

NOTICE OF OPEN PUBLIC MEETING

The Diamond Valley Water District (DVWD) will meet on

MONDAY, MARCH 24, 2014

The meeting will be held at

HOPE CHAPEL, 5145 RAMADA DRIVE, PRESCOTT, ARIZONA

5PM

BOARD TRAINING SESSION AGENDA

- 1. CALL TO ORDER**
 - 2. ROLL CALL**
 - 3. RCAC BOARD TRAINING ON FIDUCIARY DUTIES FOR EDUCATIONAL PURPOSES ONLY**
 - 4. ADJOURNMENT**
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MONDAY, MARCH 24, 2014

The meeting will be held at

HOPE CHAPEL, 5145 RAMADA DRIVE, PRESCOTT, ARIZONA

7PM

REGULAR SESSION AGENDA

The Board of the Diamond Valley Water District, a Water Improvement District, will meet in regular session as noted above. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03(A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item or A.R.S. § 38-431.03(A)(2) Discussion or consideration of records exempt by law from public inspection. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other actions. All items are set for possible action.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
 - Open Meeting Law Reminders:
 - Board Members shall only speak on agenda items during the meeting. No discussion shall take place before or after any meetings on an agenda item between Board Members or between Board Members and the public.
 - A third party can record any public meeting without letting the Board or public know. However, both the Board and the public need to be mindful of the Open Meeting Laws at all times.
 - Call To The Public is consideration and discussion of comments and complaints from the public. Those wishing to address the District need not request permission in advance. Management and consultants are exempt from this requirement. The Board is not permitted to discuss, take action, or legal action on any item raised in the Call To The Public. However, individual Board Members may respond to criticism directed at them. The Board via the Chairperson can direct that the matter be reviewed and follow-up on by the appropriate Member and/or Management Team Member as appropriate, or request that it be placed on a future agenda.
- 3. CALL TO THE PUBLIC**
- 4. OLD BUSINESS FROM PREVIOUS MEETINGS**
 - A. Presentation from R.W. Turner & Sons Drilling and Pump Company**
 - B. Approval of DVWD Rate Analysis Dated 2/18/2014 as Basis for Fiscal Year 2014-2015 Proposed Budget Process**
 - C. GSM Update Report on DVWD System Replacement Project**

1. Update on WIFA-Plan & Design (TADW-021-2014)
 - a.) WIFA Grant 3/10/2014 Denied Letter
2. Update on WIFA-Financial Assistance (TADW-026-2014)
 - a.) WIFA Questions with District Responses
- D. Fiscal Year 2014-2015 Proposed Budget Process
 - 1.) Review of Suggested Timeline until Proposed Budget is Approved
 - Approval of Proposed Budget by 4/28/2014 and for Publication (see below)
 - Proposed Budget Published in Two Consecutive Weekend Newspaper in May 2014 (Saturday: 3rd, 10th, 17th, 24th are options), and be within 30-days of the Public Hearing
 - Public Hearing on Proposed Budget 5/26/2014
 - Proposed Budget Approved 5/26/2014, and any changes in rates and fees effective 7/1/2014
 - Approved Budget to Yavapai County Office before 7/1/2014
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 - 2.) Proposed Budget and WIFA Timeline Process Worksheet
- E. Drafts of Board Position of Duties Submitted by 2014 Appointed Officers
 - 1.) Clerk/Secretary
 - 2.) Treasurer
 - 3.) Chairperson
 - 4.) Vice Chairperson
 - 5.) Member at Large
5. NEW BUSINESS
 - A. Consideration with Possible Action: Engineer Feasibility Design to Provide RFP Package for the Necessary DVWD System Replacement Project Items
 - B. Discussion and Direction for Public Presentations on the Proposed Budget and System Replacement Project
 - 1.) Public Educational Presentation if Possible Before Public Hearing
 - 2.) Public Educational Presentation at Public Hearing
 - C. Rose Quartz Pump Repair with Possible Action on Additional Urgent Repairs at Site
 - D. Approval of the Draft Water Service Documents:
 - 1.) Application for Water Services and Deposit Receipt
 - 2.) Application for New Construction Hook-Up, Water Services and Deposit Receipt
 - 3.) Resolution R2014-TBD(WaterAgreement)
 - 4.) Resolution R2014-TBD(WaterServiceTypes)
 - E. Consideration of Re-Scheduling May 26, 2014 Regular Session Meeting
6. APPROVAL OF DRAFT MEETING MINUTES
 - A. Board Regular Public Session on **February 24, 2014 at 7pm**
 - B. Board Special Public Session on **March 10, 2014 at 4pm**
7. REVIEW OF ACTION ITEMS FROM PREVIOUS MEETING
 - A. Correction to Treasurer's Bookkeeping Interview Report
 - 1.) Letter of Engagement for Bookkeeping Services by Tara Sholle, CPA
 - B. Draft Resolution R2014-2-24(ReserveFunds)
 - C. Approval Cleaning and Maintenance of the Water Reserve Holding Tanks
 - 1.) GSM Verbal Update on Lisa Tank Cleaning if Possible
 - D. Approved Bi-Monthly Contract for Pest Control of the District's Properties
 - E. Approval of R.W. Turner Bids
 - F. Approval of Budget Tool Consultant

8. REPORTS AND CORRESPONDENCE From PREVIOUS MONTH

A. (GSM) Operational Report – February 2014

- 1.) Manager Training on Reading the RVS Systems Total Report
- 2.) Update on RVS Software Upgrade - On-Line Billing for Customers
- 3.) GSM Update Report of DVWD Website by Sadie Sarti Design

B. Financial Report – February 2014

C. Correspondence(s) to the District - February 2014

A. Foothills Bank 2/25/2014 Letter

D. Correspondence(s) Going Out from the District

1.) Reports for District Website When Up and Running

9. PROPOSED AGENDA ITEMS FOR NEXT MEETING: April 28, 2014 at 7pm

A. All Action, Tabled, and Update Items from this Meeting

B. Other Requests please Contact Chair for Direction/Guidelines of District's Future Agenda List

10. ADJOURNMENT

Pursuant to the Americans with Disabilities Act, Diamond Valley Water District, a Domestic Water Improvement District, endeavors to insure the accessibility of its meetings to all persons. If any disabled person needs reasonable accommodation, please notify Diamond Valley Water District at 928-925-1586 at least twenty-four hours prior to the meeting (not including weekends or holidays) for reasonable accommodation.

Posted: At Hope Chapel on [Wednesday 3/19/2014](#) by 7pm. (5-copies in outside DVWD box)

By: Clerk /Secretary of the DVWD, Susan Echenrode

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)
ERU	=	Equivalent Residential Units (District Budget Tool uses and calculates for a more statistically consistent and valid approach)
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
RFP	=	Request for Proposal (Bid)
RFQ	=	Request for Qualifications
RVS	=	Billing Software Used for Customers
WIFA	=	Water Infrastructure Finance Authority
UVRWPC	=	Verde River Watershed Protection Coalition