

# CHIRIACO SUMMIT WATER DISTRICT

## Regular Meeting Minutes

Tuesday, July 10, 2018 at 10:00 am  
Chiriaco Summit Community Center



1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 10:05am

2. **Roll Call**

Margit F. Chiriaco Rusche



Heather Garcia



Joseph R. Chiriaco



Diana Ragsdale



Claudia Figueroa



Ms. Figueroa was absent, excused. Also present was the District's Office Manager Eduardo Guevara. Quorum was declared.

3. **Approval of minutes from previous meetings (05/08/2018)**

After reviewing the minutes from both previous meetings, Mrs. Ragsdale made a motion to approve them as submitted, seconded by Mrs. Garcia. 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** - No response yet from Chief Plant Operator.

4.1.1.2. **Updated piping plan for T.P. site** – Sent to LPA. Waiting on any comments or corrections. Work in Progress

4.1.1.3. **Emergency Chlorination Plan** – No response yet from Chief Plant Operator.

4.1.1.4. **Updated CT Calculations** – Sent to LPA, which will forward them to the State (Mr. Richter). Work in Progress.

4.2. **Clear Well Tank Addition (20170912-5.5)** – Riverside County will follow up with an inspection, not yet scheduled. Updated piping plan for the TP (4.1.1.2 above) sent to LPA. Still pending (waiting on RivCo DEH)

4.3. **1,2,3-TCP Testing** – The district will keep conducting its own testing. Item will be removed from the agenda.

4.4. **Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2)** – Pending; work has started but not yet finished.

4.5. **List of required tools and equipment for the operation of the treatment plant (20170711-5.1)** – No response yet from Chief Plant Operator, who has the list compiled by the office manager and has been told to go ahead and procure the tools.

4.6. **Securing or relocating (underground) valve for the southwest part of the distribution system. (20170117-4.5)** – Pending; work has started but not yet finished. It is estimated the work will be completed this week (mid July)

4.7. **Review of the Rate Structure (20170912-5.3)** – A request for Technical Assistance was filed with RCAC; work in progress.

4.8. **Creation of the Capital Improvements Plan (CIP) (20170912-5.4)** – Work in progress – office staff working with RCAC to create both the CIP and finish the rate study. No action required from the board at this time.

4.9. **User Service Lines Inventory** – Completed using information submitted by the Chief Plant Operator, and submitted with the eAR for 2017. Item will be removed from the agenda.

4.10. **Budget for FY2018-2019** – a draft budget was presented to the board – an updated version from the one presented at the previous meeting. After reviewing it, Mrs. Ragsdale made a motion to accept it as presented, seconded by Mr. Chiriaco. Budget was approved by general consensus and a copy will be filed with the Auditor-Controller's Office.

4.11. **New meter for district office. (20170912-5.9)** – The office (temporary office) will be kept dry, so the item will be removed from the agenda.

4.12. **State Grant (Prop 1) Update (20160308-3.1)** – \$108,000 in already incurred engineering expenses were reimbursed to the district, and the outstanding Notes Payable were paid off. Work on the preliminary engineering report continues.

4.13. **Hiring an Office Assistant; training and transfer of responsibilities (20170509-4.8)** – Pending. Board President and Board Secretary will focus first on getting someone for the Field Operations team and then someone else for the Office Team. **Tabled.**

5. **New Business**

5.1. **Audit for FYE2018** – Requested documentation is almost ready, and will be submitted to the independent auditor once completed. Office staff will follow up.

5.2. **CSDA 2018 Board of Directors Election** – after reviewing the candidate statements, the Board selected Ms. McKenzie. Mr. Guevara will cast the electronic vote on behalf of the district.

5.3. **VoIP Voice Line for the Office** – Office Manager requested funding to migrate the district from a Magic Jack voice line to a VoIP line provided by Automated Telecom. The fiscal impact would be of \$35.00 per month (+taxes) and the initial investment (VoIP phone & setup) will be of \$250.00, both funded from the General Fund. Mrs. Garcia made a motion to approve the expense, seconded by Mr. Chiriaco, and approved by general consensus. The other VoIP line (direct fax) will still be kept with Magic Jack. Office Manager will follow up.

5.4. **Vacant Seat in the Board** – Mrs. Figueroa had stated she will not run for re-election when her term expires (at the end of 2019), but was not able to make it to the meeting to address the board. Item tabled.

5.5. **Job Description, duties & Responsibilities**



# CHIRIACO SUMMIT WATER DISTRICT

- 5.5.1. **Chief Treatment Plant Operator** – Job description currently in use was given to Board Secretary to be used for hiring purposes.
- 5.5.2. **Shift Treatment Plant Operator** - Job description currently in use was given to Board Secretary to be used for hiring purposes.
- 5.5.3. **Operator in Training** - Job description currently in use was given to Board Secretary to be used for hiring purposes.
- 5.5.4. **Job Performance Reviews Policy & Reviews Schedule** – Board just stated that Office Manager will review other office staff and he will be in turn reviewed by the board itself. No other further discussion took place
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** – Since the meeting took place at the end of the fiscal year, the report included financial statements, a budget tracking worksheet for the board to be able to see where we overspent and where we underspent, and the reconciliation statements of the different accounts under the district's name. 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)** –Mr. Sanchez' T2 certification needs to be renewed at the end of the year and the required contact hours must have been taken by then - Mr. Guevara enrolled Mr. Sanchez in an approved course at CSU Sacramento's Office of Water Programs to fulfill this requirement, and he also enrolled himself in the same course because he will go for his T2 certification (he is currently a D1/T1). The course needs to be finished by November 11th, is taken online, and needs a score of 70% to be considered satisfactory.
- 6.2.2. **eAR for Calendar Year 2017** – Presented and accepted as submitted by the county. On time.
- 6.2.3. **CCR for Calendar Year 2017** – Presented and accepted as submitted by the county. On time.
- 6.2.4. **Miscellaneous** – Office Manager requested funding to see if it was possible to procure uniforms for the office, and requested a tentative budget of \$80.00 for a week's worth of shirts. Mrs. Garcia moved to accept the request, and Mr. Chiriaco seconded the motion. All in favor, motion carried. Office Staff will follow up.
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 Ms. Garcia and seconded by Ms. Ragsdale. Meeting was adjourned at 11:48am. Next regular meeting scheduled for September 11, 2018 at the Chiriaco Summit Community Center.

Meeting Notes by Heather Garcia  
Transcription by Eduardo Guevara

 **ORIGINAL**

 **APPROVED**

*Reg. Board Meeting*  
**APPROVED SEP 12 2018**