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NOTICE

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

Tuesday, January 12, 2021, 2:00 pm

Descanso Town Hall, Viejas Grade Blvd., Descanso, CA

AGENDA

1. **CALL TO ORDER, PLEDGE OF ALLEGIANCE.**
2. **ROLL CALL:** Board members present: Maureen Phillips, Gary Sanner, & Hadley Johnson. SUSP Staff: Dan DeMoss, Julianna Meeks, Travis Creamer, Cierra Boykin. Jason Nakawataske with Nakawataske and Kaminsky CPA's and James Owens with NV5.
3. **APPROVAL OF AGENDA:** The agenda was approved unanimously with a motion by Johnson and a second by Sanner, with the following change- Under item #14 the wording need to be "Task Order 8"
4. **PUBLIC COMMENT:** Brenda Randall and Elaine Gates Milner brought concerns to the Board regarding meter reading and bill fluctuation. Milner discussed a letter sent to SUSP and not getting a response. DeMoss explained that he had not had an opportunity to respond. Milner asked for the opportunity to get data from the District to do a study. DeMoss explained that the information from individual households is confidential. Meeks and DeMoss explained the way the meters work, and why there are fluctuations. Randall explained how there are a lot of comments on Facebook, Meeks explained that we do not monitor Facebook, customers are more then welcome to call if a problem arises. Meeks explained also how meters function. Phillips explained that Travis would be happy to come out and show any customers how to read your meter. Randall Also explained how Helix conducts business doing monthly water audits and going door to door regarding usage. Meeks explained that there is a large difference in size and staff between Descanso and Helix, and some of these tasks are not possible in Descanso. DeMoss has asked that the customers continue to bring these issues to our attention. We will also look into smart meters that will give us instant notification. Phillips explained that a new website is being built and will provide a lot more information. Susan Lancaster came to thank the District and SUSP staff for providing the barrier in the driveway.
5. **ELECTION OF OFFICERS FOR 2021:** Johnson suggested leaving the seats of the Board the same: President: Phillips, Vice President: Sanner, & Finance Officer: Johnson. A motion was given by Johnson and a second by Sanner, all were in favor.
6. **BOARD AUTHORIZATION OF SIGNER'S FOR MUFG UNION BANK:** Authorization of Julianna Meeks and Dan DeMoss as signer's for Funds transfers with MUFG Union Bank, N.A. Phillips explained that the Staff cannot be signers together. Phillips suggested that Johnson and DeMoss will be signers. A motion was given by Phillips and a second by Johnson. All were in favor of DeMoss and Johnson to be signers.

7. **APPROVAL OF THE MINUTES:** The Board will review the draft minutes from the following meetings and take appropriate action: A motion was made by Johnson to accept the minutes from both the special meeting 7.21.20 and regular meeting 9.15.20 with a change to the time listed from 5:00 to 7:00 pm, a second was given by Sanner. All members were in favor.
8. **PRESENTATION OF THE 2019-2020 AUDIT:** The District's accountant will present the 2019-2020 audit to the Board for approval. Brian Hadley explained the audit and answered questions from the Board. A motion was given by Phillips and a second by Johnson to accept the 2019-2020 audit as written. All were in favor.
9. **FINANCIAL REPORT:** Jason Kaminsky went over the financial report and answered questions from the Board. No action required
10. **VIEJAS BOULEVARD PIPELINE IMPROVEMENTS:** James with NV5 asked the Board to authorize filing of the notice of completion and Final acceptance of Viejas Boulevard Pipeline Improvements, for TC Construction. Johnson made a motion, with a second by Sanner to file the NOC, all were in favor.
11. **AMENDMENT TO NV5 TASK ORDER 11 (CLOMR)** James explained the changes to task order 11 and a motion was given by Johnson and a second by Sanner, all were in favor to accept the change to task order 11.
12. **INCREASE COMPENSATION FOR NV5'S TASK ORDER 11 BY \$5,910.00:** NV5's work is complete; there is no change in NV5's scope of services. A motion was given by Johnson and a second by Sanner to approve the increase of task order 11 by \$5910.00. All were in favor. 11 & 12 were voted on at the same time.
13. **AMENDMENT TO NV5 TASK ORDER 08 (TREATMENT FACILITY DESIGN)** James with NV5
14. **INCREASE COMPENSATION FOR NV5'S TASK ORDER 8 BY \$41,410.00:** NV5's work is motion was given by Sanner and a second by Johnson to accept the increase compensation by \$41,410.00 on task order 8. All were in favor.
15. **GENERAL MANAGER'S REPORT:**
 - A. Engineering and Project Status Report.
 - B. 2020 Water Sales vs. Production.
 - C. Q&A.

DeMoss and Meeks went over the above reports and answered questions.

10. **DCWD BOARD OF DIRECTORS NEWSLETTER:** The Board will discuss a draft outline of the DCWD Board of Directors Newsletter and take appropriate action. Phillips will be creating a newsletter, she will be implementing the following in the newsletter:
Website Update

11. OTHER ITEMS DIRECTLY RELATED TO THE ABOVE-DESCRIBED MATTERS AS MAY BE BROUGHT BEFORE THE BOARD OF DIRECTORS

None

12. MOTION TO ADJOURN

A motion was given by Sanner and a second by Johnson to adjourn the meeting at 3:48. All were in favor.

Board of Directors		
Maureen Phillips President (619) 445-6042	Gary Sanner Vice President (619) 445-9138	Lee Johnson Financial Officer (619) 445-4122
Vacancy	Vacancy	Dan DeMoss General Manager (916) 616-7761

NOTE: Arrangements will be made for handicapped accessibility as required. Please contact the District by calling (855) 224-6981 (7 days a week-24/7). The next regular meeting of the Descanso Community Water District Board of Directors will be held on March 16th, 2021.