

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Minutes

Tuesday, March 14, 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 – 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 meeting (01/17/2017) – after reviewing the minutes, a motion was made by Ms. Ragsdale to approve the minutes, seconded by Ms. Garcia. 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** – Tabled
 - 3.2. **DACE Outstanding Obligations (20160119-4.2)** – Still no response. Tabled
 - 3.3. **State Grant (Prop 1) Update (20160308-3.1)** – Technical part about to be finished. The district needs to present the audit for FYE2016 – under progress; estimated fiscal impact \$6,000. The acknowledgment of debt forgiveness for JLC and something in writing re: DACE will be required. Mr. Chiriaco made a motion to approve the expense for the full audit, and Ms. Figueroa seconded the motion. All in favor, motion carried – office staff will follow up with the auditor.
 - 3.4. **Direct Deposit (20160715-4.6)** – The district is now fully paperless re: payroll.
 - 3.5. **CRA Shutdown 2017 (20170117-4.1)** – Shutdown complete. No water shortages were reported. Post-shutdown maintenance is pending.
 - 3.6. **Commercial Lease Agreement for Space Rental** – JLC/CSWD (20170117-4.3) – The office space was set at 100sq ft. After reviewing the lease agreement, Mr. Chiriaco made a motion to accept it as presented (after setting the office space figure) and Ms. Ragsdale seconded the motion. All in favor, motion carried. Office staff will follow up.
 - 3.7. **Preventive Maintenance to the Filtration Plant (20170117-4.5)** – it is estimated that \$2,500 will need to be set aside to pay for the maintenance service for the treatment plant, based on historical data. No action required from the board at this time.
 - 3.8. **Distribution Operator in Training Hiring Update (20170117-4.6)** – out of a pool of 19 applicants, plant operator will be provided with a list of six applicants' contact info to schedule interviews. No action required from the board at this time.
 - 3.9. **Portable Generator for backup power in case of power outages (20170117-4.7)** – this will be a mid to long term project. The board expressed its interest to invite J. Jones (Riverside County) to the next meeting, or to arrange a meeting with her to further discuss this and other issues. No action required from the board at this time.
 - 3.10. **Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2)** – Tabled.
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.
- 4.4. **Amendment to Computer Use Policy** - After reviewing the policy, Ms. Garcia made a motion to accept it as presented and Mr. Chiriaco seconded the motion. All in favor, motion carried.
 - 4.5. **Amendment to Business Expenses Policy** - After reviewing the policy, Mr. Chiriaco made a motion to accept it as presented and Ms. Ragsdale seconded the motion. All in favor, motion carried.

CHIRIACO SUMMIT WATER DISTRICT

- 4.6. **Adoption of Anti-Harassment Policy** - After reviewing the policy, Ms. Figueroa made a motion to accept it as presented and Ms. Ragsdale seconded the motion. All in favor, motion carried.
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.
 - 5.4. **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.
 - 5.5. **Office Report**
 - 5.5.1. **Update on Certification of Plant Operators (20160119-5.2.1)** – Tabled.
 - 5.5.2. **EAR Submission for 2016** – Ready to be submitted, as soon as the April 20 submission window opens.
 - 5.5.3. **LGCR Submission for 2016** – In process. Will be submitted by office staff.
 - 5.5.4. Miscellaneous
 - 5.5.4.1. **IRS FUTA Refund from 2013** - a refund in the amount of \$873.06 was received, for a FUTA payment made in 2013.
 - 5.5.4.2. **Public Records Act update after CA Supreme Court on San Jose v. Smith** case – board was briefed about the updated definition of 'Public Records', after the San Jose v. Smith case.
 - 5.5.4.3. **HR Update** – Compliance Posters updated & posted (both English & Spanish).
6. **CLOSED SESSION:** No closed session.
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. Garcia and seconded by Mr. Chiriaco. Meeting was adjourned at 11:06 am. Next regular meeting scheduled for May 9th, 2017 at the Chiriaco Summit Community Center.

Meeting Notes by Heather Garcia
Transcription by Eduardo Guevara