

CHIRIACO SUMMIT WATER DISTRICT

Regular Meeting Minutes

Tuesday, March 10, 2020 @ 4:00pm | Chiriaco Summit Community Center

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 4:08pm
 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 (2020-01-14)** - 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. **State Grant (Prop 1) Update (20160308-3.1)**
 - 4.1.1. **Update Report from the District's Engineer** - No new updates.
 - 4.1.2. **IID Application (20181113-4.5.3)** - Waiting on RivCO EDA on the Right of Way. Still pending.
 - 4.1.3. **BLM RoW re-assignment (to CSWD) (20181127-5.2)** - The application was executed; the Row is now under CSWD's name.
 - 4.1.4. **BLM RoW Expansion to 5 acres (20181127-5.2)** - Application submitted. In progress.
 - 4.1.5. **Request to amend Project Agreement (CSWD-SWRCB)** - Waiting on the state to execute the agreement.
 - 4.1.6. **Misc.** - No miscellaneous items related to the project were discussed.
 - 4.2. **Website Compliance (20191119-6.2.2.1)** - A theme was purchased for the website, which reduced the number of ADA non-compliance issues to a bare minimum. District has less issues than MWD, CSWD, and other district sites. All the other required information pieces (Financials, rates, disconnection policy) are now on the website.
 - 4.3. **CRA Shutdown (20200114-5.1)** - The Shutdown was finished without issue. The Office Manager presented an estimate for the expenses on the rented bladder tanks, with a figure of \$4,038.79.
 - 4.4. ***Determination of amount to charge for unauthorized connections** - After deliberation it was decided to set the charge for unauthorized connections to \$250. Mr. Chiriaco made a motion to approve, seconded by Mrs. Ragsdale. All in favor, motion carried.
 - 4.5. **Water Loss Audit for 2019 (20191119-5.5)** - based on readings and information available at the district, it was estimated that in 2019 the NRW (non-revenue Water - water unaccounted for) represented only a 2.58% of the total water purchased, well within the industry standard baseline.
 - 4.6. ***Creation of the Capital Improvements Plan (CIP) (20170912-5.4)** - Will be removed from the agenda - the CIP cannot be completed without the information requested to the plant operator, and the item has been outstanding for two years. The agenda item generated a discussion on the relationship between the board and the Facility manager, which ended up addressing also agenda items 5.1, 5.2, 5.3 & 5.4 - the Office Manager requested the board to eventually stop its paternalist (maternalistic) attitude towards the Facility Manager; Mrs. Figueroa pointed out that the Facility Manager is not taking advantage of the idling capacity of the other operator (weekend operator) nor training him to free up his time and resources, something that was backed up by Mrs. Garcia (the lack of training efforts from the Facility manager). Mrs. Figueroa stated she understands President Rusche's position but stated that 'apologizing for him (Facility Manager) or relying on sentimental feelings is not going to help'. The board's consensus was to create a draft of Standard Operating Procedures and policies for the office & plant operators to be reviewed & take effect next fiscal year.
 - 4.7. ***Printer lease for the Field Office (20181127-5.1)** - Item will be removed from the agenda. The office is using the JLC printer to print color and large format documents, and is getting billed for it. This has been enough for the office's printing needs.
- Items 4.8 to 4.16 tabled
5. **New Business**
 - 5.2. **Timeclock usage; Scheduling of Operators hours (HG)**
 - 5.3. **Authorization of time sheets by Board members every pay period (HG)**
 - 5.4. **Requirement of District's Check signers to meet at the district office to sign checks (HG)**
 - 5.5. **Discuss maintenance needs of the district office (HG)**
 - 5.6. **eAR Filing for 2019 (EG)** - Report needs to be filed no later than April 20. The eAR now requires information on the disconnection policy (see 5.7 below), disclosures of financial information on the website (see 4.2 above), and other information which will need to be obtained from the Facility manager. Office Manager will follow up.
 - 5.7. **Water Shutoff Policy (SB-998, Dodd 2018) (EG)** - The board of Directors reviewed a draft policy on the service disconnection due to non-payment, as per SB-998. After reviewing the policy, Mrs. Garcia made a motion to accept Board Resolution 2020-01, adopting the policy as presented. Mr. Chiriaco seconded the motion, and it passed by general consensus.
 6. **Staff Reports**
 - 6.1. **Treasurer's Report** - No questions from the board.
 6. **Closed Session** - No Closed Session
 7. **Public Comments**: No Public comments.
 8. **Board Members' Reports and Correspondence** - none
 9. **Agenda Items for Next Meeting** - no requests made
 10. **Adjourn** - A motion to adjourn was made by Mr. Chiriaco and seconded by Mrs. Ragsdale. Meeting was adjourned at 5:30pm.

Addressed as part of Agenda Item 4.6

AMENDED

APPROVED MAY 12 2020

as amended

as 1/2/2020
by Secretary