

# CHIRIACO SUMMIT WATER DISTRICT

## Regular Meeting Minutes

Tuesday, January 14, 2020 @ 4:00pm

Chiriaco Summit Community Center

APPROVED MAR 10 2020

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 4:07pm
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 ( <b>excuse due to illness</b> )	<input type="checkbox"/>
Claudia Figueroa	<input checked="" type="checkbox"/>	Also present: Eduardo Guevara (CSWD Office Mgr)	
3. **Approval of Minutes from Previous Meetings (2019-11-14)** - After the board reviewed the minutes, Mr. Chiriaco made a motion to approve them as presented, seconded by Mrs. Figueroa. All in favor, motion passed –minutes approved as presented.
4. **Old Business**
  - 4.1. **Operations Manual Update – SOPs (20190604-4.1.1.4)** – No Update
  - 4.2. **State Grant (Prop 1) Update (20160308-3.1)**
    - 4.2.1. **Update Report from the District's Engineer** – No new updates.
    - 4.2.3. **IID Application (20181113-4.5.3)** – IID requested a Right of Way for the road leading to the project site (from the existing site). Still pending
    - 4.2.4. **BLM RoW re-assignment (JLC to CSWD) (20181127-5.2)** – The Re-assignment & expansion application is still in progress. It is estimated that the process will be finished by the next regular meeting.
    - 4.2.5. **Amendment of the Engineering Services Agreement (CSWD-K&S)** – the Amendment to the service agreement sent by the district engineer was executed by K&S. No further action required.
    - 4.2.6. **Request to amend Project Agreement (CSWD-SWRCB)** –Mehreen S. (SWRQCB) stated the amendment cleared internal review and was forwarded to be reviewed and approved by the board. She will update us as soon as the status changes.
    - 4.2.7. **Misc.** – No miscellaneous items related to the project were discussed.
  - 4.3. **Backwash Line (20190719-5.4)** - No update.
  - 4.4. **FTR Filing Request from the State Controller's Office (20191119-5.2)** – the FTR was completed and signed on 01/02/2020, and sent to the state the same day. No further action required.
  - 4.5. **CSWD General Election** –Incumbents received an appointment certificate and were sworn in by the district's deputy secretary.
  - 4.6. **Water Leak Survey Request (by CRWA, Funded by SWRCB) (20191119-6.2.2.1)** – Survey performed in December. There were no leaks in the distribution system, but leaks were detected in two spaces on the mobile home park; customers were notified.
  - 4.7. **Website Compliance (20191119-6.2.2.1)** – Service from Streamline was quoted at \$1,200 per year, but we would still need to update the site and provide compliant documents, which is mainly the bulk of the work. The district will look for alternative ways to be in compliance with the new website requirements (searchable PDFs, descriptive graphic alt text, minutes posted, enterprise system catalog posting)

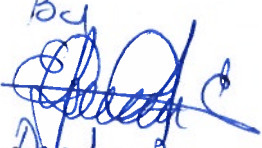
Items 4.8 to 4.16 tabled
5. **New Business**
  - 5.1. **CRA Shutdown** – Customers (including bulk water customers) were notified about the upcoming shutdown, from February 4 to February 28. Mrs. Garcia mentioned that the re needs to be outreach to the community, probably door to door. The laundry room will not operate for the duration of the shutdown, and the irrigation systems will be shut-off. The board explored the possibility of renting two 21,000-gallon tanks to store water (to compensate for the inability to use the 35,000-gallon steel bolted tank at capacity), but the quote was not ready in time for the meeting.
  - 5.2. **Determination of amount to charge for unauthorized connections** – due to recent unauthorized connections at the district, the office manager asked the board to define an amount to charge for such connection. As a reference, CVWD charges \$1,000, and the office manager suggested to charge \$500, half of what CVWD charges. Mrs. Garcia asked the office manager to ask RCAC or Cal Rural for a figure we can use. Issue will be further discussed.
  - 5.3. **Securing inactive connections; SOP for re-activating inactive connections** – related to 5.2 above. Connections are still not being locked and secured after they become inactive on the system. After repeated requests from the office manager, the connections are still not secured in a way that will require a potential customer to stop by the office to setup an account and then after that, to proceed to connect the service. Board President will follow up.
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 January 1, 2020, and a profit & loss statement. Mrs. Garcia requested the full statement for the credit cards for the next regular meeting, instead of just the front page matched to the reconciliation report. Office manager will follow up.
  - 6.2. **Office Report**
    - 6.2.1. **Certification of Plant Operators (20160119-5.2.1)** – Eduardo Guevara Jr. approved the D1 exam on September and the T1 exam in November. The district now has two T2/D1 and one T1/D1.
    - 6.2.2. **Miscellaneous** – Office Manager informed the board that the annual OSHA 300A eFiling was competed.

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- 6.2.3. **Temporary labor for the reservoir maintenance** – Board was informed about a new criterion to classify contractors as either employees or contractors. Based on this, any person participating in the post-shutdown maintenance will need to be added to the payroll, as an employee. The Chief Plant Operator has already been informed of this.
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 Mr. Chiriaco and seconded by Mrs. Figueroa. Meeting was adjourned at 4:58pm.

Meeting Notes by Heather Garcia; transcription by Eduardo Guevara

APPROVED MAR 10 2020  
Reg Bd Meeting  
By   
Deputy Board Sec