

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Minutes

Wednesday, September 12, 2018 at 11:00 am

Chiriaco Summit Community Center

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 11:03am

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 type="checkbox"/>
Claudia Figueroa	<input checked="" type="checkbox"/>		

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

3. **Approval of minutes from previous meetings (07/31/2018)**

After reviewing the minutes for the previous meeting, Mr. Chiriaco made a motion to approve them as submitted, seconded by Mrs. Figueroa. 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) & 4.1.1.2 (Emergency Chlorination Plan) – No response yet from Chief Plant Operator.

4.2. **Split of JLC Comm. Facilities connection (irrigation & regular use) (20160308-4.2)** – Work in progress; almost finished.

4.3. **List of required tools and equipment for the operation of the treatment plant (20170711-5.1)** – Except from one tool from the list that Mr. Sanchez said he would purchase himself, all the other tools have been purchased by the office manager.

4.4. **Securing or relocating (underground) valve for the southwest part of the distribution system. (20170117-4.5)** – Finally completed. The valve is now underground, encased in a concrete box.

4.5. **Review of the Rate Structure (20170912-5.3); 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.

4.6. **State Grant (Prop 1) Update (20160308-3.1)** – Working on the BLM Right of Way (RoW), and with IID on the application for the new meter and the additional power (total capacity requested, 400A). IID app is pending the electrical load calculations, meter location and schematics, which will be provided by the district engineering consultant (K&S).

4.7. **Audit for FYE2018** – Requested documentation submitted to the independent auditor. Auditor is reviewing the information and needs to schedule a site visit. Audit is expected to be finished by the end of the month. Office staff will follow up.

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

4.8.1. **Job Descriptions (20180731+5.5.1,2,3)** - Tabled

4.8.2. **Job Performance Reviews Policy & Reviews Schedule (20180731+5.5.4)** – Tabled
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**

5.1. **CalMutuals Election Vote** – Board President casted vote after board reviewed the ballot/candidates. Office staff will send the vote to CalMutuals.

5.2. **Cross connection control surveys** – Two surveys were conducted, one for accounts COMMLRGOA (Food Mart) and COMMLRGOB (Restaurant) and another one for account COMMSMLOA (GPMM). COMMLRGOA needed to install a new BPA for irrigation and COMMLRGOB needed to replace some irrigation sprinklers, which has already been done. The other survey (GPMM) showed the need to install a main BPA to protect the distribution system at the connection point and two more BPAs for irrigation lines – the customer will be notified and given a period of 90 days to comply or the district will follow up with a disconnection of service.

5.3. **Voluntary Payroll Deduction Form (Water Service) review & approval** – the form was reviewed and approved to be used for payroll deduction of water service/bill for district employees.

5.4. **Drought Preparedness Workshop (2018-10-04)** – Office Manager/Operator requested permission & funding to attend the training. It is not a mandatory training. Office Manager was granted permission to attend.

5.5. **Policy for Plant Operator re: notifications of service suspension due to maintenance** – a notification requirements/guidelines will be drafted based on a letter received at the district's field office requesting advance notification before turning off the water service. Office will draft a letter for the next meeting.

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- 5.6. **Board directive to Plant Operator re: non-CSWD items on the Treatment Plant area** – General Manager will follow up with Plant Operator on this.
- 5.7. **Hiring of a Plant Operator in Training (related to agenda item 20180731-5.5 & sub-items) update from committee.** Work in progress. Mrs. Figueroa will contact CET and Mr. Sanchez will look for an operator in training.
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** –There were no questions related to the Treasurer's report – accepted as presented.
 - 6.2. **Office Report**
 - 6.2.1. **Update on Certification of Plant Operators (20160119-5.2.1)** – Nothing new to report.
 - 6.2.2. **Miscellaneous – Nothing new to report.**
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