

MEETING MINUTES OF OPEN PUBIC MEETING
BOARD OF DIRECTORS
DIAMOND VALLEY WATER DISTRICT (DVWD)
STEPPING STONES COMPLEX, ROOM #2
(6719 E. 2ND ST., PRESCOTT VALLEY, AZ)
10:30 AM
Friday, May 15 , 2015

CALL to ORDER

Chair Dave Cracknell called the meeting to order at 10:33 AM.

ROLL CALL of BOARD MEMBERS P = PRESENT NP = NOT PRESENT

BILL HUNT (P)	JEAN HEBERER (P)	KURT WOMACK(P)
DAVE CRACKNELL (P)	JO ANN HOLT (P)	

Also present: Don Bohler FOR DISTRICT MANAGEMENT. 3 Members of the Public attended.

CALL TO THE PUBLIC

Comment about notice of meeting signs, which can fall over.

1. APPROVAL FINAL BUDGET

D. Cracknell motioned to approve; J. Heberer seconded.

APPROVED: 5-0.

Discussed D. Bohler posting Budget on website homepage, Kurt will get Hearing ad in newspaper, Jean will submit to County, date of Public Hearing, Dave will post at Hope Chapel.

J. Heberer motioned to have Budget Hearing combined with monthly Regular Meeting on May 25; J.A. Holt seconded.

APPROVED: 5-0.

2. FORMALLY APPOINT RECORDS RETENTION OFFICER

D. Cracknell said Gloria Mason had been sending emails regarding appointment of RRO, that it is the duty of K. Womack as Clerk/Secretary. J. Heberer did not think it's mandatory; K. Womack had called attorney Kozak for advice, larger "agencies" need off-site storage at the Archives, various schedules for different types of documents required, etc. K.W. passed out copy of Records Retention Policy, focused on "The District reserves the right to revise or revoke this Policy at any time", that all Board members and Manager need to follow procedures. J. Heberer didn't think now is the time to start, D. Cracknell asked if returning the form locks us in, K. Womack said yes but we still need to do proper procedure. K. Womack recommended getting a fireproof file cabinet because of such important requirements.

K. Womack motioned to have J.A. Holt research 4 drawer fire-proof file cabinets; D. Cracknell seconded.

APPROVED: 5-0.

3. RATIFY EMERGENCY AGENDA ITEM FROM 5/8/15

D. Cracknell wanted to ratify Lois Dr. emergency repair report from D. Bohlier. Approved by consensus.

4. MANAGER REPORT

Don Bohlier passed out copies of map section. Victor Dr. has a 6" main, with 2" line through a lot to Lois, but 6" continues beyond. Found another long-time leak about 40" deep a short distance away. Discussion about pot holing to discover where 6" goes, delay for future. Discussion about mapping, using Tetra Tech map not being accurate. Lack of easements for pipes through properties an issue. Comment from audience about survey inaccuracies and pipes across lots, recording of easements. K. Womack asked how leak was found; original was up through ground, but other leak had no surface indication. A new service repair on Kristen Dr. had copper, to poly (blue) pipe, to PVC of various sizes, all replaced with copper. Prescott Valley's 8" main to DV also burst, brought up problem of no low-pressure cut-off or low-flow switch protection for Rose Quartz pumps, PV did not give Don time to shut down pumps, which were running hot.

5. NEW SERVICE LINE FEES

D. Cracknell read from attorney Kozak letter regarding wording of fees. J. Heberer said we need a Resolution for any change. K. Womack read some of A.R.S. 40-370 regarding utility charges. Discussion led to inquiries for attorney Kozak and Yavapai County definition of hook-up fees.

J. Heberer motioned to Table until more information is obtained; J.A. Holt seconded.

APPROVED: 5-0.

6. POSSIBLE COMMITTEES

A. Leak detection: Kevin Grief presented documents from US Army Technical Bulletin 420-46-2, Water Research Foundation web report #4144, Water Audit spreadsheet. Cost of lost water about \$4,500 per month, mentioned possible ADWR fines as incentive. Described different procedures and equipment. Rural Water Assoc. recommended Dan Milliron of National Meter who visited DV with Kevin, discussed sonic detection, data loggers hooked up with metallic objects (valves, meters), rough cost of \$4,500 based on 15 miles, about a month of time. J. Heberer asked if an RFP needs to go out; yes. Important to find all valves, pipe information, mapping prior RFP. A master map is recommended. Figure out zones to shut off. Put a camera with interval timer on master meter to see if steady state loss at night. Kevin volunteered to head committee with understanding of his work schedule. Discussion of developing the map with measurements, pictures, report for the Board, digital version; B. Hunt asked about getting information from Gavin Pehl, which will be very useful. Don has a map from '08; D. Cracknell got an Autocad version of DV from County.

J. Heberer motioned to appoint Kevin Grief to head the *Mapping & Leak Detection Committee*; B. Hunt seconded.

APPROVED: 5-0.

B. K. Womack suggested having a newsletter. Lynn Serviss has been looking into DVWD website, which uses Wordpress, which has many modules that aren't being used. Discussion about

how many people get email, to be used for notices and email blasts. K. Womack wanted to improve on communication with the public, thought this needs to be done.

K. Womack motioned establish a *Website/Newsletter Committee* led Lynn Serviss to work with D. Bohler and Barbra (Granite Springs); D. Cracknell seconded.

APPROVED: 5-0.

7. FUTURE AGENDA ITEMS

- Update records with ADWR that need to be reported.
- Revision of By-Laws and AFO Manual.
- Review Resolutions, focus on Conflict Of Interest reinstatement.
- DV Waste Water Working Group presentation.
- Budget Hearing.
- Committees.

ADJOURNMENT

D. Cracknell adjourned by consensus.

Meeting adjourned at 12:26 PM

Meeting Minutes by: Kurt Womack, DVWD's Clerk/Secretary prepared and made available on 5-27-15.

DRAFT/To Be APPROVED of these Meeting Minutes sent via email to all current Board Members and Management for review. Board approval to be an agenda item at the next scheduled DVWD REGULAR Meeting. In addition, two copies maintained and available in a file box at DVWD Office location at 1277 N. Rhinestone Dr., #2, Prescott, AZ 86303 in Diamond Valley for interested public.

An email copy of future DVWD Meeting Minutes and Agendas can be sent by requesting to be put on the electronic PerDVEmailRequest group list and providing an email address to: <http://diamondvalleywaterdistrict.com>

APPROVED ON: MAY 25, 2015 by B. Hunt, J. Heberer, K. Womack, D. Cracknell, J.A. Holt.