

## **Minutes**

A Meeting of the Board of Directors of the Descanso Community Water District (DCWD) has been called for:

***Tuesday, June 17th, 2024, 7:00 pm  
Descanso Town Hall, Viejas Grade Blvd., Descanso, CA***

1. **CALL TO ORDER, PLEDGE OF ALLEGIANCE:** The meeting was called to order by President Phillips at 7:02 PM.
2. **ROLL CALL:** Members present were Phillips, Johnson, and Minix. Dan DeMoss with CRWA via Zoom, SUSP/DCWD Administrative Assistant Cierra Creamer, SUSP/DCWD Field Technicians Cameron West and Anthony Santare. Jason Kaminsky with HNK CPAs. James Owens with NV5. Jim Ciampa with Lagerlof and Paul Kaymark with Nigro & Nigro via Zoom.
3. **APPROVAL OF AGENDA:** The agenda was approved with one correction of moving item #8 to be after item #5. It was also asked by Phillips that the draft budget be held off until the September meeting. A motion to approve the agenda with the one adjustment was given by Minix and a second by Johnson. A vote was taken, 3 approved and 0 opposed.
4. **PUBLIC COMMENT:** One customer was in attendance and had a few questions about different topics throughout the meeting. All questions were answered by a board member, DeMoss or Kaminsky. No action needed.
5. **APPROVAL OF THE MINUTES OF THE MARCH 2025 MEETING:** The board looked over the minutes and had no changes. A motion to approve the minutes with no changes was made by Minix and a second by Johnson. A vote was taken, 3 approved and 0 opposed.
6. **FINANCIAL REPORT:** Kaminsky went over the financial report and answered all questions. The customer in attendance asked why Kaminsky thinks customers aren't paying their bills as well as what type of chemicals are used in the system. Both questions were answered. Kaminsky suggested to West that we wait until July to order more chemicals. A motion to accept the financial report was made by Johnson and a second by Minix. A vote was taken, 3 approved and 0 opposed.

7. **ACCOUNTING SERVICES RENEWAL FPA 2025-2026:** Kaminsky went over the accounting services renewal and answered all questions. A motion to accept the contract was made by Johnson and a second by Minix. A vote was taken, 3 approved and 0 opposed.
8. **AUDITOR SERVICES RENEWAL DCWD EL 2025:** Kaymark went over the auditor services renewal and answered all questions. There are no changes to the contract. A motion to accept the contract was made by Phillips and a second by Johnson. A vote was taken, 3 approved and 0 opposed.
9. **REMOVAL OF FUTURE LATE FEES FOR CUSTOMERS THAT SIGN A PAYMENT PLAN:** Creamer discussed the suggestion to have late fees removed for customers who agree to and keep up with a payment plan until their balance is brought back current. The late fees will be waived starting the month they signed up for the payment plan. There was a consensus across the board to waive the late fees. No action needed.
10. **ENGINEERING STATUS REPORT:** Owens went over the status report and answered all questions. The budget was updated with the help of Dan DeMoss and Julie Meeks. Next step of the project should be starting in early August. Owens said that he is working with Stehly Brothers on the change order and that their second payment will go out after the execution of the change order and the third payment after the pump testing. A motion to accept the status report was made by Johnson and a second by Minix. A vote was taken, 3 approved and 0 opposed.
11. **EVALUATION OF FUNDING OPTION FOR DCWD PROJECT:** Dan went over the funding options and answered all questions. He discussed how the district is \$3.1 million short on funds for the project, how doing an MHI study can make a USDA grant a possibility and when our rates were last raised. If rates are raised again, the suggestion was made to raise the usage rate instead of the base rate. No action needed.
12. **DRAFT RATE STUDY:** Dan went over the draft rate study with the board and answered all questions. The board will need to decide what to do with the money in the bank and how much of it will be put towards the cost of the project. No action needed.
13. **GENERAL MANAGER'S REPORT:** West went over the general manager's report with the board and answered all questions. No action needed.
14. **DCWD BOARD OF DIRECTOR'S NEWSLETTER:** A letter is not needed at this time.

**15. OTHER ITEMS DIRECTLY RELATED TO THE ABOVE-DESCRIBED MATTERS AS MAY BE**

**BROUGHT BEFORE THE BOARD OF DIRECTORS:** The budget from Kaminsky at the September meeting and a notice of completion from Owens at the September or December meeting. Training is due for the board members, and they will need to send copies of completion to Creamer for office records. The customer in attendance asked about the rate increase to which Phillips answered. No action needed.

**16. MOTION TO ADJOURN:** A motion was given by Minix and a second by Johnson to adjourn the meeting at 8:39 PM.

Board of Directors		
Maureen Phillips President (619) 445-6042	Sheri Minix Director (619) 823-4216	Lee Johnson Finance Officer (619) 445-4122
Vacancy	Vacancy	Dan DeMoss General Manager (916) 616-7761