

Minutes

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

***Tuesday, December 19th, 2023, 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, SUSP/DCWD Billing Specialist Cierra Creamer, SUSP/DCWD Field Technician Cameron West. Jason Kaminsky with HNK CPAs and James Owens with NV5.
3. **APPROVAL OF AGENDA:** The agenda was approved as is. A motion to approve the agenda with no adjustments was given by Johnson and a second by Minix. A vote was taken, 3 approved and 0 opposed.
4. **PUBLIC COMMENT:** A customer had some questions for the board regarding the prices of the water bills, especially before water usage. Phillips explained the charges to the customer and let her know how we are looking to improve the system. DeMoss further explained the base rate to the customer as well as the project plans. No action needed.
5. **APPROVAL OF THE MINUTES OF THE SEPTEMBER 2023 MEETING:** The board looked over the minutes and had no changes. A motion to approve the minutes with no changes was made by Johnson and a second by Minix. A vote was taken, 3 approved and 0 opposed.
6. **FINANCIAL REPORT:** Jason Kaminsky with HNK CPAs went over the financial report with the board and answered all questions. He also went over the issues and delays with receiving the invoice for the previous audit. A motion to approve the financial report was made by Johnson and a second by Minix. A vote was taken, 3 approved and 0 opposed.
7. **CURRENT YEAR BUDGET REVISION:** Kaminsky went over the budget revision with the board. DeMoss had asked Kaminsky about the billing process for when the district buys a tractor to which Kaminsky answered. Kaminsky also asked to be given notice a week in advance of when the tractor is going to be purchased. A motion to approve the budget

revision was made by Johnson and a second by Minix. A vote was taken, 3 approved and 0 opposed.

8. **WELL DRILLING AND DESTRUCTION:** James Owens went over the current happenings with the bid meetings and what each meeting was for. Owens suggested going with the Stehly Brothers for the project and let DeMoss know that he would send him the notice of award for signage. It was also discussed to re-do the bid ad for the Treatment Plant and post it in more places than just the Alpine Sun. A motion to approve awarding the contract to the Stehly Brothers as well as expand and update the ad outreach was made by Johnson and a second by Minix. A vote was taken, 3 approved and 0 opposed.

9. **MANDATORY ELECTRONIC FILING OF STATEMENTS OF ECONOMIC INTERESTS:** The board will file electronically in January and will then email a pdf copy to Cierra to print and keep in the office files. No action needed.

10. **GENERAL MANAGERS REPORT:** DeMoss went over a few things happening within the district. He also talked about the new hire, Cori, and what her role for helping Descanso will be. Phillips went over the shut off procedure for customer leaks and discussed a situation with Cameron where a customer was unhappy with the way it was handled. It was also discussed to revise the New Service Application to include an emergency contact as well as sending out a survey to customers requesting updates in their contact information for their accounts. No action needed.

11. **DCWD BOARD OF DIRECTORS NEWSLETTER:** DeMoss suggested Phillips send a list of topics for staff to create a newsletter with. No action needed.

12. **SUCH OTHER ITEMS DIRECTLY RELATED TO THE PREVIOUS AGENDA ITEMS ABOVE AS MAY BE BROUGHT BEFORE THE BOARD OF DIRECTORS:** N/A

13. **MOTION TO ADJOURN:** A motion was given by Johnson and a second by Minix to adjourn the meeting at 8:52 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
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