

CHIRIACO SUMMIT WATER DISTRICT

APPROVED SEP 10 2019

Regular Meeting Minutes

Friday, July 19, 2019 @ 10:00am
Chiriaco Summit Community Center



APPROVED

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 10:13am
2. **Roll Call**

Margit F. Chiriaco Rusche	<input checked="" type="checkbox"/>	Heather Garcia - Called in Sick; Excused	<input 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 (06-04-2019)** - After the board reviewed the minutes, Mr. Chiriaco made a motion to approve them as presented, seconded by Mrs. Ragsdale. All in favor, motion passed – minutes approved as presented.
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)** - According to the Chief Plant Operator, both plans are one and the same (as per a phone conversation with J. Jones @ LPA). A draft of the plan was submitted to the county on 07/10/2019, and is pending review and approval or comments/corrections. Office Manager will follow up.
 - 4.1.1.2. **Emergency Disinfection Plan (20160517-5.3)** - See above notes. EDP submitted to the county for review.
 - 4.1.1.3. **Operation Manual Update** - A shift Log needs to be created, and it has not been created yet. Office manager sourced a composition notebook, had page numbers stamped on it (and stamped the pages with the CSWD information), and Chief Plant Operator will be instructed to start using the log, effective immediately.
 - 4.1.1.4. **Operation manual Update – Emergency/Exception Handling procedures documentation** - Office Manager working with Operators to create Exception Handling Procedures. So far, the power loss, weekend checklist, and siphon transfer ones have been requested to the operators. Requested but not delivered is the alarm/issue report for the plant failure on 6/30/2019.
 - 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. **Reimbursement Request #02 (2018-10) (20181113-4.5.2)** – Payment received from the state on January 24th. The corresponding invoices from the District Engineer were paid to them accordingly. Remaining part of Reimbursement Req. #02 & #05 in full were disbursed on the same check by the state.
 - 4.2.3. **Reimbursement Request #04 (2018-12) (20190108-4.3.3)** – Payment received from the state on January 24th. The corresponding invoices from the District Engineer were paid to them accordingly.
 - 4.2.4. **Reimbursement Request #05 (2019-02) (20190312-4.3.4)** – Payment received from the state on January 24th. The corresponding invoices from the District Engineer were paid to them accordingly. Remaining part of Reimbursement Req. #02 & #05 in full were disbursed on the same check by the state.
 - 4.2.5. **Reimbursement Request #06 (2019-05)** – Verified as received by the state (received May 20th), pending approval confirmation.
 - 4.2.6. **Reimbursement Request #07 (2019-07)** – Verified as received by the state (received July 8th), pending approval confirmation.
 - 4.2.7. **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.
 - 4.2.8. **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. President Rusche offered help and will follow up with the Palm Springs Field Office.
 - 4.2.9. **MND Addendum #2 (CEQA Requirement for D17-02067)** – Board approved and adopted the Addendum. President Rusche will sign it and will be sent to the District Engineer for their records. Will not be filed with the state.
 - 4.3. **Riverside County DEH inspection (2019-04-30) Report (20190604-5.2)** – Submitted several forms (WQ ENP, Proposed Well Reuse, Bacteriological Monitoring Plans, Emergency Recovery Plan, and other Operations Manual Updates to LPA on July 10th. Pending Review by the county will be mapped to 4.1 for the next meeting. Office Manager will follow up.
 - 4.4. **CCR for 2018 (20190312-5.3)** – Final version was sent to the County by the Office Manager, and accepted. Report was filed electronically on the state's DRINC portal, and distributed to the customers on July 1st (with the monthly billing). The certificate of distribution (form/Attachment Seven) was filed with the LPA certifying the distribution of the report by the dead line.
 - 4.5. **Vacant Seat on the Board (2019) (20180731-5.4)** – one of the incumbent directors (Ms. Figueroa) informed the board that she is not going to file paperwork for reelection. The board will have to look for an alternate candidate by the deadline. Mrs. Rusche stated she will run again and will follow up with the District's Secretary on Monday, July 22nd.

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- 4.6. **Updated piping plan for treatment plant (20180109-4.1.1.2; req. Dec 2017)** – Plans submitted to the county had not been corrected nor mentioned in the inspection report (dated June 1st). They are deemed to be complete and correct. Item will be removed from the agenda.
- 4.7. **Updated CT Calculations (20180109-4.1.1.4)** – CT Calculations submitted to the county had not been corrected nor mentioned in the inspection report (dated June 1st). They are deemed to be complete and correct. Item will be removed from the agenda.
- 4.8. **Clear Well Tank Addition (20170912-5.5)** – Plans submitted to the county had not been corrected nor mentioned in the inspection report (dated June 1st). New tank (CTT03) was inspected by the county on the day of the inspection and no observations or corrections were expressed. The installation is deemed to be complete and correct. Item will be removed from the agenda.

Items 4.9 to 4.13 tabled

5. New Business

- 5.1. **Budget for FYE2020** – Two versions of the budget were presented to the board, one containing a small figure for compensating the board members for each meeting (\$30.00 per meeting per board member, \$900.00 total for the FY) and another without it. Board opted to go for the one without compensation for the board members. Office Manager stated that due to an increase in payroll expenses and associated costs (taxes), the transfers to the reserve funds (CIP, Emergency, operating) may fall short of the yearly goal of \$27,650 originally planned (as shown on the proposed budget), unless construction water is sold, in which case these funds will be directed towards such transfers. After reviewing the budget, Mr. Chiriaco made a motion to accept it as presented and Mrs. Ragsdale seconded it. All in favor, motion carried. Office Manager will send a copy of the budget to the Controller's Office as every year.
- 5.2. **CSDA Election Vote** – After reviewing the candidate statements and a sort discussion of the options, the board agreed to vote for the Cucamonga Valley Water District, Kathleen Tiegs. Board President instructed Office Manager to cast the vote electronically.
- 5.3. **CSWD General Election (2 seats) (2019)** – See notes on Agenda Item #4.5 above; Mrs. Rusche will follow up with the District Secretary on 7/22; Mrs. Figueroa will most likely not run for reelection, and an alternate director needs to be found and said person will need to file the required paperwork by the deadline (August 9th)
- 5.4. **Backwash Line** – Board had a conversation about the water discharged by the treatment plant as a byproduct of the backwash cycles, concerned about water being stagnant (and potentially breeding mosquitoes), as the water had been accumulating on the back of one of the spaces. Board wants to further discuss about this. Discussion will continue next meeting.

6. Staff Reports

- 6.1. **Treasurer's Report** – Office Manager presented the statements and reconciliation reports for the two checking accounts, the two credit cards, the petty cash fund, and the PayPal account under the district's name, as well as a report showing the payables and receivables as of July 1, 2019, and a profit & loss statement for the recently finished fiscal year. Board members had no question related to the presented report, other than the question about the depletion of the secondary checking/savings account (Mr. Chiriaco), which was explained as having been used to replace and repair two failed pumps and acquire a new portable water pump.
- 6.2. **Office Report**
 - 6.2.1. **Certification of Plant Operators (20160119-5.2.1)** – Eduardo Guevara Sr. passed the T2 exam taken on May 18. Both the county and the district engineer were updated on his new grade level. Eduardo Guevara Jr. will go for the D1 on September AND the T1 in November (fees and applications have already been filed).
 - 6.2.2. **Miscellaneous** – a request from the ACO's office for the audited financials for the FYE2018 was received and answered by the Office Manager – those statements were filed with the ACO's office last year, as per the USPS return receipt on file at the district.

6.3. Field Operations Report - No Report.

7. **Closed Session** – Board entered closed session at 11:19am and finished the closed session at 11:25am. Board stated to Office Manager that he needs to present a report on possible ways the district can increase the base wages for the operators, and instructed him to revisit the bonuses for the licensed operators, even the possibility to disburse the bonus in two installments, one at the end of the fiscal year and another one at the end of the calendar year. Office manager will follow up after analyzing the current approved budget.
8. **Public Comments:** No Public comments.
9. **Board Members' Reports and Correspondence** – none
10. **Agenda Items for Next Meeting** – no requests were made to include any topics for the next meeting, other than the current outstanding items in the new & old business sections.
11. **Adjourn** - A motion to adjourn was made by Mrs. Ragsdale and seconded by Mrs. Figueroa. Meeting was adjourned at 11:30am.

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Meeting Notes by Claudia Figueroa & Eduardo Guevara; transcription by Eduardo Guevara