

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Minutes

Tuesday, September 10, 2019 @ 10:00am
Chiriaco Summit Community Center

APPROVED NOV 19 2019
Reg Board Meeting

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 10:11am
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 (07-19-2019)** - After the board reviewed the minutes, Ms. Figueroa made a motion to approve them as presented, seconded by Mr. Chiriaco. All in favor, motion passed – minutes approved as presented. *The minutes of the Emergency meeting held on September 9, 2019, will be reviewed at the regular meeting to be held on November 19, 2019.*
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)** – Submitted to, and deemed complete and approved by, the county.
 - 4.1.1.2. **Operation Manual Update** – A shift Log in compliance with reporting requirements was given to the operators to be filled out on a regular basis. Office Manager will follow up on the usage of said log.
 - 4.1.1.3. **Operation manual Update – Emergency/Exception Handling procedures documentation** – Work in progress. Requested but still 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. **Update Report from the District's Engineer** – No update from the District Engineer (#07 was the last one received)
 - 4.2.2. **Reimbursement Request #06 (2019-05)** – Approved by the state, pending disbursement.
 - 4.2.3. **Reimbursement Request #07 (2019-07)** – Approved by the state, pending disbursement.
 - 4.2.4. **IID Application (20181113-4.5.3)** – IID requested \$3,000 in Engineering Fees on August 12, 2019, to be provided by the district to move ahead with the power line extension. Office Manager stated the district will most likely have to draw from the Emergency Line of Credit (\$10,000) we have. Office manager will follow up with IID and Board President on this.
 - 4.2.5. **BLM RoW re-assignment (JLC to CSWD) (20181127-5.2)** – Board President stated she delivered the letter dated September 9, 2019 to the BLM office; Office Manager sent the letter Priority, certified & return receipt. Board President also read the email received from Victoria Hernandez (BLM) and the intended response to said email. Board President will reply to Victoria Hernandez.
 - 4.3. **CSWD General Election – Two seats up for reelection (20190719-5.3)** – Both incumbents have filed their required paperwork with the Register of Voters, and are just pending either the election or their appointment to happen in November. Office Manager will follow up with the Register of Voters on this.
 - 4.4. **Backwash line** - Tabled. Board wants to further discuss about this. Discussion will continue next meeting.

Items 4.5 to 4.9 tabled

- 5. **New Business**
 - 5.1. **Alternative Sources of Water** - President Rusche made the board aware that she recently spoke to Mr. Lin (Glorious Land Company) about the possibility of banking some water shares with CVWD. Board President stated she would pursue this venue, assisted by the Office Manager.
- 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 September 1, 2019, and a profit & loss statement for the recently finished fiscal year.
 - 6.2. **Office Report**
 - 6.2.1. **Certification of Plant Operators (20160119-5.2.1)** – Eduardo Guevara Jr. will go for the D1 this Saturday (9/14) AND the T1 in November (fees and applications have already been filed).
 - 6.2.2. **Miscellaneous** – Wells Fargo discontinued Payroll Services and we moved to ADP. Same rate as WF for a year.
 - 6.3. **Field Operations Report** – One out of the microfiltration unit's six membranes was just replaced. Another membrane will have to be replaced within 1 or 2 years. The observation about the shorter life span of the membranes was made by the Chief Plant Operator to the Office Manager, who relayed the information to the board.
- 7. **Closed Session** - No closed session.
- 8. **Public Comments:** No Public comments.
- 9. **Board Members' Reports and Correspondence** – none
- 10. **Agenda Items for Next Meeting** – no requests made
- 11. **Adjourn** - A motion to adjourn was made by Mrs. Ragsdale and seconded by Mrs. Garcia. Meeting was adjourned at 11:04am. *Next meeting (11/19) time was moved to 4:00pm, same place.*

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