

## **Minutes**

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

***Tuesday, August 2nd, 2022, 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 7:04 PM.
2. **ROLL CALL:** Members present were Phillips, Sanner and Johnson. Dan DeMoss with CRWA. SUSP/DCWD Operations Manager Travis Creamer and SUSP/DCWD Billing Specialist Cierra Boykin.
3. **APPROVAL OF AGENDA:** The agenda was approved unanimously. A motion was given by Sanner and second by Johnson, all were in favor.
4. **PUBLIC COMMENT:** No comments were made from the public.
5. **APPROVAL OF THE MINUTES OF THE MARCH 2022, MEETING:** Sanner asked that his contact number on the Board of Directors list be changed. A motion was given by Johnson and a second by Sanner, all were in favor.
6. **FINANCIAL REPORT:** Jason Kaminsky was unable to make the meeting, so DeMoss briefly went over the financial reports with the board. A motion was given by Johnson and a second by Sanner, all were in favor.
7. **PROPOSED FY 2022/2023 BUDGET:** DeMoss went over the proposed budget. Phillips asked about the treatment chemicals etc., DeMoss answered her questions and discussed the price increases. A motion was given by Sanner and a second by Johnson, all were in favor.
8. **ACCOUNTING SERVICES ENGAGEMENT RENEWAL:** Phillips briefly went over the renewal as well as the price increase. The accounting services renewal was approved unanimously. A motion was given by Sanner and a second by Johnson, all were in favor.

9. **AUDIT SERVICES AGREEMENT:** The audit services were approved to be renewed at the last meeting; they are just awaiting signature. Phillips and Boykin will schedule a time to meet at the office and sign the papers. No vote needed.
  
10. **AMENDMENT NO. 5 TO TASK ORDER NO. 8 WITH NV5- WELL AND TREATMENT FACILITY DESIGN:** DeMoss went over the task order as well as price changes. Phillips had questions regarding why the fee had raised to \$73,800 and DeMoss gave an explanation. It was requested that Boykin email James Owens asking him to further explain the charges for Task 3C so the board could get a better understanding on why there are charges for “Well 6 Improvements” when that well is meant to be abandoned/destroyed. A motion was given by Johnson and a second by Sanner, all were in favor.
  
11. **AMENDMENT NO. 2 TO TASK ORDER NO. 11 WITH NV5- CLOMR:** DeMoss went over Task Order No. 2 as well as the charges. A motion was given by Johnson and a second by Sanner, all were in favor.
  
12. **AMENDMENT NO. 3 TO MASTER SERVICES AGREEMENT WITH NV5:** Phillips went over the NV5 rate increase as well as proposed the idea of her writing a letter to NV5 regarding the delay in the project. DeMoss suggested looking into another engineering company after the current project is finished. No vote needed.
  
13. **GENERAL MANAGERS REPORT:** DeMoss went over item 13A, and Creamer went over the General Manager’s report. The three month look ahead is currently the same as last meeting’s. DeMoss asked how we are doing on parts, to which Creamer replied that inventory is good. No vote needed.
  
14. **DCWD BOARD OF DIRECTOR’S NEWSLETTER:** A newsletter is not needed at this time.
  
15. **SUCH OTHER ITEMS DIRECTLY RELATED TO THE ABOVE-DESCRIBED MATTERS AS MAY BE BROUGHT BEFORE THE BOARD OF DIRECTORS:** Phillips asked that information regarding the upcoming Board Member Election be posted to the website. Phillips also brought up that Sanner’s term will come to an end in January 2023, so they planned to go to the registrar of voters to re-instate his position since Sanner would like to re-run. No vote needed.
  
16. **MOTION TO ADJOURN:** A motion was given by Johnson and a second by Sanner to adjourn the meeting at 7:45 PM.

<b>Board of Directors</b>		
Maureen Phillips President (619) 445-6042	Gary Sanner Vice President (619) 672-4843	Lee Johnson Finance Officer (619) 445-4122
	Vacant Director	Dan DeMoss General Manager (916) 616-7761