

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Minutes

Tuesday, November 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 10:20am

2. **Roll Call**

Margit F. Chiriaco Rusche

☒ Heather Garcia

☒

Joseph R. Chiriaco

☒ Diana Ragsdale

☒

Claudia Figueroa

☒

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

3. **Approval of minutes from previous meetings (9/12/2017)**

After reviewing the minutes from both previous meetings, Mr. Chiriaco 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 draft a Cross-Connection Control Program was given to the Chief Plant Operator for review before finalizing it. Work in Progress.

- 4.1.2. **04/19/2017 Inspection report (20170912-4.1.2)**

- 4.1.2.1. **Replacement of pre-Memcor tank (20170912-4.1.2.1)** – The replacement will be cancelled, pending the relocation of the treatment plant to the reservoir area, as per the approved Prop 1 Grant Project. *Item will be removed from the agenda.*

- 4.2. **State Grant (Prop 1) Update (20160308-3.1)** –As per an email received on 10/17 from Mehreen Siddiqui, the project coordinator from the State, the project was approved for funding. The initial funding agreement should be ready by mid-December. The district Engineer (K&S) will oversee the project. No further board action required at this time.

- 4.3. **CSWD Board of Director upcoming election (November) (20170509-4.5)** – The district will receive letters of appointment for the three board members about to finish their term next month.. 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. **Hiring an Office Assistant; training and transfer of responsibilities (20170509-4.8)** – *Tabled.*

- 4.6. **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.

- 4.7. **Line of Credit Acquisition for the Treatment Plant Improvements (20170509-4.7)** - Cancelled, as this will be taken care of by the approved Prop 1 Grant Project. *Item will be removed from the agenda.*

- 4.8. **Portable Generator for backup power in case of power outages (20170117-4.7)** - Cancelled, as this will be taken care of by the approved Prop 1 Grant Project. *Item will be removed from the agenda.*

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

- 4.10. **Audit for Fiscal Year Ending 06/30/2017 (20170912-5.1)** – Audit draft is finished and was presented to the board for review. Board did not have any correction or question, so the Management Representation Letter was signed by board President and Board Secretary and will be sent to the independent auditor so we can receive the final audited statements. No further action needed – office manager will follow up after sending the letter.

- 4.11. **Water Line for the Camping Area behind GPMM (20170912-5.2)** – not viable or cost effective. Issue will be revisited when the treatment plant is relocated. *Item will be removed from the agenda.*

- 4.12. **Review of the Rate Structure (20170912-5.3)** – *Tabled*

- 4.13. **Creation of the Capital Improvements Plan (CIP) (20170912-5.4)** – *Tabled*

- 4.14. **Clear Well Tank Addition (20170912-5.5)** – The project is underway, and is expected to be finished my mid-December at most. Riverside County has been kept updated on the advances.

- 4.15. **Inventory of inactive connections; securing inactive connections (20170912-5.7)** – Connections on mobile home park #22, #14 and #18 are still not secured and prone to be reactivated with minimal effort. The valve controlling the southwest part of the distribution system is still not relocated underground nor secure.

CHIRIACO SUMMIT WATER DISTRICT

4.16. Lead & Copper reporting – deadline was September 14 (20170912-5.8) – Report was completed and sent. Ms. Garcia asked if the deadline was met, and Office Manager stated we did not submit before the deadline.

4.17. New meter for district office. (20170912-5.9) – *Tabled*

5. New Business

5.1. **Schedule of 2018 meetings** – the schedule for next year's meetings was presented by the office manager and approved by the board after reviewing it

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 did not pass his D1 exam, will retry in March. Office Manager will present his T1 test this Saturday. Both D1 operators (Guevara, Sanchez) will renew his certification in 2018, and need to submit their paperwork by the end of January.

6.2.2. Miscellaneous – There were no miscellaneous items discussed

7. **Closed Session** – President Rusche called the meeting to go into Closed Session at 10:44am, and the board came out of closed session at 10:51pm. The board determined that the office manager will get a one-time \$2,000 merit bonus effective the next pay period. The board approved a bonus of \$400 for the certified operators and a bonus of \$200 for the Operator in Training, to be paid on the December 22nd pay date..

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. Ragsdale and seconded by Ms. Garcia. Meeting was adjourned at 10:52pm. Next regular meeting scheduled January 9, 2018 at the Chiriaco Summit Community Center.

Meeting Notes by Heather Garcia
Transcription by Eduardo Guevara