

**BECOMING A DVWD BOARD MEMBER  
PREREQUISITES FOR APPOINTMENT**

Date: August 2014  
To: Diamond Valley Community  
From: DVWD Board  
RE: Information on Becoming a DVWD Board Member

The Board recently approved **Becoming a DVWD Board Member Prerequisites for Appointment** (attached). If any community member is interested the prerequisites provide what's involved when serving as a Board Member. Please don't let the list overwhelm anyone at first glance. The four state requirements to be a qualified elector need to be met before proceeding with numbers 1. and 2. on the list of prerequisites.

A letter of application can be emailed to the Board's Chairperson or Clerk Secretary. Bear in mind that every community resident, which includes current and past members, come aboard with zero water utility experience. Learning the water business becomes an ongoing process when serving as a Board Member. The letter of application is primarily to let the Board know what extra time and energy is available outside the home and/or professional life. A person's home and/or professional experience is not necessarily what makes an effective Board Member - it's more about what additional time a person can dedicate to the community's water district needs.

Anyone interested can send a letter of application according to what number 2. is requesting to be included. If anyone has questions or needs more information, please contact the Chairperson or Clerk/Secretary (contact info below).

Thank you for your interest in this community water service endeavor.

The DVWD Board

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CONTACT GOOD'S SYSTEM MANAGEMENT  
928-778-1888 for more information  
And to have a current Board Member Contact You

And/or E-Mail Diamond Valley Water District Board  
At [diamondvalleywaterdistrict@gmail.com](mailto:diamondvalleywaterdistrict@gmail.com)

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## **BECOMING A DVWD BOARD MEMBER PREREQUISITES FOR APPOINTMENT**

**To be a qualified elector and be a Board Member of a Domestic Water Improvement District the following must be met:**

- Be a registered voter and resident of Arizona and a citizen of the United States [A.R.S. 16-101 (A) 1, 3, 6]
- Either live within Diamond Valley (DV) or own property in DV [A.R.S. 16-101 (B)]
- Over 18 years of age [A.R.S. 16-101 (A) 2]
- No felony conviction/record [A.R.S. 16-101 (A) 5]

1. Attend at least two full meetings in preparation for application to join Board.
2. Provide the Board with a letter of application, stating your reasons for wanting to join the Board. Give a brief background of your home and/or professional experience, and what voluntary time, energy, and dedication you will be able to provide as a Board Member. Whatever position you are appointed to serve the 5-Board Position Descriptions will give you some idea of the time commitments involved. The Board's primary needs are developing up-to-speed readiness for the following positions: Clerk/Secretary, Treasurer, Chairperson, Vice Chairperson, and Member at large. Proficient in the following:
  - Internet and searching sites when needing or directed to find information
  - Email: Able to check frequently and handle PDF and other attachments sent in emails
  - Experience with word processing and drafting reports
  - Communication skills to represent the District in a professional, business-like manner
3. Read and sign DVWD Certificate of Compliance to Open Meeting Laws\*
4. Read and agree to follow current DVWD By-Laws\*. Sign completion and understanding form
5. Read and sign completion and understanding form for current DVWD. Administration/Financial/Operational (AFO) Manual\* (see #4). Sign completion and agreement form
6. Read all Board Resolutions\* and sign completion and understanding form (with understanding that Resolutions take precedence over information not yet amended in the AFO Manual.
7. Read Conflict of Interest Discussion Information (Board Training 2/17/14)\*. Sign completion and understanding form. Sign Conflict of Interest form.
8. Read, agree to, and sign Code of Ethics and Conduct of Meetings Form.
9. Read the "Water Board Bible"\*\*\* and sign "understanding" form.
10. Read/Be Familiar with List of Acronyms.\*
11. Read Overview of Fiduciary Responsibility (Board Training 3/24/14).\*
12. Read Am I a Good Diamond Valley Board Member? (Board Training 3/24/14).\*
13. Read Business Judgment Rule Law & Legal Definition (Board Training 2/17/14).\*
14. Review The Big Guide for Small Systems: A Resource for Board Members \*\* (Also on-line by going to RCAP website: [www.rcap.org](http://www.rcap.org)).
15. Review Yavapai County Special Districts Handbook (Found on Yavapai website: <http://www.yavapai.us/sd/domestic-water-improvement-districts/> under Related links on right lower).
16. Review all Arizona Revised Statutes references within the District documents noted to "read" above.
17. Review AZ Registrar of Contractors Letter and Information.\*
18. Arrange for and tour the system with the current Superintendent/Operator/Manager.
19. Appointment may be voted on after pre-requisites are completed and pre-requisite form is signed.
20. The flash drive with the information must be returned to the Clerk/Secretary for future Board candidates whether you are appointed to serve or not.

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21. If appointed, complete the following within 10-business days of appointment: (Yavapai County Special District office requires) 1. Draft of DVWD minutes showing appointment, 2. Blank copy of Oath of Office, and 3. Blank copy County's Certificate of Compliance, and your AZ driver license so County official can process/record your appointment. This needs to occur prior to sitting at the next DVWD meeting.
22. Provide signed copies of the following to the Clerk/Secretary for recording prior to sitting on the Board:
  - a.) County forms: Oath of Office and Certificate of Compliance to OMLs
  - b.) DVWD Certificate of Compliance to OMLs
  - c.) DVWD Conflict of Interest
  - d.) DVWD Code of Ethics
23. Arrange to speak with at least 1-2-current Board Members. You'll need to sequence this one, either early or after they have read most of above and have come to at least 2-meetings.

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\* = Provided on a flash drive to a **qualified elector**, community member wishing to be a Board Member.

\*\* = Also provided in book form and must to returned along with flash drive to Clerk/Secretary

**IF ELECTED THE FOLLOWING ARIZONA REVISED STATUTES MUST BE COMPLETED:**  
Along with the Becoming a DVWD Board Member Prerequisites For Appointment.

A.R.S.16-225. Special district election dates

A. Special districts as described in title 48, chapters 5, 6, 8, 10 and 13 through 16 shall not hold any election except on a date prescribed by section 16-204. *Please look-up A.R.S 16-204 (it's long).*

A.R.S.16-558. Special districts: mail ballot election option: conduct

A. Notwithstanding section 16-225, a special district as described in title 48 may conduct a mail ballot election if the governing board of the special district obtains approval from the board of supervisors of the county in which the special district or greater part of the special district is located before publishing the call of election as provided in section 16-227.

B. Except as otherwise provided in this article, special district mail ballot elections shall be conducted in accordance with the provisions of article 8 of this chapter.

A.R.S.16-558.01. Mailing of ballots

Not more than twenty-six days before the election and not fewer than fifteen days before the election, the county recorder or other officer in charge of elections for the special district shall send by non-forwardable mail all official ballots with printed instructions and a return envelope bearing a printed ballot affidavit as described in section 16-547 to each qualified elector entitled to vote in the election. The envelope in which the ballot is mailed shall be clearly marked with the statement required by the postmaster to receive an address correction and notification. The district governing board shall determine whether the voter or the district governing board will pay for the postage for the return of electors' marked ballots. An elector who votes in a special district mail ballot election shall return the elector's marked ballot to the recorder or other officer in charge of the election or to a designated depository site as provided in section 16-411 no later than 7:00 p.m. on the day of the election.