

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Agenda

Tuesday, January 14, 2020 at 4:00pm - Chiriaco Summit Community Center

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes from Previous Meetings (11-19-2019 regular meeting)**
4. **Old Business**
 - 4.1. *Operation manual Update – Emergency/Exception Handling SOPs (20190604-4.1.1.4)*
 - 4.2. **State Project D17-02067-2018 (20160308-3.1)**
 - 4.2.1. Status Update Report from the District's Engineer
 - 4.2.2. IID Application (20181113-4.5.3)
 - 4.2.3. BLM RoW re-assignment (JLC to CSWD) (20181127-5.2)
 - 4.2.4. Amendment of the Engineering Services Agreement (CSWD-K&S) (20191119-4.3.4)
 - 4.2.5. Request to amend Project Agreement (CSWD-SWRCB) (20191119-4.3.5)
 - 4.2.6. Misc.
 - 4.3. Backwash Line (20190719-5.4)
 - 4.4. FTR Filing Request from the State Controller's Office (20191119-5.2)
 - 4.5. CSWD General Election (20190719-5.3)
 - 4.6. Water Leak Survey Request (by CRWA, Funded by SWRCB) (20191119-6.2.2.1)
 - 4.7. Website Compliance (20191119-6.2.2.1)

Tabled Items

- 4.8. *Creation of Water Audit Loss Control Program (20191119-5.5) **WIP ***
- 4.9. *Meters Upgrade to non-mechanical (ultrasonic) smart meters (20191119-5.6) **WIP ***
- 4.10. *Request of updated MHI Survey (20191119-5.7) **WIP ***
- 4.11. *Bulk Water Sales (4 MG, metered) (20191119-5.3)*
- 4.12. *Hiring an Office Assistant; training and transfer of responsibilities (20170509-4.8)*
- 4.13. *Creation of the Capital Improvements Plan (CIP) (20170912-5.4)*
- 4.14. *Split of JLC Community Facilities connection into irrigation and regular use (20160308-4.2)*
- 4.15. *Job Descriptions, duties & Responsibilities (20180731-5.5)*
 - 4.15.1. *Job Descriptions (20180731-5.5.1,2,3)*
 - 4.15.2. *Job Performance Reviews Policy & Reviews Schedule (20180731-5.5.4)*
- 4.16. *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. **CRA Shutdown**
 - 5.2. Determination of amount to charge for unauthorized connections
 - 5.3. Securing inactive connections; SOP for re-activating inactive connections.
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
 - 6.2.3. Temporary Labor for Reservoir Maintenance
 - 6.3. **Field Operations Report**
7. **Closed Session**
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**