

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Agenda

Wednesday September 12, 2018 at 11:00 am

Chiriaco Summit Community Center

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES FROM PREVIOUS MEETING (07/31/2018)**
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, pending since 2017-08)
 - 4.1.1.2. Emergency Chlorination Plan (2018-01-09-4.1.1.3; pending since 2018-06, Re-req. on Dec 2017)
 - 4.2. Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2)
 - 4.3. List of required tools and equipment for the operation of the treatment plant (20170711-5.1)
 - 4.4. Securing or relocating (underground) valve for the southwest part of the distribution system. (20170117-4.5)
 - 4.5. Review of the Rate Structure (20170912-5.3) & Creation of the Capital Improvements Plan (CIP) (20170912-5.4)
 - 4.6. State Grant (Prop 1) Update (20160308-3.1)
 - 4.7. Audit for FYE2018 (20180731-5.1)
 - 4.8. Job Descriptions, duties & Responsibilities (20180731-5.5)
 - 4.8.1. Job Descriptions (20180731-5.5.1,2,3)
 - 4.8.2. Job Performance Reviews Policy & Reviews Schedule (20180731-5.5.4)

Items Pending Riverside County DEH approval or Inspection

- 4.9. Updated piping plan for treatment plant (2018-01-09-4.1.1.2; req. Dec 2017) – pending review/approval
- 4.10. Updated CT Calculations (2018-01-09-4.1.1.4) – pending review/approval
- 4.11. Clear Well Tank Addition (20170912-5.5) – pending inspection

Tabled Items

- 4.12. *Hiring an Office Assistant; training and transfer of responsibilities (20170509-4.8)*
- 4.13. *Vacant Seat in the Board (next year) (20180731-5.4)*

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. CalMutuals Election Vote
 - 5.2. Cross connection control surveys
 - 5.3. Voluntary Payroll Deduction Form (Water Service) review & approval
 - 5.4. Drought Preparedness Workshop (2018-10-04)
 - 5.5. Policy for Plant Operator re: notifications of service suspension due to maintenance
 - 5.6. **Board directive to Plant Operator re: non-CSWD items on the Treatment Plant area**
 - 5.7. Hiring of a Plant Operator in Training (related to agenda item 20180731-5.5 & sub-items) update from committee
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. 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**