



Regular Meeting Minutes

Tuesday, May 12, 2020 @ 4:00pm | Chiriaco Summit Community Center-Joseph L. Chiriaco, Inc. Corporate Office Conference Room

1. **Call to order** - Meeting was called to order by Board President Margit Rusche at 4:06pm

2. **Roll Call**

Margit F. Chiriaco Rusche
Joseph R. Chiriaco
Claudia Figueroa

☒ Heather Garcia ☒
☒ Diana Ragsdale ☒
☒ Also present: Eduardo Guevara (CSWD Office Mgr)

3. **Approval of Minutes from Previous Meetings (2020-03-10)** - 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. Next Report due in June

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 Expansion** - Application accepted. A \$12,000 initial payment (of an estimated \$24,000) was sent to the BLM.

4.1.4. **Request to amend Project Agreement (CSWD-SWRCB)** - The amendment was executed by the state on April 21st. The district will follow up with a reimbursement request to cover the expenses billed by the engineering firm.

4.1.5. **Misc.** - No miscellaneous items related to the project were discussed.

- 4.2. **EAR for calendar year 2019 (20200312-5.5)** - eAR for 1019 submitted and accepted. CIP information and other financial data will be needed for next year's eAR for this calendar year (2020).

- 4.3. **Request for an MHI Survey (20191119-5.7)** - CSWD reached out to RCAC, and the application is being prepared to be sent to the state. If approved, the survey will be done at no cost for the district. The last survey data we have is from late 2013. District

- 4.4. **Board HR/Management Package (20200310-5.1~5.4)** - Tabled.

Items 4.5 to 4.7 tabled

5. **New Business**

- 5.1. **COVID-19 Policy** - after a brief discussion, the board instructed the office manager to waive late fees for residential customers at his discretion, if the customer has been affected by layoffs or has reduced hours due to the economy slowdown due to the SARS-2/COVID-19 pandemic. There will be no service disconnections until further notice. Commercial and Construction users are not covered by the fee waiving decision taken by the district. The issue will be reviewed during the next regular meeting to see if the situation will remain the same or if the finance charges will be enforced again.

- 5.2. **Commercial Lease Agreement for Office (renewal) (20200512-5.2)** - The lease needs to be renewed at the end of the fiscal year, and it is being drafted by the landlord. The board was provided with a copy of the latest draft. Office will follow up.

- 5.3. **Draft budget for FYE2021** - tabled until next meeting, as it was not ready in time for this meeting.

- 5.4. **LAFCO SDSC Election (inf)** - the board was informed of a vote casted in a LAFCO election by the board president. It seems the district did not receive the information (via mail) and the district was requested to cast a vote the day before the deadline, via email (a scan). Board president casted the vote and the office manager sent it out.

- 5.5. **Engagement Letter for Biennial Audit (FYE 2019 & 2020)** - The letter of engagement presented by the independent auditor was reviewed by the board and it was the board's consensus that it would be accepted as presented. Board president signed the letter and the office manager will send it to the auditor. The estimated cost for the biennial audit is \$9,000. The district has set aside \$4,500 for this purpose already. It is estimated that the rest of the required funding will be obtained from the current construction water sales. Office will follow up.

- 5.6. **Reserve Policy Amendment** - An amendment for the reserve policy was presented to the board, to specify the requirements to move funds from the reserve accounts/funds to the general account, if needed. The board went over the amendment and it agreed to the content - the board president requested that the treasurer needed to poll the board before going ahead to authorize a transfer. After a motion presented by Mr. Chiriaco (seconded by Ms. Garcia) and all board members present agreed, the policy amendment was approved as presented (with the additional language requested). **Change is effective immediately.**

1. **Emergency Funding Request** - A request for funding to cover emergency expenses to procure spare parts and chemicals for the rest of the year (as per a recommendation from the LPA, due to the pandemic). The request had copies of the invoices paid already and estimates of the expenses yet to be disbursed. The requested amount was \$6,416.00. After the treasurer polled the board members, the board unanimously approved the transfer from the Emergency reserve fund to the General Fund. **Staff Reports**

- 6.1. **Treasurer's Report** - No questions from the board. The Office manager just informed the board that due to restrictions in place due to the pandemic, the monthly samples for the monitoring program will have to be driven to Babcock Labs directly (in San Bernardino) instead of the courier at Myoma (in Bermuda Dunes). There's no tentative date of when this will return to normal, so an increase in mileage/travel expenses is expected.

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** - Board Elections; Place will move to the JLC Corporate office for the time being.

10. **Adjourn** - A motion to adjourn was made by Ms. Garcia and seconded by Mr. Chiriaco. Meeting was adjourned at 5:09pm.

Board of Directors Regular Meeting, 07/14/2020
By: E. Guevara, Deputy Secretary

APPROVED JUL 14 2020