

# CHIRIACO SUMMIT WATER DISTRICT

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## Regular Meeting Agenda

Tuesday July 31, 2018 at 10:00 am

Chiriaco Summit Community Center

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES FROM PREVIOUS MEETING (05/08/2018)**
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. New Cross-Connection Control Program (20171114-4.1.1.1)
      - 4.1.1.2. Emergency Chlorination Plan (2018-01-09-4.1.1.3; *Re-req. on Dec 2017*)
      - 4.1.1.3. Updated piping plan for treatment plant (2018-01-09-4.1.1.2; req. Dec 2017)
      - 4.1.1.4. Updated CT Calculations (2018-01-09-4.1.1.4)
    - 4.2. Clear Well Tank Addition (20170912-5.5)
    - 4.3. 1,2,3-TCP Reporting (20180320-5.4)
    - 4.4. Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2)
    - 4.5. List of required tools and equipment for the operation of the treatment plant (20170711-5.1)
    - 4.6. Securing or relocating (underground) valve for the southwest part of the distribution system. (20170117-4.5)
    - 4.7. Review of the Rate Structure (20170912-5.3)
    - 4.8. Creation of the Capital Improvements Plan (CIP) (20170912-5.4)
    - 4.9. User Service Lines Inventory for PWS (20180320-5.3)
    - 4.10. Budget for FY2018~2019
    - 4.11. New meter for district office. (20170912-5.9)
    - 4.12. State Grant (Prop 1) Update (20160308-3.1)
    - 4.13. *Hiring an Office Assistant; training and transfer of responsibilities (20170509-4.8)*
5. **NEW BUSINESS:** Presenters must direct their report to the board. At the conclusion of the presentation, Chair may allow questions. Each speaker must first be recognized by the Chair.
  - 5.1. Audit for FYE2018
  - 5.2. CSDA 2018 Board of Directors Election
  - 5.3. VoIP Voice Line for the Office
  - 5.4. Vacant Seat in the Board
  - 5.5. Job Description, duties & Responsibilities
    - 5.5.1. Chief Treatment Plant Operator
    - 5.5.2. Shift Treatment Plant Operator
    - 5.5.3. Operator in Training
    - 5.5.4. Job Performance Reviews Policy & Reviews Schedule
6. **STAFF REPORTS**
  - 6.1. **Treasurer's Report**
  - 6.2. **Office Report**
    - 6.2.1. Update on Certification of Plant Operators (20160119-5.2.1)
    - 6.2.2. eAR for Calendar Year 2017
    - 6.2.3. CCR for Calendar Year 2017
    - 6.2.4. Miscellaneous
7. **CLOSED SESSION**
8. **PUBLIC COMMENTS:**

All persons wishing to address the Board on items not specifically on the agenda or on matters of general interest should do so at this time. As determined by the chair, speakers may be deferred until a related agenda item is taken for the Board's consideration. Please limit your remarks to 3 minutes.
9. **BOARD MEMBERS' REPORTS AND CORRESPONDENCE**
10. **AGENDA ITEMS FOR NEXT MEETING**
11. **ADJOURN**