CANEBRAKE COUNTY WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES
June 13, 2026

1. Call to Order, Pledge of Allegiance, and Roll Call

Vice President Hae called the regular meeting of the Canebrake County Water District Board of Directors to order at 9:00 a.m. and requested Directors roll call.

Present:

- Vice President Hae
- Director Holmes
- Director Collins
- Director Faram

Absent:

- President Fillmore (excused absence)

A quorum was established. Guests included: Jerry Buchheit, Bill Dimmock, Bill Fair, Charlie Holmes, Bob Mooney, Chris MacDonald, Kathy Steuermann.

The Pledge of Allegiance was recited.

2. Approval of Previous Meeting Minutes

Director Hae presented the minutes of the previous regular Board meeting. Director Hae asked for comments and no corrections were proposed.
Motion: Director Faram moved to approve the previous meeting minutes as presented; Director Holmes seconded; motion carried unanimously.

3. President's Report

Election Status
Director Hae announced that she herself, Director Collins, Director Holmes, and Carl McKenney were registered as candidates. November ballot will instruct to vote for at most 3 of 4 candidates.

Question from Steuermann: Do we have any idea how many registered voters there are given the changeover in the community?

Response from MacDonald: Two years ago, it was about 19 but I think it's higher now.

Director Hae: Yes, it's higher and that's a good thing. A few people that have changed their registration out here. So, between 15 and 30 is probably it.

By-Laws Amendments
Director Hae introduced the By-Laws amendments. Director Hae thanks Steuermann for digitizing District. Director Hae provided background – current By-Laws state every bylaw amendment must be approved by the SD County Board of Supervisors. Director Hae reviewed previous By-Law amendments in 2019 and 2023 and discovered they had not been submitted to the Board of Supervisors. Last By-Laws official amendment was coordinated by Deschamps and was approved by the Board of Supervisors in 2018.

Director Hae consulted with county counsel. Counsel advised any By-Laws amendments more recent than 2018 would have to be presented to the Board of Supervisors for ratification. Counsel also advised By-Laws could be revised to **not** require Board of Supervisors approval for future amendments.

Director Hae summarized draft By-Laws amendments since 2019 including: moving Board meetings from the 2nd Friday of the month to the 2nd Saturday, changed “bank” to “federal institution”, change to 2 of 3 officer signatures needed for $8,000 withdrawal, change “secretary” to “PM/EA”, clarifying hiring authority and authority to select independent contractors (See Attachment 02_2026_Bylaws_Board_Packet). Director Hae requested clarifying questions from the other Directors.

Director Collins asked about keeping Board of Directors meetings at the first Saturday of the month to align better with water samples. Director Collins pointed out it would require less time. Director Hae agreed with the proposed amendment but explained the need to ratify all previous amendments first. Director Hae also mentioned proposed By-Laws edits from Chris MacDonald.

Director Collins asked about the merits of having the Board of Supervisors serve as checks and balances for the CCWD.

Director Hae stated amendments require a minimum two-thirds vote from Directors as a safeguard.

Director Collins clarified she was referring to a situation where an entire Board of Directors might go against the interests of the community. Director Collins questioned why the Board of Supervisors approval was introduced in the By-Laws in the first place.

Steuermann explained the original By-Laws included the language when the District was established. Board of Supervisors will probably approve during so-called consent agenda. But not likely necessary for CCWD anymore.

Motion: Director Hae requested a motion. Director Collins offered the motion:
The Board of Directors readopt and ratify the Canebrake County Water District By-Laws, including the 2019 and 2023 revisions summarized in the staff report. Approve the 2026 amendments contain an attachment one. Adopt attachment one as the amended and restated

bylaws of Canebrake County Water District, subject to approval by the San Diego County Board of Supervisors as required by the currently effective Article Nine, and direct staff to submit the amended and restated bylaws and supporting documentation to the Board of Supervisors for approval. Director Faram seconded. The motion carried unanimously.

Website Administration & Continuity of Digital Systems
Director Hae updated the Board on the status of state required reporting on Enterprise Systems (SB 272). Director Hae shared CCWD does not have any Enterprise Systems which are required to be publicly reported, and this information is posted on the website. Director Hae also mentioned an internal working document prepared by MacDonald addresses all CCWD systems and why they are not publicly reported.

Director Hae stated all website submissions (via Contact Us, or Report Water Usage) will be acknowledged with a standard reply, unless further action is needed.

Director Hae continued on the importance of Continuity of Operations, including for digital systems. Director Hae explained the intention to smooth the transition of new Directors to the Board to ensure these Directors are able to fulfill their roles. This includes training and administrative requirements.

Director Collins mentioned the extensive experience, talents, and resources available in community members, particularly those who have served on the Board of Directors.

Director Hae made specific mention of District D1 water distribution operator Gunnar Ramstrum and his efforts to develop numerous Standard Operating Procedures (SOP).

Director Holmes concurred with the importance of these efforts.

PM/EA MacDonald introduced Attachment 03 Digital Continuity and the proposed concept of standard email addresses with associated email aliases corresponding to individual Directors and staff and their appointed offices and positions. Each Seat (1-5) would have a static email passed on to future Directors. Each office or position would also have a static email passed on. Each individual serving would have an email based on their name to be archived at the conclusion of service.

MacDonald stated a user agreement would be needed, including the agreement to turnover email access at the conclusion of service.

Director Faram asked what domain would be used and shared that he had registered the domains canebrakecanyon.org, canebrakecanyon.net, and canebrakecanyon.com. Director Hae thanked him for taking this initiative.

Director Hae noted in the past years Directors had changed seats because CCWD seats do not correspond to geographical areas. She stated this would not be possible under the proposed action.

PM/EA MacDonald noted the District's current shared, internal working files are located on the Google Workspace of one individual. An additional proposed action would be to move the shared files to a Business version of Google Workspace (or similar) at cost. MacDonald stated the registered domain names could be used in email addresses.

PM/EA MacDonald explained the two main options are Google Workspace and MS Cloud. Both a little less than $600 per year with 7 current users.

Director Hae requested a motion for the two proposed actions: standard emails with aliases, and move to the business version of shared files.

Discussion among the Directors continued concerning transferring shared files between systems, the continuation of the current CCWD website, use of registered web domains. All transfers would happen without any loss of files.

Motion: Director Hae made a motion to accept the proposed change to emails and move shared files to a business model. Director Holmes seconded the motion. The motion carried unanimously.

Volunteer Acknowledgements
Director Hae acknowledged the volunteer hours provided by members of the community including: Kathy Steuermann, Gunnar Ramstrum, Chris MacDonald, Steve Parli, Charlie Holmes, Jerry Bucheit, Piper Wosk, Bill Dimmock and all of the Directors.

Director Holmes acknowledged the need for a working printer and offered to purchase one for the District.

Mailbox Pavilion
Director Hae presented Attachment 04 Mailbox Pavilion.

Bill Dimmock volunteered to contact the community mail carrier and determine how to contact the Julian Postmaster. It was proposed the Community Improvement Association (CIA) could purchase a secure "valet box" for storage of keys.

Motion: Director Holmes motioned to accomplish the following, Director Hae seconded:

The CCWD, as the legal lessee of the land on which the Mailbox Pavilion sits, will:

1. Ensure there will be one USPS approved mailbox per Canebrake Canyon parcel (approx. 100) and protective structure,
2. Coordinate proposed changes with existing landowners for approval,
3. Determine cost and agreements with both new and existing mail customers,
4. Coordinate proposed changes with the Julian PO Postmaster,
5. Arrange storage, replacement, and administration of keys including system to log all access to key storage,

The motion passed unanimously.

Recognition Plaque
Director Hae introduced the topic of the recognition plaque for the Poly Tank, and turned discussion over to Bill Dimmock.

Bill Dimmock presented the proposed installation simulated in Attachment 05_Sardean_AI.png. Director Collins requested placement of the plaque to avoid interfering with tank maintenance or be removable.

Jerry Bucheit discussed a planned memorial for Natalie Spandau and Dean Kuns on December 13, 2026, including family members of the deceased. Asking CIA to waive the community center fee for the memorial was proposed.

Bob Mooney recounted conversations with Dean Kuns and shared the considerable satisfaction Dean felt at completing the installation of the Poly Tank.

4. Financial Report

Director Hae presented the financial report Attachment 06_CFO Report 091226.pdf.

The Directors discussed the option of Director Faram to taking over as CFO. The Directors discussed ways to support Director Faram, including the existence of standard operating procedures, other Directors and volunteers with experience,

Motion: Director Collins moved to accept the CFO report, Director Holmes seconded. The motion carried unanimously.

5. Water Operations Report

Director Collins presented Attachment 07_WaterOps_091226.

Standard Meter Committee

Motion: Director Collins proposed formation of a Standard Meter Committee, with the purpose of developing a single solution for all meter replacements going forward. Director Holmes would also participate. Director Collins made a motion as described, Director Holmes seconded. The motion carried unanimously.

Waste Disposal
Director Collins proposed the need for the District to have a dedicated dumpster to handle CCWD waste. Directors discussed locating the dumpster, what to do with the existing community dumpster, whether it would be allowed for the CCWD to offer dumpster services to the community, and the CCWD's liability concerning a dumpster. The Directors agreed in light of the further research needed the topic would be tabled until the next Board meeting.

Motion: Director Collins proposed a motion to obtain a "construction" dumpster for CCWD use. Director Holmes seconded, and the motion passed unanimously.

Tools & Infrastructure

Director Collins discussed (a) the need for specialized tools to support maintenance and emergency repairs, (b) the need for security and locking devices for infrastructure, and (c) organizing volunteers for infrastructure and meter "health-checks". Director Collins reiterated the contributions and importance of volunteers.

Director Collins proposed soliciting community volunteers to replace the Steel Tank level board. A notification will be sent to the community.

Water Works Day 2027
Chris MacDonald discussed holding a second Water Works Day during the upcoming "Winter" season, building on the success of the event in 2025.

Motion: Director Collins made a motion to hold Water Works Day on Sunday 1/16/2027, one week following the January Board Meeting. Director Hae seconded and the motion passed unanimously.

Tank Inspection
Director Collins discussed planning for a certified inspection for the Steel Tank when the weather cools. Director Faram stated he had experience diving in tanks. Further discussion (a) included the opportunity to photograph or video the inside of the tank from the top access, (b) the ability of certified divers to disinfect prior to and make repairs during inspection

5. Equipment & Building Report

Direction Holmes presented the Equipment & Building Report.

Motion: Director Holmes proposed the purchase of fire extinguishers at an estimated cost of $150. Director Hae asked for objections, if any. No objections were raised and the motion passed unanimously.

6. Old Business

Addressed in reports.

7. New Business

Specialized Tools
Bill Dimmock presented Attachment 09_Dimmock_Demo. This addressed information and a demonstration on specialized tools used for breaks in black polyethylene tubing, which is still in use in the District on some older meters. Bill Dimmock also presented "hot tapping" tools used for adding new services to mains without interrupting service to customers. Finally, he presented

a solution for below-ground level valves. Director Collins enthusiastically supported the demo and indicated that these topics will be discussed in the new committee meeting in the fall.

8. Directors

Director Hae and Director Collins thanked customers who reported no planned water usage during July & August. Director Collins stated it significantly reduced time to read meters in the heat.

Director Collins also thanked customers who continue to report occasional high water usage (100s of gallons per hour) on the website. The reports aid the District in distinguishing between planned water usage and potential pipe emergencies.

9. Good of the Order

- Bob Mooney reminded community members about the prevalence of snakes during the hot season, describing a close encounter with a rattlesnake which ended without anyone being harmed.
- Bill Dimmock acknowledged the holiday Rosh Hoshanah.
- Director Holmes stressed the chain of “command” when it comes to maintenance and repairs in the field, whether conducted by staff or volunteers. He asserted all such activities must receive prior approval from Andie Collins, Director of Water Operations. Direction Collins concurred and noted the potential of working at cross-purposes if communication is not shared with her. It was also agreed Director Holmes would be the primary interface with Roberto Munoc for scheduling and timesheets.

10. Next Meeting

9:00 AM, Saturday, November 14, 2026

11. Adjournment

Director Hae made a motion to adjourn the meeting, Director Collins seconded. The motion carried unanimously.

eh/cm