

CHIRIACO SUMMIT WATER DISTRICT

Special Meeting Minutes

Tuesday, November 27, 2018 at 3:00 pm

Chiriaco Summit Community Center

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 7:20pm
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 checked="" type="checkbox"/>
Claudia Figueroa	<input checked="" type="checkbox"/>	Also present:	
		Eduardo Guevara (CSWD Office Manager)	
3. **APPROVAL OF MINUTES FROM PREVIOUS MEETINGS (09/12/2018, 09/26/2018 & 11/13/2018)**

After review, minutes for the 9/12 and 11/13 regular meetings were approved after a motion by Mrs. Garcia, seconded by Mrs. Ragsdale, was approved by general consensus. **The Minutes for the 9/26 Emergency meeting were not available and will need to be approved at a later date.**
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)**

Draft updated with the review/comments of the Plant Operator. The Draft will be distributed to the Plant Operator(s) and the General manager. Agenda Item will be moved to the 'Operations Report' (under 'Staff Reports') section for future Agendas.
 - 4.1.1.2. **Emergency Chlorination Plan (2018-01-09-4.1.1.3; pending since 2018-06, Re-req. on Dec 2017)**

Still pending. Chief Plant Operator has not provided any update.
 - 4.2. **Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2)**

Still not completed, deemed low priority by board & Office Manager. Moved to the tabled items section, until further notice.
 - 4.3. **List of required tools and equipment for the operation of the treatment plant (20170711-5.1)**

The tool set has been completed, and put into the storage unit acquired for that purpose. A copy of the Storage Unit's key was kept by the Chief Plant Operator and the other one by the Office Manager.
 - 4.4. **Review of the Rate Structure (20170912-5.3) & Creation of the Capital Improvements Plan (CIP) (20170912-5.4)**

The Final Draft of the Rate Study is expected to be received by the district on December 5th. A copy of the study will be forwarded to the District's Engineer (K&S), as per their request.
 - 4.5. **State Grant (Prop 1) Update (20160308-3.1)**
 - 4.5.1. **Reports Submission – DBE Utilization Report for FYE2018 (UR-334 Form)**

Submitted by the Field Office as required, on time. Next one due at the end of this fiscal year (September 30, 2019)
 - 4.5.2. **Reimbursement Request; 2nd Status Update Report**

A second reimbursement request and a status report were sent to the state. Office will follow up.
 - 4.5.3. **IID Application**

The application is still a work in progress. Office submitted the schematics provided by the district engineer (panel location, electrical load calculation, etc.). Office will follow up.
 - 4.6. **Audit for FYE2018 (20180731-5.1)**

The audit was finished, and sent to the ACO. The only pending part is the FTR for the recently closed FY, but the independent auditor is waiting for the instructions from the State Controller's Office to submit it. Office will follow up.
 - 4.7. **Cross connection control surveys**

The pending XC Survey for the GPMM is still open. The customer requested an additional extension on top of the time the district gave them to be in compliance (deadline is December 12th). The board agreed to provide an extension of no more than 30 days, upon the office confirming the customer has a project schedule to complete the required BPA installations.
 - 4.8. **Policy for Plant Operator re: notifications of service suspension due to maintenance**

The draft presented by the office was reviewed, and approved by general consensus (Mr. Chiriaco moved to approve, Mrs. Figueroa seconded. All in favor, motion carried). Office will finalize the draft and will follow up with the Chief Plant Operator.
 - 4.9. **Board directive to Plant Operator re: non-CSWD items on the Treatment Plant area**

The Plant Operator complied with the board request of removing non-District tools and vehicles from the treatment Plant area. No further discussion required. Item will be removed from the agenda.
 - 4.10. **Job Descriptions, duties & Responsibilities (20180731-5.5)**
 - 4.10.1. **Job Descriptions (20180731-5.5.1,2,3)**
 - 4.10.2. **Job Perf. Reviews Policy & Schedule (20180731-5.5.4)**

A committee formed by Mr. Chiriaco, Mrs. Garcia and Mrs. Figueroa was formed to go over the job descriptions and conduct performance reviews. Committee will follow up with the rest of the board later on.
 - 4.11. **Hiring of a Plant Operator in Training (related to agenda item 20180731-5.5 & sub-items) update from committee**

Due to lack of funding, the item will be moved to the 'Tabled Items' section of the agenda until further notice (after the new rate system is implemented).

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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

After reviewing the estimate, the board decided to table the issue for now, because this lease was not considered when the budget for this year was drafted. Will be reviewed later on.

5.2. BLM RoW reassignment (JLC to CSWD)

Work in progress. Office will follow up on the application, which according to the proof of delivery, was received by the Palm Springs office on 10/25.

5.3. Meeting Schedule for 2019

The meeting schedule for the next calendar year was presented by the office and accepted by the board. Schedule of regular meetings will be posted on the district's website, and all board members received a copy. A second copy will be distributed to the board members during the first regular meeting of 2019 (January 11th).

- 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)

After discussing the issue and hearing from the Office Manager the reasons to increase the limit on the cards (especially the one used for the Field Operations), the board accepted unanimously to move forward with the application, after a motion was moved by Mr. Chiriaco and seconded by Mrs. Figueroa.

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

Both Plant Operators have finished the CSU Sacramento Course on Water Treatment (90 contact hours/9CEUs). Mr. Guevara has already received his passing grade certificate and will proceed to send the application to present the T2 exam in May 2019. Mr. Sanchez is still waiting for his results – he needs to renew his T2 grade next year. Eduardo A. Guevara, who will be hired as a Water Treatment Operator Trainee next year, attended a 12hour class which will allow him to take the T1 Exam in May 2019.

6.2.2. Miscellaneous

6.2.2.1. Chain of Custody Forms

Chief Plant Operator provided 6 years of Chain of Custody Forms at the request of the Office Manager. The forms are now stored in the field office where they can be consulted/reviewed by both Operators.

6.2.2.2. 1,2,3-TCP Testing

The 3rd quarter test for the 1,2,3-TCP was not sent by the Chief Plant Operator. The Office Manager contacted the district's LPA and we were allowed to use (this time only) the results from MWD, since our first two quarters were negative and the three quarters from MWD have been so far also negative. Chief Plant Operator will need to submit the 4th quarter sample for testing the 1st week of December.

6.2.2.3. Treatment Plant Maintenance (MountainView)

MVS (John Lewis) performed regular maintenance in the MFU, and no major issues were detected. One screen (for the main panel of the MFU) will be replaced with a refurbished unit to improve visibility (\$1,820.00, including the screen).

6.2.2.4. Source Documents Submission to Field Office (CC Holders)

One source document was not provided by the Chief Plant Operator after several requests from the field office, and it was classified as a non-reimbursable expense, and reimbursement was obtained by the office, from the operator.

- 7. **CLOSED SESSION** - No closed session.

- 8. **PUBLIC COMMENTS** - No Public Comments.

- 9. **BOARD MEMBERS' REPORTS AND CORRESPONDENCE** - None

- 10. **AGENDA ITEMS FOR NEXT MEETING** – No items requested by the board as new business for next regular meeting.

- 11. **ADJOURN** – Mrs. Ragsdale moved to adjourn the meeting, Mrs. Figueroa seconded, and all board members were in favor. President Rusche adjourned the meeting at 10:52am, and the next meeting (Special meeting) was set to be held at 3pm on December 11th, at the Chiriaco Summit Community Center.