

# CHIRIACO SUMMIT WATER DISTRICT

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## Emergency Meeting Minutes

Monday, March 26, 2018 at 2:30 pm

Chiriaco Summit Community Center

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 2:33pm

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. **Review of Overtime for the Pay period**

Board was briefed about the payroll timesheets just submitted by the Field Operations Department, containing approx. 30 overtime hours and 11.5 double time hours. The Amount for the payroll disbursement this pay period will be more than \$5,000 before taxes. There was no emergency situation to address, and the only out of the ordinary was the annual reservoir maintenance, which guaranteed additional labor but does not normally require overtime.

Board agreed to state to the Chief Plant Operator (CPO) that:

- emergency work requiring overtime is approved, but non-emergency work should not incur in non-pre-approved overtime or double-time.
- Any project which may incur in overtime requires the CPO to request authorization in advance, stating how much tentative overtime will be incurred.
- Any timesheet with overtime and double-time needs to be signed by the Board President before being processed.

All this information will be put in writing and the Board President will have the CPO to sign the written notification acknowledging the guidelines above.

4. **Adjourn**

A motion to adjourn was made by Mr. Chiriaco and seconded by Ms. Ragsdale. Meeting was adjourned at 2:50pm. Next regular meeting scheduled May 8, 2018 at the Chiriaco Summit Community Center.

Meeting Notes by Heather Garcia

Transcription by Eduardo Guevara