Minutes

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

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| ***Tuesday, December 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 7:00 PM.
2. **ROLL CALL:** Members present were Phillips, Sanner and Johnson. Dan DeMoss with CRWA, 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:** A motion to approve the agenda as is, was given by Sanner and a second by Johnson. A vote was taken, 3 approved and 0 opposed.
4. **PUBLIC COMMENT:** No comments were made from the public.

1. **APPROVAL OF THE MINUTES OF THE SEPTEMBER 2022 MEETING:** Lee Johnson clarified to Cierra Boykin the changes that needed to be made to the minutes that were previously discussed at the Board Meeting in June. A motion to adjust the minutes was made by Johnson and a second by Sanner. A vote was taken, 3 approved and 0 opposed.
2. **FINANCIAL REPORT:** Jason Kaminsky with HNK CPAs went over the financial report with the board and answered all questions. It was mentioned that Joe Stoveken, former office landlord, still owes the district the $450.00 deposit. Julie Meeks and Travis Creamer briefly went over the temporary well fix, and how since it has been fixed, less chemicals are being used resulting in less money being spent. Dan DeMoss went over the original NV5 agreement to see about possibly switching engineering firms but cost estimates are needed. No action needed.
3. **ELECTION OF OFFICERS:** The board discussed needing to complete ethics training and their 700 forms which will then both be sent to Boykin to file the 700 forms in the office and send the ethics training certifications to Kaminsky.The board voted to keep titles as is:

President: Maureen Phillips

Vice President: Gary Sanner

Financial Officer: Lee Johnson

A motion to keep the titles as in was made by Sanner and a second by Johnson. A vote was taken, 3 approved and 0 opposed.

1. **NOTICE OF VACANCY ON THE BOARD OF DIRECTORS:** Phillips went over the Notice of Vacancy draft and requested that it be put on the website, as well as included with the newsletter. It was mentioned that a few people are considering positions on the board. A motion to approve the Notice of Vacancy was made by Johnson and a second by Sanner. A vote was taken, 3 approved and 0 opposed.
2. **UPDATE ON DCWD IMPROVEMENT PROJECT; TREATMENT PLANT AND WELL 6 AND 7:**

No update. No action needed.

1. **GENERAL MANAGERS REPORT:** Julie Meeks went over the General Manager’s report and explained that there are no current updates on the Treatment Plant project. Travis Creamer went over the details on the replacements of the pipe and check valve at Well 5, and how we are waiting on Brax to get the needed parts to do a permanent repair. It was mentioned that there are about five contractors ready to bid on the new well. No action needed.
2. **DCWD BOARD OF DIRECTOR’S NEWSLETTER:** Maureen Phillips went over the Newsletter draft discussing the need for two additional board members. A motion to approve the Newsletter was made by Sanner and a second by Johnson. A vote was taken, 3 approved and 0 opposed.
3. **SUCH OTHER ITEMS DIRECTLY RELATED TO THE ABOVE-DESCRIBED MATTERS AS MAY BE BROUGHT BEFORE THE BOARD OF DIRECTORS:** No action needed.
4. **MOTION TO ADJOURN:** A motion was given by Sanner and a second by Johnson to adjourn the meeting at 7:53 PM. A vote was taken, 3 approved and 0 opposed.

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| **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 |