

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Agenda

Tuesday, January 8, 2019 at 10:00 am - Chiriaco Summit Community Center

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes from Previous Meetings (09/26/2018, 11/27/2018 & 12/11/2018)**
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. **Emergency Chlorination Plan (20160517-5.3)**
 - 4.2. **Review of the Rate Structure (20170912-5.3)**
 - 4.2.1. Prop 218 Notification for Rate Increase (20181211-4.2)
 - 4.3. State Grant (Prop 1) Update (20160308-3.1)
 - 4.3.1. Reimbursement Request & Status Update Report #2 (2018-10) (20181113-4.5.2)
 - 4.3.2. Reimbursement Request & Status Update Report #3 (2018-11)
 - 4.3.3. Reimbursement Request & Status Update Report #4 (2018-12)
 - 4.3.4. IID Application (20181113-4.5.3)
 - 4.3.5. BLM RoW re-assignment (JLC to CSWD) (20181127-5.2)
 - 4.4. Cross Connection (XC) Control Program Implementation/Enforcement (XC Surveys) [20180912-5.2]
 - 4.5. Line of Credit for Emergency Repairs (Restricted Funding); Credit Card Limit Increase (20181127-5.3)
 - 4.6. Hiring of a Plant Operator in Training (related to agenda item 20180731-5.5 & sub-items) update from committee
 - 4.7. Audit for FYE2018 Update (20181127-4.6) [FTR]
 - 4.8. Letter re: Notification of Planned Service Suspensions to Field Operations Department (20181127-4.8)

Items Pending Riverside County DEH approval or Inspection

- 4.9. *Updated piping plan for treatment plant (20180109-4.1.1.2; req. Dec 2017) – pending review/approval*
- 4.10. *Updated CT Calculations (20180109-4.1.1.4) – 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. *Creation of the Capital Improvements Plan (CIP) (20170912-5.4)*
- 4.14. *Vacant Seat in the Board (2019) (20180731-5.4)*
- 4.15. *Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2)*
- 4.16. *Reserve Policy (20181211-4.1)*
- 4.17. *Job Descriptions, duties & Responsibilities (20180731-5.5)*
 - 4.17.1. *Job Descriptions (20180731-5.5.1,2,3)*
 - 4.17.2. *Job Performance Reviews Policy & Reviews Schedule (20180731-5.5.4)*
- 4.18. *Printer lease for the Field Office (20181127-5.1)*

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. End of Year Bonuses for Employees (Policy/guidelines to award them; adding them to the next FY Budget)
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
 - 6.3. **Field Operations Report**
 - 6.3.1. 1,2,3-TCP Testing Schedule (Quarterly)
 - 6.3.2. Regular Sampling Test Schedule (Monthly)
7. **Closed Session**
8. **Public Comments:** Each speaker must first be recognized by the Chair. 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, and 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**