

OPEN PUBLIC HEARING MINUTES
Hope Chapel, 5145 Ramada Drive, Prescott, AZ
MONDAY, MAY 26, 2014
7PM

1. CALL TO ORDER

Chair LaMar opened the Public Hearing at 7:04pm.

2. ROLL CALL

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

5-MEMBER BOARD (MINIMUM OF 3-MEMBERS REPRESENTS A QUORUM)

Marielle LaMar (P) CHAIR	Pat Autrey (P) TREASURER	Mona Welsh (NP) (VACATION) VICE CHAIR	Susan Echenrode (P) CLERK/SECRETARY	Vacant
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Chair recognized the following: District's attorney, Bill Whittington; RCAC representative, Deborah Patton; and Good's System Management (GSM) with Margie Good, Manager, Cari Good, Customer Relations Manager, and Ron Good, Field Tech.

3. BRIEF PRESENTATION TO PUBLIC

Chair reminded public/community that comment cards are for public record and that comments shall be on the proposed 2014-2015 budget and rate changes. Deborah Patton was introduced to give her brief presentation.

4. COMMENTS FROM THE PUBLIC - PUBLIC INPUT ON PROPOSED 2014-2015 BUDGET & RATE CHANGES

Deborah Patton facilitated the comment cards and reminded the public/community that comments would be read per state law for Public Hearings. Questions were addressed at the Educational Session 2-weeks ago on May 12, 2014. A total of 38 were in the audience, which included the following: 3-Board Members, 1-Attorney, 1-RCAC, 3-Management, 25-community members, 4-individuals from outside Diamond Valley, and 1-Pastor of Hope Chapel. Most of the 30-audience members signed in on the Public Hearing sheet provided.

A total of 9-comment cards were completed, 8-cards dealt with 1 or more questions, and one card commented on opposing the proposed rate changes.

5. CLOSE OF PUBLIC HEARING – ADJOURNMENT

Chair LaMar closed the Public Hearing and adjourned at 7:22pm.

Following the Close of the Public Hearing and Adjournment above
OPEN PUBLIC REGULAR SESSION MINUTES

1. CALL TO ORDER

Chair LaMar opened the regular session at 7:27pm.

2. ROLL CALL

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

5-MEMBER BOARD (MINIMUM OF 3-MEMBERS REPRESENTS A QUORUM)

Marielle LaMar (P) CHAIR	Pat Autrey (P) TREASURER	Mona Welsh (NP) (VACATION) VICE CHAIR	Susan Echenrode (P) CLERK/SECRETARY	Vacant
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Chair recognized the following: District's attorney, Bill Whittington; RCAC representative, Deborah Patton; and Good's System Management (GSM) with Margie Good, Manager, Cari Good, Customer Relations Manager, and Ron Good, Field Tech.

3. OLD BUSINESS FROM PREVIOUS MEETINGS

A. Approval of Proposed 2014-2015 Fiscal Year Budget

Before addressing the budget the comment cards from the Public Hearing with questions were read and answered by the Chair and Manager.

A motion was made to accept the 2014-2015 Budget and re-affirm the Rate Changes to support the budget as presented in order to provide copies of the Budget, Rate Changes and Meeting Minutes to WIFA and the Yavapai County Board of Supervisors by the first week in June. Member Autrey so motioned, seconded by Member Echenrode, and carried by unanimous vote of 3-Members present.

Action with below Follow-Up as noted.

1.) Review of Recorded Documents Connected with Above Approval Needing to Go Out to:

- a.) WIFA: **R2013-12-23C(WIFAdebtAuth), Approved 2014-2015 Budget, and Approved Fees, Rates, and Service Charges**

Clerk/Secretary to send WIFA the above along with draft of these minutes (send approved minutes when completed)

- b.) Yavapai County: **Approved Budget to Treasurer Office and Special District Office**
[Treasurer](#) to send to the Yavapai Treasurer, and [Clerk/Secretary](#) to send to the Special District office via email.
- c.) GSM: **Approved Applications to Management**
[Clerk/Secretary](#) to send to GSM office the 2-approved applications (editable and PDF to get on-line and be ready for 7/1/2014 effective date).

B. Draft of Engineered Design Study RFQ Packets

1.) District Legal Opinion 5/19/2014

Chair provided the above legal opinion from a RWAA attorney, which was confirmed by the District's attorney present. There was further discussion in needing to draft a possible resolution to cover the main points the District is required to follow per legal opinion. Also the resolution to include the engineer involved in currently assisting the District with the RFQ process, the Manager, and the District so all those involved in the RFQ process are clear on what the District is required to follow.

Also discussed was editing the draft Engineered RFQ Design Packet by the Manager and other Board Members, which fall within the letter and following 6-pages of the packet to ensure the RFQ process is followed according to legal opinion and can be put into a District letterhead format.

[Tabled with Follow-Up: Manager](#) to get final edits of design packet's letter and following 6-pages to [Chair](#) who will then follow-up with other members to review. [Clerk/Secretary](#) to receive final edited draft and get into District letterhead format. Also [Chair and Clerk/Secretary](#) to draft resolution as mentioned above and have ready for next meeting for possible action on both items.

C. Consideration of District Office Space

[Tabled:](#) Needing further discussion.

4. NEW BUSINESS

A. Rose Quart Pump Building Painting

Chair directed Manager to follow-up on whether the volunteer resident wishing to paint is licensed per the advice of the District's attorney present at meeting.

[Tabled with Follow-Up: Manager](#) to follow-up and will report at next meeting.

B. Re-Negotiation of Management Contract with DVWD

[Tabled with Follow-Up: Management](#) to provide re-negotiation contract portion Exhibit A or SOS to the District by 6/15/14 for possible consideration at the 6/23/2014 regular meeting.

C. Need to Draft New Board Member Prerequisites Before Appointment

Some discussion in the need to draft the above.

[Tabled with Follow-Up: Clerk/Secretary](#) with Chair to review the draft for consideration at next meeting.

D. Vacant Board Position

One resident filled out a comment card from Public Hearing and spoke with the Chair and Clerk/Secretary after the meeting. Information with address, email and phone were given for follow-up. The Chair reported receiving 1-business card and 1-verbal interest on 5/12/2014.

[Tabled:](#) Stays on future agendas until vacant position is filled.

5. REPORTS AND CORRESPONDENCE From PREVIOUS MONTH

A. (GSM) Operational Report – April 2014

1.) Management Report

Manager went over the April Report and RVS System Totals Report. The water loss for April was 21.15% or 671,434 gallons. Also reported:

- Attended webcast for Contaminants of Emerging Concern, and this CEC is one to keep in mind as future regulations are forthcoming.
- Certified mailings went to 6-additional services that may have concern with backflow/cross contamination.
- Received 3-responses from all 3-certified mailings regarding backflow.
- Ramada pump went down, which began the pump upgrade action.
- PayClix established for on-line customer convenience with all entries tied from RVS to Bookkeeping.
- 2012 CCR certification violation addressed and now in compliance.
- 2013 CCR report data collection and report in process as additional data is needed to satisfy ADEQ requirements for consecutive systems. (DVWD sole water source comes from Prescott Valley)
- Two service line breaks repaired on Pearl and Elaine Way
- One locked off service due to non-payment.

2.) Midco Tank Report (4/11/2014)

Manager went over the Ramada water storage tank report and maintenance performed. The District is advised to consider the future needs of the tank at the appropriate time.

3.) Update Insulation and Drywall

[Tabled:](#) [Manager](#) to report on at next meeting as missed when reporting.

- 4.) Update on WIFA-Financial Assistance (TADW-026-2014)
Tabled: Manager to report as information is available. WIFA has 6/1/2014 due date to receive the necessary documents noted under 3.,A., 1., a.) above.
- 5.) GSM Update on DVWD Website and On-Line Billing
Tabled: Stays on agendas with updated information as available.
- B. Financial Report – April 2014
Tabled: Report was not received by Treasurer until late today. April financials to be given with May financial on 6/23/2014. **Treasurer reminder:** 2-months to be given at 6/23/2014 meeting.
- C. Correspondence(s) to the District - April 2014
 - 1.) Legal Fee Increases Effective 7/1/2014 (Whittington's Office)
Completed: Chair directed Clerk/Secretary to put in the District's record.
 - 2.) 4/29/2014 Court Settlement Correspondence (W1-209)
Completed: District's attorney present after reviewing his copy of the above said all water districts received the above in the event a water district wants to pursue adjudication of the settlement.
 - 3.) 5/9/2014 AZ Lien Preliminary Lien Notice
Completed: District's attorney present after reviewing his copy of the lien notice gave the opinion that liens can not be issued against government property and advised the Manager how to handle.
- D. Correspondence(s) Going Out from the District
 - 1.) Website Posting(s)
Tabled: One April newsletter post on the Proposed 2014-2015 Proposed Budget, Rate Changes, and other rate information. Stays on future agendas so other monthly posts are reported.
6. APPROVAL OF DRAFT MEETING MINUTES
 - A. District Regular Session on April 28, 2014 (5pm and 7pm)
Member Autrey motioned to approve the draft minutes as corrected, seconded by Chair LaMar, and carried by unanimous vote of the 3-present.
Completed: Clerk/Secretary to edit as approved, record, and send out. Chair to send to legal.
 - B. District Special And Educational Session on May 12, 2014
Member Autrey motioned to approve the draft minutes as corrected, seconded by Chair LaMar, and carried by unanimous vote of the 3-present.
Completed: Clerk/Secretary to edit as approved, record, and send out. Chair to send to legal.
7. REVIEW OF ACTION ITEMS FROM PREVIOUS MEETING
 - at 5pm session
 - A. Approval of Resolution R2014-4-28A(Upgrades/RepairsBeforeReplacementProject)
Completed: Clerk/Secretary recorded and sent out to Board and Management on 5/2/14. Chair sent to legal.
 - B. Approval of Resolution R2014-4-28C(Conduct&Ethics)
Completed: Clerk/Secretary recorded and sent out to Board and Management on 5/2/14. Chair sent to legal.
 - C. Approval of DVWD Rule of Conduct, Code of Ethics, and Conduct of Meetings Form
Completed: Clerk/Secretary recorded and sent out to Board and Management on 5/2/14.
 - D. Consideration of Liability Account for Deposits thru District's Pass-Thru Bank
Completed: Treasurer reported all current members have completed their bank signature cards.
 - E. RWAA Annual Membership Renewal
Completed: Renewal bill has been paid.
 - at 7pm session
 - F. Approved Proposed FY 2014-2015 Budget Publication and Public Posting
Completed: Treasure took care of publication and Clerk/Secretary public posting and recorded.
 - G. Approval of Updated DVWD Fees, Rates and Charges Document (AFO Manual, page 15, last updated on 7/1/2012)
Completed: Clerk/Secretary recorded and to send out to Board, Management, and WIFA by June 1, 2014. Needed tonight's action on proposed budget for 2014-2015 to complete.
 - H. 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
Completed: Both 1. and 2. above Clerk/Secretary recorded and to send out to Board and Management by June 1, 2014. Needed tonight's action on proposed budget for 2014-2015.
 - 3.) Resolution R2014-4-28B(ServicesGuidelines) Chair sent to legal.

4.) DVWD Basic Water Services Guidelines(Rev.4.28.2014)

Completed: Both 3. & 4. above Clerk/Secretary recorded and sent out to Board and Management. Also to be sent to all property owners, renters, property managers, and property owners of rentals going out the first week in June 2014 mass mailing.

I. Acceptance of Board Member Resignation

Completed: Clerk/Secretary recorded, notified GSM and Yavapai to update their websites, and the return of District inventory has been received.

8. ADJOURNMENT

Chair LaMar adjourned the regular meeting at 8:07pm.

Respectfully submitted by: Susan Echenrode, DVWD Clerk/Secretary and made available on 5/28/2014

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 and new signage on the outside plastic box: see DVWD Website as noted below.

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: 6/23/2014 by Pat Autrey, Marielle LaMar, 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

ACC	=	Arizona Corporation Commission
AFO	=	Administrative, Financial and Operational Manual for DVWD
AICPA	=	American Institute of Certified Public Accountants
AMR	=	Automated Meter Reading
A.R.S.	=	Arizona Revised Statute (State laws that DVWD governs by)
CCR	=	Consumer Convenience Report (yearly <u>required</u> water quality report to all water users, usually by July 1)
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
RFP	=	Request for Proposal (Bid)
RFQ	=	Request for Quotation or Qualifications
RWAA	=	Rural Water Association of Arizona
RVS	=	Billing Software Used for Customers
SOS	=	Scope of Services
VFD	=	Variable Frequency Drive (changes the electrical power of a motor more efficiently)
WIFA	=	Water Infrastructure Finance Authority
UVRWPC	=	Verde River Watershed Protection Coalition