

# CHIRIACO SUMMIT WATER DISTRICT



APPROVED

## Regular Meeting Minutes

Tuesday, March 12, 2019 at 6:00pm  
Chiriaco Summit Community Center

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 6:13pm
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 (01/08/2019)** - After the board reviewed the minutes, Ms. Garcia 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)** – The board secretary and Office Manager reported that a meeting was held on February 19th as announced, and neither written nor in person objections were received. The board was presented with Resolution 2019-1, and after board review, Ms. Figueroa made a motion to accept the resolution as presented, and Mr. Chiriaco seconded it. Motion carried by unanimous consensus, and was signed by the board president. The new rates will be reflected in the billing cycle ending this month and distributed on April 1st.
  - 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. **Reimbursement Request & Status Update Report #5 (2018-02)** - Pending verification to have been received by the state.
    - 4.3.5. **IID Application (20181113-4.5.3)** – Work in progress. No updates from IID.
    - 4.3.6. **BLM RoW re-assignment (JLC to CSWD) (20181127-5.2)** – Work in progress. No update available from BLM.
  - 4.4. **Cross Connection (XC) Control Program Implementation/Enforcement (XC Surveys) (20180912-5.2)** – Finished, and results transmitted to the county. No further action needed.
  - 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 \$8,000 combined was approved. Office staff will follow up.

Items 4.6 to 4.15 tabled
5. **New Business**
  - 5.1. **Reserve Policy (20181211-4.1)** – preliminary draft presented to the board. Will be finalized by next regular meeting.
  - 5.2. **MWD CRA Shutdown & post-shutdown reservoir maintenance** – The shutdown started on March 5<sup>th</sup> and will end at the end of the month, and regular maintenance will follow up.
  - 5.3. **EAR for 2018** – Office Staff has initiated the work for last year's electronic Annual Report (eAR). Will be submitted by office staff. Deadline is May 1<sup>st</sup>.
  - 5.4. **CCR for 2018** - Office Staff has gathered the required information to start working on last year's Consumer Confidence Report (CCR). Will be completed and submitted to the county for review before submitting it to the state. Deadline is July 1<sup>st</sup>.
  - 5.5. **Local Governments Compensation Report for 2018 (SCO's office) filing** – The LGCR was filed by Office Manager with the State Controller's Office.
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 renewed his T2 certification. Eduardo Guevara Sr. will take the T2 exam on May 18<sup>th</sup>. Eduardo Guevara Jr. will go for either the D1 on September or the T1 in November.
  - 6.3. **Field Operations Report** - No Report. Ms. Garcia stated that the Treatment Plant Alarms need to be recorded, so a log is needed. Mr. Chiriaco made a motion to accept the proposal, seconded by Ms. Figueroa, and carried by general consensus. President Rusche will follow up with Chief Plant Operator.
7. **Closed Session** – no closed session
8. **Public Comments:** No Public comments.
9. **Board Members' Reports and Correspondence** –
10. **Agenda Items for Next Meeting**
11. **Adjourn** - A motion to adjourn was made by Mr. Chiriaco and seconded by Ms. Figueroa. Meeting was adjourned at 6:44pm.

Meeting Notes by Heather Garcia; Transcription by Eduardo Guevara