

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Minutes

Tuesday, September 12, 2017 at 10:00 am

Chiriaco Summit Community Center

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 10:11am

2. **Roll Call**

Margit F. Chiriaco Rusche

☒ Heather Garcia

☒

Joseph R. Chiriaco **Excused (med. appt) **

☐ Diana Ragsdale

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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 (7/11/2017)**

After reviewing the minutes from both previous meetings, Ms. Garcia made a motion to approve them as submitted, seconded by Ms. Ragsdale. 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 –**

- 4.1.1.1. **XCCP** - The district drafted a Cross-Connection Control Program, and it needs to be reviewed before finalizing it. Work in Progress.

- 4.1.2. **New Legal Counsel for the District** – The District was required by the state to have legal counsel. As of 8/1, the legal counsel for the district is Redwine & Sherill, LLP, based in Riverside.

- 4.1.3. **04/19/2017 Inspection report –**

- 4.1.3.1. **Replacement of Pre-memcor tank (raw water)** – Plans were approved by Riverside County but the project was put on standby pending the resolution of the Prop 1 grant in mid-October (see 4.2 note below). No board action required at this time.

- 4.2. **State Grant (Prop 1) Update (20160308-3.1)** – The application has been deemed complete and submitted to the board for approval. It is estimated that the funding decision will be presented to the board in mid-October. No action required at this time.

- 4.3. **CSWD Board of Director upcoming election (November) (20170509-4.5)** – The district election will not be on the ballot because only one of three incumbents filed re-election paperwork. The Register of Voters office will send further instructions. No action needed at this time.

- 4.4. **List of required tools and equipment for the operation of the treatment plant (20170711-5.1)** – Still no list provided. Board President will follow up w/ facility superintendent on this. No action at this time.

- 4.5. **Board Members Training** - The whole board took the required AB54 and some members also took the AB1234 ethics training.

- 4.6. **Hiring an Office Assistant; training and transfer of responsibilities (20170509-4.8)** – Office Manager turned in a draft job description for his position. Board secretary stated a job posting will be drafted so a new Office Assistant is hired.

- 4.7. **Securing or relocating (underground) valve for the southwest part of the distribution system. (20170117-4.5)** – Still not taken care of. President will follow up with facility superintendent.

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

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

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

5. **New Business**

- 5.1. **Audit for Fiscal Year Ending 06/30/2017** – Audit process for the last Fiscal year has been started. Office staff will follow up.

- 5.2. *Water Line for the Camping Area behind GPM - tabled*

- 5.3. *Review of the Rate Structure - tabled*

- 5.4. *Creation of the Capital Improvements Plan (CIP) - tabled*

- 5.5. **Clear Well Tank Addition** – the tank addition was required (and approved) by the county, and the estimated cost will be around \$8,000, which will be set aside from the general fund. The Facility Superintendent needs to provide a project schedule and start procuring the material as soon as practically possible.

- 5.6. **New Billing Format** – the invoicing process was reviewed and the invoices now show a different format, an account number, and also the subsidized part in the case of the residential customers. No action needed.

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- 5.7. **Inventory of inactive connections; securing inactive connections** – Inactive connection need to be physically locked to prevent water loss. Board President will follow up with Facility Superintendent.
- 5.8. **Lead & Copper reporting (deadline September 14)**– Lead & Copper Testing (LCR) started on 7/31, and the lab results were received on 8/14, which gives a 9/14 deadline to complete the process. Facility Superintendent changed one of the locations and used a business as a test point, which will need to be replaced by a residential test. Both the new residential and the test point changed need to be retaken (@ \$30ea) before the process can move forward. Office will follow up.
- 5.9. **New meter for district office** – Office manager requested a new meter to be installed for the field office. Facility Superintendent will be notified and will follow up.
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)** – Operator in training will take his D1 test this weekend in San Bernardino (9/16). Results will get back in about 6 weeks from the test date. Office Manager will present his T1 test on November. Both D1 operators (Guevara, Sanchez) will renew his certification in March 2018
 - 6.2.2. **Miscellaneous**
7. **Closed Session** – President Rusche called the meeting to go into Closed Session at 11:44am, and the board came out of closed session at 12:02pm. The board determined that the office manager will get a 15% salary increase effective the next pay period, and the Operator in training will receive a 10% increase in salary contingent to his exam result being a passing grade. No other changes were requested. Office staff will process the payroll changes as requested.
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**
 - **Review a performance-based bonus for end of year.**
 - **Review of the internal communication mechanisms between the Field Operations and the Field Office**
11. **Adjourn**

A motion to adjourn was made by Ms. Figueroa and seconded by Ms. Ragsdale. Meeting was adjourned at 12:04pm. Next regular meeting scheduled for November 14, 2017 at the Chiriaco Summit Community Center.

Meeting Notes by Heather Garcia
Transcription by Eduardo Guevara