

NOTICE OF OPEN PUBLIC MEETING

The Diamond Valley Water District (DVWD) will meet on

MONDAY, APRIL 28, 2014

The meeting will be held at

HOPE CHAPEL -- 5145 RAMADA DRIVE, PRESCOTT, ARIZONA

5PM

SPECIAL SESSION AGENDA

The Board of the Diamond Valley Water District, a Water Improvement District, will meet in 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. OLD BUSINESS FROM PREVIOUS MEETINGS

A. Consideration of Draft Resolution R2014-4-28A(Upgrades/RepairsBeforeReplacementProject)

4. NEW BUSINESS

A. Consideration with Possible Action of Draft Resolution R2014-4-28C(Conduct&Ethics)

B. Consideration with Possible Action of Draft of DVWD Rule of Conduct, Code of Ethics, and Conduct of Meetings Form

C. Consideration of Liability Account for Deposits thru District's Pass-Thru Bank

D. Consideration of District Office Space

E. RWAA Annual Membership Renewal

5. REPORTS AND CORRESPONDENCE From PREVIOUS MONTH

A. (GSM) Operational Report – March 2014

1. Management Report and Midco Report (4/11/2014) with the following Possible Action:

2.) Insulation and Drywall

3.) Update on WIFA-Financial Assistance (TADW-026-2014)

4.) GSM Update on DVWD Website and On-Line Billing

B. Financial Report – March 2014

6. APPROVAL OF DRAFT MEETING MINUTES

A. District Regular Session on March 24, 2014 (5pm and 7pm)

7. REVIEW OF ACTION ITEMS FROM PREVIOUS MEETING

A. Letter of Engagement for Bookkeeping Services by Tara Sholle, CPA

B. DVWD Authorized Signature Form Updated

C. Engineer Feasibility Design to Provide RFP Package for the Necessary DVWD System Replacement Project Items

8. ADJOURNMENT

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7PM**

REGULAR SESSION AGENDA

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3. CALL TO THE PUBLIC

4. OLD BUSINESS FROM PREVIOUS MEETINGS

A. Proposed Budget Process and Timeline Worksheet (Report of 4/10/2014 needs to be given – see below)

1.) Timeline Process Sheet:

Black: Agreed Upon Deadlines Green: Key District Deadlines: Red: WIFA Deadlines

a.) Report of 4/10/2014 Workshop by Member Attending

- 4/28/2014 DVWD Regular Session Meeting for approval of Proposed Budget for 2014-2015
- 5/3/2014 Possible Date to Publish Approved Proposed Budget
- 5/5/2014 Possible community education presentation by RCAC Before Public Hearing 5/26/2014
- 5/10/2014 Possible Date to Publish Approved Proposed Budget
- 5/12/2014 Community education presentation by RCAC
- 5/24/2014 Possible Date to Publish Approved Proposed Budget
- 5/26/2014 Public Hearing followed by regular session to approve proposed budget with new rates and fees. Send WIFA a copy of the approved proposed budget with new rates and fees.
- end of 5/2014- 6/2014 WIFA sends DVWD, a DWID, the Project Finance Application (PFA) after receipt of the red noted above.
- mid 6/2014 WIFA (Sara Konrad & Angie Valenzuela visit DVWD to see current situation, and to answer any question or provide any clarification on the PFA.
- 6/20/2014 WIFA due date for the District completing PFA
- Before 7/1/2014 Provide Yavapai County with approved budget for 2014-2015
- 7/1/2014 New Rates and Fees become effective
- 8/20/2014 1:30pm WIFA Board Meeting. Attendance by DVWD required.
- Possibly by 9/17/2014 WIFA loan to DVWD CLOSING

B. Discussion, Consideration with Possible Action on Proposed FY 2014-2015 Budget

1.) Proposed Rate Change Options Worksheet

- 2.) Arrangement of Publications of Proposed FY 2014-2015 Budget if Approved
- C. Approval of Updated DVWD Fees, Rates and Charges Document
(AFO Manual, page 15, last updated on 7/1/2012)
- 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 R2014-4-28B(ServicesGuidelines)
 - 4.) DVWD Basic Water Services Guidelines(Rev.4.28.2014)
- E. Consideration of District Community Presentations and Speakers
 - 1.) Monday, May 12, 2014 7pm for Community Presentation
 - 2.) Monday, May 26, 2014 7pm Community Presentation at Public Hearing
- F. 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. REPORTS AND CORRESPONDENCE From PREVIOUS MONTH
 - A. Correspondence(s) to the District - **March 2014**
 - 1.) 3/14/2014 Email Correspondence
 - B. Correspondence(s) Going Out from the District
 - 1.) Website Posting(s)
6. PROPOSED AGENDA ITEMS FOR NEXT MEETING: **May 26, 2014 7pm Public Hearing Followed by Regular Session Meeting**
 - 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
7. 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 4/23/2014** by 7pm. (5-copies in outside DVWD box). Additional Electronic postings on District Website: diamondvalleywaterdistrict.com and Yavapai County Website
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)
DWID	=	Domestic Water Improvement District
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
PER	=	Preliminary Engineer Report
POC	=	Point of Contact
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
VFD	=	Variable Frequency Drive (changes electrical power of a motor more efficiently)
WIFA	=	Water Infrastructure Finance Authority
UVRWPC	=	Verde River Watershed Protection Coalition