

Minutes

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

***Tuesday, September 20th, 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. Operations Manager Julie Meeks with SUSP, SUSP/DCWD Operations Manager Travis Creamer and SUSP/DCWD Billing Specialist Cierra Boykin. Jason Kaminsky with HNK CPAs.
3. **APPROVAL OF AGENDA:** The last sentence of item #6 was asked to be removed by the board. A motion to approve was given by Johnson and a second by Phillips to remove the last sentence in item #6, all were in favor.
4. **PUBLIC COMMENT:** No comments were made from the public.
5. **APPROVAL OF THE MINUTES OF THE MARCH 2022, MEETING:** Johnson asked that for future minutes, at the end of each item, Boykin adds the motion stated when a vote is made. A motion to approve that all future minutes state the vote made was given by Johnson and a second by Sanner, all were in favor.
6. **FINANCIAL REPORT:** Jason Kaminsky with HNK CPAs went over the financial reports with the board and answered all questions. Kaminsky mentioned that the Auditor's Report wouldn't be ready for this meeting, to which Phillips asked that the Auditor draft a note to the board if he is unable to complete the audit by December's meeting. Kaminsky also went over the USDA Loan and stated that questions have been posed to USDA regarding the loans and payments. A motion to approve the financial report was given by Johnson and a second by Sanner, all were in favor.
7. **APPROVAL OF PURCHASE OF LAPTOP FOR DCWD BILLING PROGRAM:** Meeks proposed a new laptop be bought for DCWD's Billing as the current one is getting old. The Board gave a laptop budget of \$2,500 and asked that when a new one is bought, the old one be wiped

of all information and either recycled or donated. A motion to approve a new billing laptop, not exceeding the amount of \$2,500, was given by Phillips and a second by Johnson. All were in favor.

8. **GENERAL MANAGERS REPORT:** Meeks went over the General Managers Report with the board. A correction to the 3 Month Look Ahead was made: Well #6 Rehab was changed to Well #7. Phillips then went over the office situation with the Board and asked for an office trailer to be written into project plans. Meeks stated that we can get the whole current office building for \$2,200. It was also stated that there has been a huge increase in phosphate prices from Univar, but that they should go away once the new treatment plant is online. Kaminsky gave the option of buying the phosphate either in bulk or order one as one is used. Phillips asked if there is any needed equipment, Creamer responded that a small backhoe would be good to have. No vote needed.

9. **DCWD BOARD OF DIRECTOR’S NEWSLETTER:** A newsletter is not needed at this time.

10. **SUCH OTHER ITEMS DIRECTLY RELATED TO THE ABOVE-DESCRIBED MATTERS AS MAY BE BROUGHT BEFORE THE BOARD OF DIRECTORS:** None

11. **MOTION TO ADJOURN:** A motion was given by Johnson and a second by Sanner to adjourn the meeting at 7:56 PM.

Board of Directors		
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