

NOTICE OF OPEN PUBLIC MEETING

The Diamond Valley Water District (DVWD) will meet on
MONDAY, JUNE 23, 2014

The meeting will be held at

HOPE CHAPEL, 5145 RAMADA DRIVE, PRESCOTT, ARIZONA
5:30pm

SPECIAL SESSION AGENDA

The Board of the Diamond Valley Water District, a Water Improvement District, will meet in the above session at 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 of choice 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. Updating GSM Exhibit A/Scope of Services with Re-Negotiation of Possible Increase with DVWD

B. Draft of New Board Member Prerequisites Before Appointment

1.) Draft of New Board Member Prerequisites Compliance Form

C. District Attendance at RWAA August 26 – 28, 2014 Conference

1.) Registration Form

2.) RWAA District Voting Delegation Form

D. Consideration of District Office Space

E. Consideration of Closing/Keep Open RCAC 2014 WorkPlan for District

4. REPORTS AND CORRESPONDENCE From PREVIOUS MONTH – All Items Set For Possible Action

A. (GSM) Operational Report – [May 2014](#)

1.) Management Report

2.) Update Insulation and Drywall

3.) Update on Rose Quartz Station Building Painting

4.) Update on WIFA-Financial Assistance (TADW-026-2014) – Loan Application Phase

a.) Designate District POC with Manager on Application Assistance

5.) Update on DVWD Website and On-Line Billing

B. Financial Report – [April 2014 and May 2014](#)

1.) Review Possible Solutions for Getting Future Reports to Board by 15th of the Month

C. Correspondence(s) to the District - [May 2014](#)

- 1.) Arizona Department of Water Resources Notification of Public Hearing June 27, 2014 in Prescott Valley
- 2.) AZ Blue Stake 2014 Board Member Election Ballot
- 3.) Attorney Follow-Up on 5/26/2014 Meeting
 - a.) Chair Response 6/5/2014 Letter
 - b.) Possible District Response to Attorney Letter Addressing 12-Points

D. Correspondence(s) from the District

- 1.) May-June 2104 Website Newsletter
- 2.) June 2014 Community Mailing to All Property Owners, Renters, Property Managers, and Property Owners of Rentals
- 3.) 5/31/14 Yavapai Special Taxing District Tax Levy Confirmation Form

5. APPROVAL OF DRAFT MEETING MINUTES

- A. District Public Hearing & Regular Session on [May 26, 2014 at 7pm](#)

6. REVIEW OF ACTION ITEMS FROM PREVIOUS MEETING

A. Approval of 2014-2015 Budget – Following Documents Became Official Records

- 1.) Approved Fees, Rates, and Service Charges
- 2.) Two Applications for Water Services (New Construction & Regular)
 - a.) July 1, 2014 Due Dates for Important District Documents to:
 - WIFA:
 - Yavapai County:
 - GSM:

Note: Any Action, Tabled, and Update Items are proposed items at the next scheduled meeting

7. ADJOURNMENT OF [SPECIAL SESSION](#)

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[MONDAY, JUNE 23, 2014](#)

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[HOPE CHAPEL, 5145 RAMADA DRIVE, PRESCOTT, ARIZONA](#)

[7PM](#)

REGULAR SESSION AGENDA

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3. CALL TO THE PUBLIC

4. OLD BUSINESS FROM PREVIOUS MEETINGS

A. Vacant Board Position

5. NEW BUSINESS

A. Utilization of Attorney for the DVWD Replacement Project

1.) 6/6/2014 Attorney Letter with Possible Action

B. Clarification: Request For Proposal Meaning in the DVWD Replacement Project Documents Henceforth

C. Proposed Informational Timeline for DVWD Replacement Project

D. Possible Action on DVWD Project Manager (Engineering Oversight) of the DVWD Replacement Project

E. Possible Action on the District's Following Documents:

1.) Draft of Request for Proposal for Engineering Design

a.) Draft of Cover Letter for the RFP Engineering Design Packet

b.) Draft of Design RFP Letter Publication for Newspaper

c.) Approval of Possible Attorney's Review and Edits of the Above Drafts

F. Approved DVWD Project Manager (Engineering Oversight) to Prepare Request for Proposal of the following:

1.) RFP for Topographical Survey Study

a.) Draft of RFP for Publication

2.) RFP for Geotechnical Soil Survey Study

a.) Draft of RFP for Publication for Newspaper

6. PROPOSED AGENDA ITEMS FOR NEXT SCHEDULED MEETING

OR FROM PAST REGULAR/SPECIAL MEETINGS: **July 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

C. Drafts of Board Position of Duties

1.) Clerk/Secretary

2.) Treasurer

3.) Chairperson

4.) Vice Chairperson

5.) Member at Large

7. ADJOURNMENT OF REGULAR SESSION

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 6/18/2014 by 5pm. (5-copies in outside DVWD box)

By: Clerk /Secretary of the DVWD, Susan Echenrode

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 water quality report, 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 Qualifications (District RFQ referencing henceforth)
RWAA	=	Rural Water Association of Arizona
RVS	=	Billing Software Used for Customers
VFD	=	Variable Frequency Drive (changes the electrical power of a motor more efficiently)
WIFA	=	Water Infrastructure Finance Authority
UVRWPC	=	Verde River Watershed Protection Coalition