

# CHIRIACO SUMMIT WATER DISTRICT



APPROVED

## Regular Meeting Minutes

Tuesday, June 4, 2019 at 10:00am (originally scheduled for May 14<sup>th</sup>)  
Chiriaco Summit Community Center

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 10:10am
  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 type="checkbox"/>	Also present: Eduardo Guevara (CSWD Office Mgr)	
  3. **Approval of Minutes from Previous Meetings (03/12/2019, 05/21/2019)** - 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)**, 4.1.1.2 **Emergency Disinfection Plan** – No Update from the plant Operator. We have 60 days to present the required documentation (as per the inspection report) to the LPA (due date, July 31<sup>st</sup>).
        - 4.1.1.2. **Operation Manual Update – Shift Log (Alarm, dosage adjustments, etc.)** – Operations Manual will be updated as per the LPA's observations. Office Manager will get input from Plant Operator. A shift Log needs to be created, to keep track of the alarms and other events at the treatment plant.
        - 4.1.1.3. **Operation manual Update – Emergency/Exception Handling procedures documentation (loss of siphon, power outage, etc.)** – Office Manager working with Operators to create Exception Handling Procedures. SO far, the power loss and siphon transfer ones have been requested to the operators.
      - 4.2. **State Grant (Prop 1) Update (20160308-3.1)**
        - 4.2.1. **Status Update Report from the District's Engineer** – Status Update Report sent to the state presented to the board for review. No action needed at this time.
        - 4.2.2. ~ 4.2.4 **Reimbursement Request #2 (2018-10) (20181113-4.5.2)**, #3 (2018-11) (20190108-4.3.2) & #4 (2018-12) (20190108-4.3.3) – Verified as received by the state, and approved. Pending reception of the check(s). Office Manager will follow up. Reimb. #03 was paid in full on 01/24 and left on the agenda by mistake from 3/12 meeting. Will be removed.
        - 4.2.5. ~ 4.2.6 - **Reimbursement Request #5 (2019-02) (20190312-4.3.4) & #6 (2019-05)** – Verified as received by the state, pending approval confirmation.
        - 4.2.7. **Reimbursement Request #7 (2019-07)** – Pending an updated status report and final invoice from the district engineer. Office Manager will follow up.
        - 4.2.8. **IID Application (20181113-4.5.3)** – IID requested starter load information for the motors/pumps, and a CAD schematic of the intended panel location. Pending to receive the final information from the district engineer to forward it to IID. Office Manager will follow up.
        - 4.2.9. **BLM RoW re-assignment (JLC to CSWD) (20181127-5.2)** – CSWD sent the required resolution to proceed with the re-assignment. BLM will require a similar document from Joseph L. Chiriaco, Inc to move forward with the process. Pending to receive a follow up document from the BLM.
      - 4.3. **eAR for 2018 (20190312-5.2)** – Submitted by Office Manager on May 6<sup>th</sup> and accepted by the County. No further action needed.
      - 4.4. **CCR for 2018 (20190312-5.3)** – A final draft was sent to the County by the Office Manager, and it is pending review by J. Jones before posting it on the state's website and distributing it to the district's customers. Office Manager will follow up.
      - 4.5. **End of Year Bonuses for Employees (Policy/guidelines) (20190108-5.1)** – Board agreed to the presented draft guidelines. Will revisit the issue once the budget for the next FY is approved.
- Items 4.6 to 4.14 tabled
5. **New Business**
  - 5.1. **MND Addendum #2 (CEQA Requirement for D17-02067)** – Board wants to further discuss about this. Tabled until next meeting.
  - 5.2. **Riverside County DEH inspection (2019-04-30) Report** – Report was presented to the board for review.
6. **Staff Reports**
  - 6.1. **Treasurer's Report** – there was no report due to the accounts not yet reconciled to produce the report.
  - 6.2. **Office Report**
    - 6.2.7. **Certification of Plant Operators (20160119-5.2.1)** – Nothing new to report - 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.**
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 Ms. Garcia and seconded by Mr. Chiriaco. Meeting was adjourned at 11:20am.

Meeting Notes by Heather Garcia; Transcription by Eduardo Guevara

APPROVED JUL 19 2019