

BOARD TRAINING OPEN PUBLIC SESSION MINUTES
5pm at Hope Chapel, 5145 Ramada Drive, Prescott, AZ
FEBRUARY 17, 2014

1. CALL TO ORDER

Chair LaMar called the training session to order at 5:00pm.

2. ROLL CALL

PRESENT = P (P W/ TIME AFTER IF LATE) NOT PRESENT = NP

Marielle LaMar (P)	Pat Autrey (NP)	Mona Welsh (P)	Susan Echenrode (P)	Gloria Mason (P)
CHAIR	TREASURER	VICE CHAIR	CLERK/SECRETARY	MEMBER

Chair recognized: Deborah Patton from the RCAC and Good's System Management (GSM): Margie Good, Manager and Cari Good, Customer Support Specialist.

3. CALL TO THE PUBLIC

None present, although Member Mason said her husband was coming to speak. Since the training session started the Call To The Public was done after the training session was completed.

A clarification request to review A.R.S. 38-431.01(H), which deals with the general OML reminders printed on the District agendas, and Attorney General Opinion 107-013, which deals with media and Call to the Public was made after reading both. Chairperson said both would be reviewed to see were clarifications were needed.

4. BOARD TRAINING ON RCAC'S WATER SYSTEM TECHNICAL, MANAGERIAL, FINANCIAL (TMF) CAPACITY ASSESMENT WORKSHEET FOR EDUCATIONAL PURPOSED ONLY

The Chair reviewed how the TMF assessment worksheet would be recorded by the Clerk/Secretary and asked how the Board wanted to handle answers if there were differences in answers. It was determined that by Board consensus when agreement was unanimous and to vote when answer was not in the majority.

Deborah Patton was introduced by the Chair and the session started after explaining the assessment was for the District's information, and to answer the questions in each section (technical, managerial, and financial) by the District's current situation. The scores for the worksheets were answered as directed in the instructions with Deborah Patton facilitating the questions for clarifications when applicable. In addition, she encouraged the Board to make notes in the comments where needed so the results would be informative for the District when addressing areas that are in need of follow-up, improvement and/or deficient.

The final answers and comment notes were entered after the training and then sent to Deborah Patton on 2/18/2014 so the RCAC could complete their part for their records. The Board and Management also got the results and a final copy will be sent to all after Deborah Patton signs off on the TMF assessment on the last page.

The score summary totals are as follows:

Capacity Component	Acceptable	In Progress; Not Complete; Still Deficient	Deficient	Critical Concern	Green Points (Conservation etc)
Technical	30	6	15	1	NA
Managerial	12	1	3	NA	2
Financial	8	0	5	NA	0
Total of Components	50	7	23	1	2

Deborah Patton after completing the TMF assessment went over the topic of Conflict of Interest and provided a handout as the matter was frequently highlighted in the District's last training session on 1/27/2014 at 5pm in the RCAC Risk Management Concepts handout she developed for the DVWD. After some discussion Deborah Patton offered to try and get someone with the best expertise on the matter to come give a Board training on the matter of fiduciary duties of a Board Member.

5. DATE AND START TIME FOR NEXT EDUCATIONAL TRAINING SESSION IF POSSIBLE

A tentative training session may be scheduled in March once the topic for the training is decided upon with one idea of reviewing what fiduciary duty entails when one is a Board Member.

6. ADJOURNMENT

Chair LaMar adjourned the training session at 7:53pm.

Acronym Used in Agendas and Meeting Minutes

AFO	=	Administrative, Financial and Operational Manual for DVWD
AICPA	=	American Institute of Certified Public Accountants
AMR	=	Automatic Read Meter
A.R.S.	=	Arizona Revised Statute (State laws that DVWD governs by)
GAAP	=	Generally Accepted Accounting Principles
GAGAS	=	Generally Accepted Government Auditing Standards
GSM	=	Good's System Management (District's Management)
OML	=	Open Meeting Laws of Arizona
PayClix	=	RVS Customer On-Line Billing Program to Pay Bills
RCAC	=	Rural Community Assistance Corporation
RCAP	=	Rural Community Assistance Partnership
RWAA	=	Rural Water Association of Arizona
RVS	=	Billing Software Used for Customers
WIFA	=	Water Infrastructure Finance Authority
UVRWPC	=	Verde River Watershed Protection Coalition

Respectfully submitted by: Susan Echenrode, DVWD Clerk/Secretary and made available on 2/19/2014

The DRAFT to Be APPROVED of the above Minutes (PDF) was emailed on the above date (within 3-business days of meeting) to current Board Members and Management for review before the next meeting. All corrections to the draft minutes are considered District business and need to occur and be addressed at the next Regular Public Meeting before the minutes are approved. Board approval to show as an agenda item for the next scheduled DVWD Open Public Meeting. In addition, two copies provided at the official DVWD posting site (Hope Chapel) for interested public/community members.

All public/community members wishing to receive emailed copies of the Draft DVWD Meeting Minutes and Agendas can do so by requesting to be put on the DVWD electronic PerDVEmailRequest group list. This group list will be sent out using the Blind Carbon copy method so addresses are protected.

To be put on this group email list, please provide your full name and an email address gsmllc_azgsmllc@phxcoxmail.com.

Follow-Up: Good's System Management (GSM) to please forward all emails regarding this request to the Clerk/Secretary to maintain and update the email group list.

NOTE: This electronic group list will be re-instated as soon as the information is provided to the Clerk/Secretary. Confidentiality will be maintained and all emails provided will only be used for sending the District Agendas and Draft Minutes, and until such time the DVWD Website is up and running to provide the public with this kind of District information.

APPROVED ON: 2/24/2014 by Pat Autrey, Marielle LaMar, Mona Welsh, and Susan Echenrode abstained due to preparing the minutes.

Once approved the draft minutes document needs the footer changed to "APPROVED at the DVWD Meeting (insert date)", made into a PDF, sent via email to the current Board Members and Management, and to the "OTHER DISTRICT CONTACTS" listed in the up-to-date 5-MEMBER DVWD BOARD-MANAGEMENT CONTACT LIST document as directed under NOTES.

The Clerk/Secretary maintains and records Meeting Minutes by: recording an electronic PDF and filing 1-hard copy in the appropriate Fiscal Year binder in plastic protector sheet(s) for District records.