

# CHIRIACO SUMMIT WATER DISTRICT

## Regular Meeting Minutes

Tuesday, January 9, 2018 at 10:00 am

Chiriaco Summit Community Center

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 10:14am
2. **Roll Call**

Margit F. Chiriaco Rusche	<input checked="" type="checkbox"/>	Heather Garcia	<input checked="" type="checkbox"/>
Joseph R. Chiriaco	<input checked="" type="checkbox"/>	Diana Ragsdale	<input checked="" type="checkbox"/>
Claudia Figueroa	<input checked="" type="checkbox"/>		

Also present was the District's Office Manager Eduardo Guevara. Quorum was declared.
3. **Approval of minutes from previous meetings (11/14/2017)**

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. No response yet from Chief Plant Operator. Work in Progress.
      - 4.1.1.2. **Updated piping plan for Treatment Plant** – No response yet from Chief Plant Operator. Work in Progress.
      - 4.1.1.3. **Emergency Chlorination Plan** – No response yet from Chief Plant Operator. Work in Progress.
      - 4.1.1.4. **Updated CT Calculations** – Office Staff is working on additional updates requested by Riverside County DEH; no input required from Chief Plant Operator. Work in Progress.
    - 4.2. **State Grant (Prop 1) Update (20160308-3.1)** –Waiting for the Agreement Contract to be received from the state. No board action required. Office staff will follow up.
    - 4.3. **CSWD Board of Director election (November) (20170509-4.5)** – The district received letters of appointment for the three board members re-appointed and the letters were notarized and on file at the district. No Board action needed.
    - 4.4. **List of required tools and equipment for the operation of the treatment plant (20170711-5.1)** –No response yet from Chief Plant Operator. Work in Progress.
    - 4.5. **Audit for Fiscal Year Ending 06/30/2017 (20170912-5.1)** – Audited Financial Statements for the Fiscal Years ending in 2016 and 2017 were submitted to the Auditor-Controller's Office via priority mail on November 28, 2017 and were delivered the next day as per the USPS tracking number. No further action required. Office staff will follow up with the county on any question which may arise.
    - 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 Chief Plant Operator.
    - 4.7. **Clear Well Tank Addition (20170912-5.5)** – The project was finished by mid-December, and Riverside County was kept updated on the advances. The project went over the originally projected budget of \$10,000 by \$250.65. Riverside County will follow up with an inspection.
    - 4.8. **Inventory of inactive connections; securing inactive connections (20170912-5.7)** – *Tabled.*
    - 4.9. **Hiring an Office Assistant; training and transfer of responsibilities (20170509-4.8)** – *Tabled.*
    - 4.10. **Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2)** – *Tabled*
    - 4.11. **Review of the Rate Structure (20170912-5.3)** – *Tabled*
    - 4.12. **Creation of the Capital Improvements Plan (CIP) (20170912-5.4)** – *Tabled*
    - 4.13. **New meter for district office. (20170912-5.9)** – *Tabled*
  5. **New Business**
    - 5.1. **Resolution 2018-01** – Resolution 2018-01, requesting the Riverside County Register of Voters to move elections to years with State Primary elections was presented to the board. After a move to accept the resolution from Mr. Chiriaco was seconded by Ms. Figueroa, and by general consensus, the motion passed and the resolution was signed and will be sent to the Register of Voters.
  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.

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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)** –Both D1 operators (Guevara, Sanchez) renewed their Certification – *both sets of documents/hours were submitted a month before they were due*. Mr. Guevara passed his T1 exam and is now a D1/T2 Operator; the fee to get his certificate was submitted and the certificate should arrive later this month. Mr. Stewart (the Operator in Training) will present his D1 re-test on March 17<sup>th</sup>.

6.2.2. **Miscellaneous** – Ms. Garcia mentioned that as part of the new rate structure, wage increases and benefits for the district employees need to be considered.

7. **Closed Session** – 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 Mr. Chiriaco and seconded by Ms. Ragsdale. Meeting was adjourned at 10:46am. Next regular meeting scheduled March 13, 2018 at the Chiriaco Summit Community Center.

Meeting Notes by Heather Garcia  
Transcription by Eduardo Guevara