

# CHIRIACO SUMMIT WATER DISTRICT

## Regular Board Meeting Minutes

Tuesday, September 24, 2024 at 4:00pm – Joseph L. Chiriaco, Inc. Corporate Office Conference Room

### 1. Call to Order

Call to order by MR @ 4:01pm

### 2. Roll Call

Present: BC, DR, MR, HG, PO

### 3. Approval of Minutes from Previous Meetings

Special Meeting 2024-09-09 - motion to accept minutes from meetings held on 9/9/2024 made by BC, 2nd by PO, passed

### 4. Old Business

#### 4.1. State Project D17-02067-2018 (20160308-3.1)

##### 4.1.1. Reimbursement Request

Request #16 form 261 reviewed, approved, and signed. Office Manager will follow up with District Engineering firm.

##### 4.1.2. IID Application (20181113-4.5.3)

Still in progress. IID to provide updated invoice reflecting increase in costs since 2019. New CSP application for offsite mitigation to be submitted to IID

##### 4.1.3. BLM RoW Expansion to 5 acres (20181127-5.2)

In Progress.

##### 4.1.4. Bank account for construction project

Opened; completed

##### 4.1.5. Debt Policy (20220517-5.2)

Authorized previously, bank provides standard form, sec is directed to pull minutes and board to sign that resolution

An extension for the Loan Commitment from RCAC was obtained, at a cost of \$250.00 (reimbursable Expense).

##### 4.1.6. Bidding Process (20220517-4.1.5)

Selected bid approved by a motion made by PO and seconded by DR; construction company will be informed of the executed contract for construction. Agenda item will be renamed to "Construction Contractor Updates (20240924-4.1.6)"

#### 4.2. Rate Study

Motion to adopt rate study recommendations; mail notices 10/18 and schedule public hearing on 12/3 made by PO, 2nd DR, passed

#### 4.3. Biennial Audit (FYE2023 & FYE2024)

Audit engagement letter, motion to approve hg, 2nd PO, passed and signed by MR.

### 5. New Business

#### 5.1. Budget for FYE2025

Motion to adopt budget made by PO, after new rates implemented, 2nd by BC

### 6. Staff reports:

#### 6.1. Treasurers Report:

No questions from the board on the presented report. Financial report discussed and accepted.

### 7. Closed Session

In @ 4:36, out @ 4:48, decision to raise wages as follows: maint aide raised to \$20/hr; treatment plant operator raised to \$26.50/hr; office staff raised to \$26.50/hr

### 8. Public Comments

No public comment

### 9. Board Members Correspondence

No Board members' reports or correspondence

### 10. Agenda Items for Next Meeting

Next meeting date: changed from Nov 26 to Tuesday Dec 3, 2024, followed by public hearing at 5 pm to discuss proposed rates. Board secretary is directed to distribute a list of meeting dates for 2025 that are for the 4th Tuesday of odd months, tentatively at 4:00pm, meeting place staying the same as is.

### 11. Adjourn –

Motion to adjourn made by BC, 2nd by DR, passed, meeting adjourned @ 4:58pm

APPROVED  
SEP 25 2024  
Chiriaco Summit Water Dist.  
11 Regular Board Emergency  
Board Meeting

Meeting Minutes by Heather Garcia;  
Formatted and edited by Eduardo Guevara