a recent incident where one customer closed a shut-off valve for a section of the distribution system, the board determined that money needs to be set aside to secure the shut-off valve connections. Customers need to be notified/reminded that no shut-off valves should be operated without district's supervision or approval. Office will follow up.
- 4.6. **Job Description of Distribution Operator in Training (DOIT)** – The draft job description was reviewed and approved, but the discussion of salary/benefits was tabled until the next meeting.
- 4.7. **Backup Generator for TP** - Office Manager presented the board with the option of acquiring a standalone diesel power generation for the district, or the alternative of connecting permanently to the community's power generation, and absorbing connection costs and maintenance fees - \$30,000 versus \$7,000. After reviewing the pros and cons of each option, a motion to go for the permanent connection to the community/JLC power generator was made by Ms. Garcia (over the phone) and was seconded by Ms. Ragsdale. President Rusche stated the proposal needed to account for any fuel surcharges, lease or standby fees which may be incurred due to the connection. All in favor, motion carried. \$7,000 will be set aside for this project by Office Manager.
- 4.8. **MVS Visit (TP Maint)** – Office Manager will follow up with Plant Operator to coordinate the visit from Mountain View Services. A total of \$3,000 will be set aside to cover the costs of the visit.
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** - Report presented was accepted as submitted. No questions from the board, just a suggestion from President Rusche: when possible, increase the transfer to the savings account for future CIP disbursements.
 - 5.2. **Office Report**
 - 5.2.1. **Update on Certification of Plant Operators (20160119-5.2.1)** – After several request, Mr. Hernandez still 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. **Office Report**
 - 5.2.2.1. **Taxable Possessory Interest Report for 2016** – Submitted a letter stating the district does not have any possessory interest assets. Letter accepted, requirement fulfilled.
 - 5.2.2.2. **Annual Meetings Schedule, 2017** - The schedule of meetings for this calendar year was submitted to the board. Schedule will be posted around the community in conspicuous places, and is already posted on the district's website.
 - 5.2.2.3. **Water Loss Audit** – The board was presented with an updated report on the water loss audit performed last year. The district is within the standards of the industry regarding water loss. Office Staff will continue to gather information and brief the board periodically.
6. **CLOSED SESSION**
 - 6.1. **Job Performance reviews** – After coming out from closed session, President Rusche stated she and Office Manager will have a follow up meeting with Mr. Hernandez and Plant Operator to discuss the test confirmation & the direct deposit form not yet turned in, and to ask for clarification re: pending certification as D1.
7. **PUBLIC COMMENTS:** No public comments.
8. **BOARD MEMBERS REPORTS AND CORRESPONDENCE:** No reports or correspondence from board members
9. **ADJOURN**

A motion to adjourn was made by Ms. Ragsdale and seconded by Mr. Chiriaco. Meeting was adjourned at 11:50am. Next regular meeting scheduled for March 14th, 2017 at the Chiriaco Summit Community Center.

Minutes by Eduardo Guevara