

# CHIRIACO SUMMIT WATER DISTRICT

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## Regular Meeting Minutes

Tuesday, May 9, 2017 at 11:00 am

Chiriaco Summit Community Center

1. **CALL TO ORDER** - Meeting was called to order by Board President Margit Rusche at 11:16am

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 (03/14/2017)** – 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. DACE is no more and there's no way to contact the interim Executive Director. The issue is considered closed and will be removed from the agenda.
- 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. **Distribution Operator in Training Hiring Update (20170117-4.6)** – Three trainees were interviewed, with a fourth pending to be interviewed. One of the four applicants will be hired and was requested to go to the office to file the required paperwork with the field office. A second hire is still pending (both part time to start).
- 3.8. **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.
- 3.9. **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.

- 4.1. **CalMutuals (WC's Policy Administrator) request for vote on Board of Directors Election** – Proxy vote form for CalMutuals was signed by Office Manager and sent to CalMutuals. No further action required.
- 4.2. **Draft Audited Financial Statements for FYE2016 review** – the draft audited financial statements were reviewed by the board and Ms. Garcia made a motion to accept them as presented, seconded by Mr. Chiriaco. All in favor, motion carried – Office Manager will follow up with the auditor and then will send the audited statements to the state to be added to the funding application. No further action required.

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- 4.3. **Letter of Engagement for Audit Services for the next three FY (FYE2017, FYE2018 & FYE2019)** – Letter of engagement was reviewed and signed by board President after a motion from Mr. Chiriaco was seconded by Ms. Ragsdale and passed by general consensus. Letter will be emailed (and mailed) to the auditor. **Riverside County TLMA request for information re: distribution system response** – the TLMA requested information about the underground utility infrastructure in the area due to an impending renovation project. Board President responded to TLMA via email. TLMA acknowledged the response as enough information to fulfill the request. No further action is needed.
- 4.4. **CSWD Board of Director upcoming election (November)** – the seats of Ms. Garcia, Mr. Chiriaco and Ms. Ragsdale are up for election. The information on the required documentation to be filed will be available at the next regular meeting. Item will be left in the agenda items.
- 4.5. **Budget for FYE2018** – budget draft was not finished on time for the meeting. Item tabled.
- 4.6. **Line of Credit Acquisition for the Treatment Plant Improvements** – Office Manager informed the board that a line of credit of \$40,000 will be sought after, as a contingency plan in case the state grant does not go thru, to perform the county's required upgrades to the treatment plant. Riverside County DEH is aware of the intention. A budget and a timeline for the upgrades using alternative funding will be presented to the board and the county in late October if required. Office staff will follow up.
- 4.7. **Hiring an Office Assistant; training and transfer of responsibilities** – The hiring of a second person for the office, to be trained by the office manager, was presented to the board. Office staff will follow up on this. Board asked to account for this on the pending FYE2018 budget.
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.
  - 5.2. **Treasurer's Report** - Report presented was accepted as submitted. No questions from the board.
  - 5.3. **Office Report**
    - 5.3.1. **Update on Certification of Plant Operators (20160119-5.2.1)** – Eduardo Guevara will present his T1 Exam on 5/20.
    - 5.3.2. **EAR Submission for 2016** – Submitted on April 22<sup>nd</sup>, and approved as submitted. District is in compliance.
    - 5.3.3. **Miscellaneous** - None
6. **CLOSED SESSION:** Board went into closed session at 12:40. Board came out of closed session at 1:00pm. The following items were resolved by the board after the closed session:
  - The CSWD office will be relocated and conditioned to be used by both administrative and field staff.
  - Chief Plant Operator was given a copy of the 04/19/2017 Treatment Plant Inspection, with the notes and required action items noted by Riverside County. He was requested to follow up on these items and provide information, required photographs, and any other information relevant to the 14 points highlighted in the inspection report given to him, to the Field Office, so the items could be completed **no later than June 15, 2017**. Chief Plant operator requested to be kept informed about the Treatment Plant Improvement Project and requested a copy of the engineering services agreement and the plant improvement schematics (Ms. Garcia gave him her copy). Mr. Sanchez was instructed to give the information to the Office Manager.
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 1:26 pm. Next regular meeting scheduled for July 11, 2017 at the Chiriaco Summit Community Center.

Meeting Notes by Heather Garcia  
Transcription by Eduardo Guevara