

# CHIRIACO SUMMIT WATER DISTRICT

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## Regular Meeting Agenda

Tuesday, November 19, 2019 at 4:00pm - Chiriaco Summit Community Center

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes from Previous Meetings (09-09-2019 Emergency Meeting 09-10-2019 regular meeting)**
4. **Old Business**
  - 4.1. Operation Manual Update – Shift Log (20190604-4.1.1.3; 20190312)
  - 4.2. *Operation manual Update – Emergency/Exception Handling SOPs (20190604-4.1.1.4)*
  - 4.3. State Project D17-02067-2018 (20160308-3.1)
    - 4.3.1. Status Update Report from the District's Engineer (Update #8)
    - 4.3.2. IID Application (20181113-4.5.3)
    - 4.3.3. BLM RoW re-assignment (JLC to CSWD) (20181127-5.2)
    - 4.3.4. Amendment of the Engineering Services Agreement (CSWD-K&S)
    - 4.3.5. Request to amend Project Agreement (CSWD-SWRCB)
    - 4.3.6. Misc.
  - 4.4. Backwash Line (20190719-5.4)
  - 4.5. CSWD General Election – Two seats up for reelection (20190719-5.3)
  - 4.6. Alternate Sources of Water (20190910-5.1)

### Tabled Items

- 4.7. *Hiring an Office Assistant; training and transfer of responsibilities (20170509-4.8)*
- 4.8. *Creation of the Capital Improvements Plan (CIP) (20170912-5.4)*
- 4.9. *Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2)*
- 4.10. *Job Descriptions, duties & Responsibilities (20180731-5.5)*
  - 4.10.1. *Job Descriptions (20180731-5.5.1,2,3)*
  - 4.10.2. *Job Performance Reviews Policy & Reviews Schedule (20180731-5.5.4)*
- 4.11. *Printer lease for the Field Office (20181127-5.1)*

5. **New Business:** Presenters must direct their report to the board. At the conclusion of the presentation, Chair may allow questions. Each speaker must first be recognized by the Chair.
  - 5.1. Board Meeting Schedule for 2020
  - 5.2. FTR Filing Request from the State Controller's Office
  - 5.3. Bulk Water Sales (4 MG, metered) gallon price (due to volume)
  - 5.4. CSDA Membership
  - 5.5. Creation of Water Audit Loss Control Program
  - 5.6. Meters Upgrade to non-mechanical (ultrasonic) smart meters.
  - 5.7. Request of updated MHI Survey (last one in 2014)
6. **Staff Reports**
  - 6.1. **Treasurer's Report**
  - 6.2. **Office Report**
    - 6.2.1. Update on Certification of Plant Operators (20160119-5.2.1)
    - 6.2.2. Miscellaneous
      - 6.2.2.1. Website Compliance
      - 6.2.2.2. Water Leak Survey Request (by CRWA, Funded by SWRCB)
  - 6.3. **Field Operations Report**
  - 6.4. **Unmetered Connection**
7. **Closed Session**
  - 7.1. End of Year Bonuses for Employees (Policy/guidelines) (20190108-5.1)
  - 7.2. Hourly Wage Adjustment for Operators & Operator in Training
8. **Public Comments:** Each speaker must first be recognized by the Chair. All persons wishing to address the Board on items not specifically on the agenda or on matters of general interest should do so at this time, and as determined by the chair, speakers may be deferred until a related agenda item is taken for the Board's consideration. Please limit your remarks to 3 minutes.
9. **Board Members' Reports and Correspondence**
10. **Agenda Items for Next Meeting**
11. **Adjourn**