

OPEN PUBLIC SPECIAL SESSION MINUTES
4pm at Hope Chapel, 5145 Ramada Drive, Prescott, AZ
MARCH 10, 2014

1. CALL TO ORDER

Chair LaMar called the special session to order at 4:02pm.

2. ROLL CALL

<u>PRESENT = P (P W/ TIME AFTER IF LATE)</u>		<u>NOT PRESENT = NP</u>		
Marielle LaMar (P) CHAIR	Pat Autrey (P) TREASURER	Mona Welsh (NP) VICE CHAIR notified Chair	Susan Echenrode (P) CLERK/SECRETARY	Gloria Mason (NP) MEMBER no notification to Chair

Chair recognized: Good's System Management (GSM): Margie Good, Manager and Ron Good, Field Tech.

3. CALL TO THE PUBLIC

Three community folks were present and had some general questions with whom the District had grants with.

4. OLD BUSINESS FROM PREVIOUS MEETINGS

A. Ramada Pump Station Upgrade Bids with Possible Action

Three bids were reviewed and discussed:

1. Pump Tech of Mayer, AZ for 14-Scope of Services at \$16,899.49, includes tax and labor
2. K.P.Ventures Drilling and Pump LLC of Cottonwood, AZ for 14-Scope Of Services at \$17,600 plus tax
3. R.W. Turner & Sons Pump and Windmill Company of Chino Valley, AZ for 14-Scope of Services with 3-quotes:
 - 1.) Estimate 802: 14-Socpe of Services at \$11,474.42 plus tax
 - 2.) Estimate 803 for additional upgrades for met peak efficiency with pump performance datasheet justify this upgrade at \$7,667.94 plus tax.
 - 3.) Estimate 804: Replacement of 5-additional gate valves with 2" full port ball valves at \$540.00 plus tax, as the existing gate valves are non-functional due to lack of being exercising.

After further discussion in comparing the three bids for the 14-Scope of Service items and evaluating the costs, R.W. Turner was concluded as the lowest and best. And since the company would already be on-site for the Ramada pump station upgrade, their additional estimates of 803 and 804 were determined to be in the best operational interests to resolve the on-going emergency repair issues at the Ramada station. R.W. Turner had made an on-site visit before doing their estimates and provided detailed Pump Performance Datasheets to show and justify how the additional estimate of 803 would provide operational peak efficiency.

Treasurer Autrey confirmed that the District has \$147,042.00 in the District's current budget's Loan/New Project expenditures to cover these expenses.

Member Echenrode motioned that the District approve the R.W. Turner Estimates as follows:

1. Estimate 802 for \$11,474.42 plus tax
2. Estimate 803 for \$ 7,667,94 plus tax
3. Estimate 804 for \$ 540.00 plus tax
\$19,682.36 plus tax

Member Autry seconded the motion, and carried by unanimous vote (3).

Action and Follow-Up: Manager to go ahead with R.W. Turner Estimates as approved and get the 50% down to company. Clerk/Secretary to get signed PDF copy by the Chair recorded and sent out.

B. Discussion on Proposed Budget Process

The targeted dates needed before the proposed budget is anticipated to be approved at the 4/28/2014 regular session meeting was discussed in detail so all those that are involved in the process knew the expected targeted deadlines.

Areas still needing assistance, information and/or data:

1. District's Budget Tool by the consultant, working with Treasurer Autrey, to update the RVS commodity tiers and the RVS 1-year water usage data getting in. Pat Autrey reported the 1-year water usage data was done by the consultant and the RVS tiers still need to match what the RVS is capable of.

Deadline to be completed: 3/17/2014

2. The account names are in agreement with the Budget Tool, Manager and Bookkeeper since Management along with the Bookkeeper are implementing QuickBooks.

Deadline to get all the parties involved in agreement: 3/19/2014

3. Additional Reserve Funds names to include those recommended by accountant as best business practices.

Deadline to be completed: 3/24/2014

4. Operational projects and information have been provided by the Manager to the Treasurer.

There was further discussion on the use of the Budget Tool and the fact that the consultant working with Pat Autrey with the tool is now charging for his services, while previous years he was able to provide his services at no charge. His fees were discussed and evaluated as to the time he'll be needed by the District.

Member Echenrode motioned the District approve up to \$800 maximum for using the consultant, Skip Rand, in assistance with the District's budget tool, seconded by Member Autrey, and carried by unanimous vote (3).

Action and Follow-Up: Treasurer Autrey to keep track of consultant's hours when using his assistance and not exceed \$800.

5. ADJOURNMENT

Chair LaMar adjourned the special session at 5:21pm.

Respectfully submitted by: Susan Echenrode, DVWD Clerk/Secretary and made available on 3/11/2014

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, one copy is provided at the official DVWD posting site (Hope Chapel) for interested public/community members.

NOTE: 3/24/2014: All public/community wishing to receive the DVWD Meeting Minutes and Agendas can do so by going to the DVWD Website: diamondvalleywaterdistrict.com, which also provides the public with other District information.

APPROVED ON: 3/24/2014 by Pat Autrey, Marielle LaMar, Mona Welsh (abstained NP), Gloria Mason (abstained NP), and Susan Echenrode.

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.

Acronym Used in Agendas and Meeting Minutes

AFO	=	Administrative, Financial and Operational Manual for DVWD
AICPA	=	American Institute of Certified Public Accountants
AMR	=	Automated 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
RFP	=	Request for Proposal (Bid)
RFQ	=	Request for Quotation or Qualifications
RWAA	=	Rural Water Association of Arizona
RVS	=	Billing Software Used for Customers
WIFA	=	Water Infrastructure Finance Authority
UVRWPC	=	Verde River Watershed Protection Coalition