

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Agenda

Tuesday, November 27, 2018 at 10:00 am - Chiriaco Summit Community Center

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES FROM PREVIOUS MEETINGS (09/12/2018, 09/26/2018 & 11/13/2018)**
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. **Review of the Rate Structure (20170912-5.3) & Creation of the Capital Improvements Plan (CIP) (20170912-5.4)**
 - 4.5. State Grant (Prop 1) Update (20160308-3.1)
 - 4.5.1. Reports Submission – DBE Utilization Report for FYE2018 (UR-334 Form)
 - 4.5.2. Reimbursement Request; 2nd Status Update Report
 - 4.5.3. IID Application
 - 4.6. **Audit for FYE2018 (20180731-5.1)**
 - 4.7. Cross connection control surveys
 - 4.8. Policy for Plant Operator re: notifications of service suspension due to maintenance
 - 4.9. Board directive to Plant Operator re: non-CSWD items on the Treatment Plant area
 - 4.10. Job Descriptions, duties & Responsibilities (20180731-5.5)
 - 4.10.1. Job Descriptions (20180731-5.5.1,2,3)
 - 4.10.2. Job Performance Reviews Policy & Reviews Schedule (20180731-5.5.4)
 - 4.11. Hiring of a Plant Operator in Training (related to agenda item 20180731-5.5 & sub-items) update from committee
Items Pending Riverside County DEH approval or Inspection
 - 4.12. Updated piping plan for treatment plant (2018-01-09-4.1.1.2; req. Dec 2017) – pending review/approval
 - 4.13. Updated CT Calculations (2018-01-09-4.1.1.4) – pending review/approval
 - 4.14. Clear Well Tank Addition (20170912-5.5) – pending inspection
 - Tabled Items**
 - 4.15. *Hiring an Office Assistant; training and transfer of responsibilities (20170509-4.8)*
 - 4.16. *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. Printer lease for the Field Office
 - 5.2. BLM RoW reassignment (JLC to CSWD)
 - 5.3. Meeting Schedule for 2019
 - 5.4. Request for board approval to apply for a limit increase on the district CCs (from combined \$5,000 to \$8,000) and a line of credit (\$60,000) to have funds available in case of emergency repairs (restricted funding source)
 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) & Continuous Education/Training
 - 6.2.2. Miscellaneous
 - 6.2.2.1. Chain of Custody Forms
 - 6.2.2.2. 1,2,3-TCP Testing
 - 6.2.2.3. Treatment Plant Maintenance (MountainView)
 - 6.2.2.4. Source Documents Submission to Field Office (CC Holders)
 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**