

# CHIRIACO SUMMIT WATER DISTRICT

## Regular Meeting Minutes

Tuesday, July 11, 2017 at 10:00 am

Chiriaco Summit Community Center

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 10:12am

2. **Roll Call**

Margit F. Chiriaco Rusche

☒ Heather Garcia

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Joseph R. Chiriaco

☒ Diana Ragsdale *\*Excused (workload) \**

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Claudia Figueroa

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

3. **Approval of minutes from previous meetings (05/06 & 07/03/2017)**

After reviewing the minutes from both previous meetings, Mr. Chiriaco made a motion to approve them as submitted, seconded by Ms. Figueroa. All in favor, motion carried.

4. **Old business**

- 4.1. **Riverside County DEH's recommendations/observations regarding the Water System Operation**

- 4.1.1. **Update on advances on pending items** – Operations Plan – An incomplete Operations Plan was submitted to Riverside County for review. It is estimated that the report is around 80% complete. The Bacti sampling plan schematic, the digitizing of the high-pressure water lines (hydrants) and the emergency chlorination plan are some of the pending items. The district also needs to create a Cross-Connection Control Program. Work in Progress.

- 4.1.2. **04/19/2017 Inspection report** – as per the attached report, most issues have been addressed or are a work in progress, and the ones pending are on hold due to lack of funding. Riverside County has been kept up to date on the progress. The deadline set for the Plant Operator to submit all the required information was not met. Board president will follow up with Treatment Plant Operator on outstanding items.

- 4.2. **State Grant (Prop 1) Update (20160308-3.1)** – The application has the Environmental and Financial parts completed and reviewed, and the Technical and General components submitted (as far as the district knows, complete) but not yet reviewed. No action required at this time.

- 4.3. **CSWD Board of Director upcoming election (November) (20170509-4.5)** – The district submitted the forms required to participate in the November Election. A calendar of important dates for this election was distributed.

- 4.4. **Budget for FYE2018 (20170509-4.6)**

The budget was approved as submitted by general consensus after a motion from Ms. Garcia was seconded by Ms. Figueroa.

- 4.5. *Line of Credit Acquisition for the Treatment Plant Improvements (20170509-4.7) - Tabled*

- 4.6. *Hiring an Office Assistant; training and transfer of responsibilities (20170509-4.8) - Tabled*

- 4.7. *Portable Generator for backup power in case of power outages (20170117-4.7) - Tabled*

- 4.8. *Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2) - Tabled*

5. **New Business**

- 5.1. **Compilation of list of required tools and equipment for the operation of the treatment plant** – Board will request list of tools/equipment from Treatment Plant Operator.

- 5.2. **Security Equipment for district employees** – basic personal protection equipment (PPE) for district personnel (hard hats, boots, etc.) were purchased and are available for the field ops personnel at the district office.

- 5.3. **Calendar of Trainings for Board Members** – All the board members are expected to take two webinars: AB54/240 on July 17<sup>th</sup> @ 10:00am and AB1234 on August 9<sup>th</sup> @ 10am. Ms. Figueroa will additionally take the 'Basic Operations for Board Members' webinar tomorrow at 10:00am.

6. **Staff reports:** Presenters must direct their report to the board. After the presentation, Board Chair may allow questions. Each speaker must first be recognized by the Chair.

- 6.1. **Treasurer's Report** - There were no questions related to the Treasurer's report.

- 6.2. **Office Report**

- 6.2.1. **Update on Certification of Plant Operators (20160119-5.2.1)** – Office Manager will present his T1 test on November. The application for the operator in training for his D1 test in September was submitted and we're awaiting the approval notice. A review course for both in their respective areas has been scheduled.

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**6.2.2. CCR Submission for Calendar year 2016** – Office Manager submitted the CCR for calendar year 2016 to the LPA, and it was approved, before the deadline. The approved CCR was distributed among the water users and the certificate of distribution was sent to Riverside County.

## **6.2.3. Calendar of Trainings for Staff**

### **Office Manager:**

- QuickBooks Desktop Edition – 8/2~3, San Diego
- Operations & Maintenance Plans – 10/19, web
- Cross Connection Controls – 11/9, web
- Water Treatment Techniques – 08/17, web
- Emergency & Disaster Response Planning – 11/30, web
- Water Treatment 1-2 Review Course – 11/15-16, L.A.

### **Distribution Operator in Training**

- Water Distribution 1-2 Review Course – August 2<sup>nd</sup> & 3<sup>rd</sup>, Victorville

### **Chief Plant Operator**

- No training Scheduled.

## **6.2.4. Treatment Plant Area Usage**

## **6.2.5. Miscellaneous**

- 7. Closed Session** – There was no closed session.
- 8. Public Comments** – There were no public comments.
- 9. Board Members report & Correspondence** – There were no correspondence or reports from board members.
- 10. Agenda items for Next Meeting**
- 11. Adjourn**

A motion to adjourn was made by Ms. Garcia and seconded by Mr. Chiriaco. Meeting was adjourned at 11:11am. Next regular meeting scheduled for September 12, 2017 at the Chiriaco Summit Community Center.

Meeting Notes by Heather Garcia  
Transcription by Eduardo Guevara