

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Minutes

Tuesday, January 8, 2019 at 10:00 am

Chiriaco Summit Community Center

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 10:03am
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 checked="" type="checkbox"/>
Claudia Figueroa	<input checked="" type="checkbox"/>	Also present: Eduardo Guevara (CSWD Office Mgr)	
3. **Approval of Minutes from Previous Meetings (09/26/2018, 11/27/2018 & 12/11/2018)** - After the board reviewed the minutes, Ms. Ragsdale made a motion to approve them as presented, seconded by Mr. Chiriaco. All in favor, motion passed.
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)** – No Update from the plant Operator.
 - 4.2. **Review of the Rate Structure (20170912-5.3)**
 - 4.2.1. **Prop 218 Notification for Rate Increase (20181211-4.2)** – Meeting is set for February 19th. All the notifications were sent out to parcel owners on December 14th as the board instructed, and the residents will be notified also.
 - 4.3. **State Grant (Prop 1) Update (20160308-3.1)**
 - 4.3.1. **Reimb. Request & Status Update #2 (2018-10) (20181113-4.5.2)** – verified as received by the state. Not disbursed yet.
 - 4.3.2. **Reimb. Request & Status Update #3 (2018-11)** – verified as received by the state. Not disbursed yet.
 - 4.3.3. **Reimb. Request & Status Update #4 (2018-12)** – Pending verification to have been received by the state.
 - 4.3.4. **IID Application (20181113-4.5.3)** – Work in progress. No updates
 - 4.3.5. **BLM RoW re-assignment (JLC to CSWD) (20181127-5.2)** – Work in progress. App delayed due to the Gov. shutdown.
 - 4.4. **Cross Connection (XC) Control Program Implementation/Enforcement (XC Surveys) [20180912-5.2]** – the three BPAs required at one of the commercial connections will be installed this week and office staff will follow up.
 - 4.5. **Line of Credit for Emergency Repairs (Restricted Funding); Credit Card Limit Increase (20181127-5.3)** – The application for a line of credit for \$10,000 and the increase of the CC limit to 4,000 each/\$8,000 combined is ready to be submitted and approved. Office staff will follow up.
 - 4.6. **Hiring of a Plant Operator in Training (related to agenda item 20180731-5.5 & sub-items) update from committee** – the board approved the hiring of a Plant Operator in Training, for the weekends/part time. Needs to get certified within a year. Will be in stand by until the district can fund his payment. Office will follow up to have all the paperwork filed as required.
 - 4.7. **Audit for FYE2018 Update (20181127-4.6) [FTR]** – FTR Submitted by the external auditor.
 - 4.8. **Letter re: Notification of Planned Service Suspensions to Field Operations Department (20181127-4.8)** – The draft letter presented to the board was approved as submitted, and the Plant Operator will receive a copy, so he is aware of the notifications requirements for planned service interruptions.

Items 4.9 to 4.18 tabled
5. **New Business**
 - 5.1. **End of Year Bonuses for Employees (Policy/guidelines to award them; adding them to the next FY Budget)**

Office manager requested to the board to have a policy drafted for employee bonuses, so they can be properly accounted for in future budgets. Board agreed to follow up on this and the office staff will start a draft and present it to the board.
6. **Staff Reports**
 - 6.1. **Treasurer's Report** – There were no questions or comments on the treasurer's report presented to the board.
 - 6.2. **Office Report**
 - 6.2.1. **Certification of Plant Operators (20160119-5.2.1)** - Hector completed his required hours and his renewal application was submitted. He will not have to re-take the exam, as the certification will not lapse. Eduardo is ready to present the T2 Exam in late May, and the Operator in Training will take the t1 in September and possibly the D1 in November.
 - 6.2.2. **Miscellaneous** – nothing to report
 - 6.3. **Field Operations Report - 6.3.1 & 6.3.2 (Sampling)** - Office manager has a calendar of the sample submission dates and he will personally take them to the carrier so the Plant Operator is freed from this responsibility.
7. **Closed Session** – no closed session
8. **Public Comments:** No Public comments.
9. **Board Members' Reports and Correspondence**
10. **Agenda Items for Next Meeting**
 - Resolution Adopting the rates, if there is no opposing majority
 - Draft Reserve Policy to be presented to the board.
11. **Adjourn** - A motion to adjourn was made by Mr. Chiriaco and seconded by Ms. Ragsdale. Meeting was adjourned at 10:34am.

Meeting Notes by Heather Garcia; Transcription by Eduardo Guevara