

## Minutes

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

***Tuesday, December 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 7:00 PM.
2. **ROLL CALL:** Members present were Phillips, Johnson, and Minix. Dan DeMoss with CRWA, SUSP/DCWD Billing Specialist Cierra Creamer, SUSP/DCWD Field Technician Cameron West. Jason Kaminsky with HNK CPAs and Paul Kaymark with Nigro & Nigro via zoom.
3. **APPROVAL OF AGENDA:** The agenda was approved as is. A motion to approve the agenda with no adjustments was made by Johnson and a second by Minix. A vote was taken, 3 approved and 0 opposed.
4. **PUBLIC COMMENT:** No public comment was made. No action needed.
5. **DCWD FINANCIAL AUDIT OF 2023-24:** Paul Kaymark with Nigro & Nigro went over the 2023-24 financial audit and answered any questions from the Board. He stated that no material issues needed to be brought to the board and that it was a consistent year. The financial audit was approved as is. A motion to approve the DCWD Financial Audit of 2023-24 with no adjustments was made by Johnson and a second by Phillips. A vote was taken, 3 approved and 0 opposed.
6. **APPROVAL OF THE MINUTES OF THE SEPTEMBER 2024 MEETING:** The board looked over the minutes and had two adjustments. The first adjustment is to remove the following sentence from item #7: "It was also discussed to think about changing attorneys and to add an agenda item to the next meeting for changing attorney/find a new attorney." The second adjustment was to item #11 which was to clarify in the minutes the amendments made to the contract. A motion to approve the minutes with the two adjustments was made by Johnson and a second by Minix. A vote was taken, 3 approved and 0 opposed.

7. **FINANCIAL REPORT:** Jason Kaminsky with HNK CPAs went over the financial report with the board and answered all questions. A motion to accept the financial report was made by Phillips and a second by Minix. A vote was taken, 3 approved and 0 opposed.
8. **ELECTION OF OFFICERS:** Nominations took place for the slate. All three current board positions were filled by the same officers as last year. Cierra was told to keep the certifications in the office and to scan and email copies to the board. A motion to accept the slate was made by Johnson and a second by Minix. A vote was taken, 3 approved and 0 opposed.
9. **CONFLICT OF INTEREST CODE:** It was stated that the conflict of interest code was last amended in 2010. The board would like for under "Consultant" on page 2, to include disclosure categories 2, 3, and 5. A motion to amend the Conflict of Interest Code with the one adjustment was made by Minix and a second by Johnson. A vote was taken, 3 approved and 0 opposed.
10. **CONSIDERATION OF CONDUCTING A MEDIAN HOUSEHOLD INCOME (MHI) STUDY:** Phillips would like to go ahead with the MHI study consideration. Minix asked how this study is done to which it was answered that it is a door-to-door study to ask about household income. A letter would also be sent out to make customers aware of the MHI questionnaire and if there are enough responses from that then there would be no need for door-to-door. The purpose of this study is to be eligible for grants. No action needed.
11. **MANDATORY ELECTRONIC FILING OF STATEMENTS OF ECONOMIC INTERESTS:** Phillips and Johnson file in December and Minix files in April. Dan forwarded the link for electronic filing to Phillips. Once filed, the board needs to print out copies and send them to the office for Cierra to file. No action needed.
12. **DCWD POLICY- BOARD MEETING SCHEDULE:** The Board discussed whether they would be changing the board meeting schedules going forward per a member of the Descanso Town Hall's request. The Board made the decision that they will not be changing the schedule since we only meet four times a year. No action needed.
13. **UPDATE ON WELL AND TREATMENT PLANT:** DeMoss went over what has been going on with the project so far and how according to Owens with NV5, we have received thirty letters of interest. Cameron West sends daily reports to DeMoss every day with updates and any new information regarding the project. It was mentioned that there may be a special meeting needed to approve bids received in January if not done at the March meeting. No action needed.

- 14. **CONSIDER NV5 TASK ORDER 14 FOR WELL DRILLING AND CONSTRUCTION:** The Board reviewed and went over Task Order 14 provided by NV5. A motion was made by Johnson and a second by Minix to reject Task Order 14 for the following reasons: 1) Reject the task order pending discussion and clarification because the task order has nothing to do with geologic monitoring and 2) The bidding cost should be rolled back to 2022 pricing because the change was approved at that time and despite the fact no contractor was chosen. A vote was taken, 3 approved and 0 opposed.
  
- 15. **CONSIDER AMENDMENT 2 TO NV5 TASK ORDER 9 FOR CONSTRUCTION OF WELL NO. 7:** The Board reviewed and went over Task Order 9. A motion to reject the Amendment 2 for Task Order 9 due to being previously approved in 2022 was made by Phillips and a second by Minix. A vote was taken, 3 approved and 0 opposed.
  
- 16. **GENERAL MANAGERS REPORT:** West went over the GM report with the Board and answered any questions they had. We were given the go ahead to continue the process with getting the tanks cleaned and inspected. A motion to accept the General Managers Report as is was given by Johnson and a second by Minix. A vote was taken, 3 approved and 0 opposed.
  
- 17. **DCWD BOARD OF DIRECTOR’S NEWSLETTER:** A letter is not needed at this time.
  
- 18. **OTHER ITEMS DIRECTLY RELATED TO THE ABOVE-DESCRIBED MATTERS AS MAY BE BROUGHT BEFORE THE BOARD OF DIRECTORS:** An additional operator will be brought in when the treatment plant is complete which will be sometime this summer. Items discussed for the next meeting are a letter written to Union Bank, task orders and to vote on investment. January 22<sup>nd</sup>, 2025 is the meeting scheduled for opening bids.
  
- 19. **MOTION TO ADJORN:** A motion was given by Minix and a second by Johnson to adjourn the meeting at 8:25 PM.

<b>Board of Directors</b>		
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