

OPEN PUBLIC SPECIAL SESSION MINUTES
Hope Chapel, 5145 Ramada Drive, Prescott, AZ
MONDAY, JUNE 23, 2014
5:30PM

1. CALL TO ORDER

Chair LaMar opened the Special Session at 5:31pm.

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) VICE CHAIR	Susan Echenrode (P) CLERK/SECRETARY	Vacant
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Chair recognized the following: 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. Updating GSM Exhibit A/Scope of Services with Re-Negotiation of Possible Increase with DVWD

Member Autrey motioned to further review and for any salary increase to be retroactive from July 1, 2014, seconded Member Echenrode, and carried by unanimous vote (3).

Tabled: GSM to provide for Board review: 1.) AZ example of similar management salary, and 2.) Adjust items in the updated Exhibit A that might be picked up by the District to reduce GSM's costs.

B. Draft of New Board Member Prerequisites Before Appointment

1.) Draft of New Board Member Prerequisites Compliance Form

Member Autrey motioned to approve both B. and B.1.) as revised, which concerned 2-Certificate of Compliance forms, seconded by Member LaMar, and carried by unanimous vote (3).

Action & Follow-Up: Clerk/Secretary to edit as approved and record in District records, and also to have ready all materials and flash drive if a likely candidate become available.

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

By Board consensus up to 5-Board Members are approved to go to the conference.

1.) Registration Form

Member Autrey agreed to handle pre-registration/payment and letting conference contact know how many members will be attending.

2.) RWAA District Voting Delegation Form

By Board consensus the Chair than Clerk/Secretary are to act as voting delegate/alternative

Action and Follow-Up: Member Autrey to take care of 1.) . Chair to take care of 2.) form and send by 8/16/2014.

D. Consideration of District Office Space

Member Autrey motioned to approved office space located in 1277 Rhinestone property at \$375/month, extra cost for additional space for meetings, be the lead with the realtor, and to initially set-up the office space for the District, seconded by Member LaMar, and carried by unanimous vote (3).

Action and Follow-Up: Member Autrey to arrange details with the property realtor for District office space with add'l possible needs for meeting space, and be the lead in setting up the office.

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

Member Echenrode motioned to close the District's RCAC Work Plan for 2014, seconded by Member Autrey, and carried by unanimous vote (3).

Action and Follow-Up: Clerk/Secretary to close RCAC Work plan for 2014 and email Deborah Patton of the action.

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

A. (GSM) Operational Report – May 2014

1.) Management Report

Manager gave report listing 17-items with further details, which included the RVS Reports.

2.) Update Insulation and Drywall

Still waiting on electrical work to be completed, which involves APS and contractor already approved.

3.) Update on Rose Quartz Station Building Painting

Previously reported community member wishing to paint was not talking about the Rose Quartz building. And any maintenance of the pump buildings needs to see how System Replacement Project unfolds to warrant any such work.

[Completed/Postponed](#): If any future maintenance needs done, then Management can request it on a future agenda.

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

a.) Designate District POC with Manager on Application Assistance

Member Autrey motioned to designate the Chair officially as the POC with the Manager for any application needs/signatures, seconded by Member Echenrode, and carried by unanimous vote (3).

[Action with Follow-Up](#): Chair to continue working with Manager on any WIFA loan application needs.

The Manager also provided 2-CDs of all the documents of the loan application, which the Chair and Clerk/Secretary now have (Clerk/Secretary to put into District records).

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

Cari Good reported she is working with RVS on additional needed billing information to transfer into the PayClix billing, and will try to report on the monthly user count as more folks are signing up. The website will soon have the approved applications (Regular and New Construction) on-line and will have better future tracking/applying of deposits and other related Service Charges with the on-line applications.

B. Financial Report – April 2014 and May 2014

Treasurer Autrey reported on both April and May 2014.

Balance Sheet April 2014

Assets and Liabilities Total: \$1,023,971.58

Profit and Loss Sheet for April 2014

Net Income Total: (\$ 15,757.57) loss

Net Income Y-T-D: \$ 16,605.68 gain

Balance Sheet May 2014

Assets and Liabilities Total: \$1,031,246.42

Profit and Loss Sheet for May 2014

Net Income Total: \$ 9,839.06

Net Income Y-T-D: \$ 26,080.70

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

Treasurer also reported that there is to be a meeting with a bookkeeper/accountant this week with her and the Manager.

[Follow-Up](#): Treasurer to update at next meeting regarding meeting for further discussion.

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

1.) Arizona Department of Water Resources Notification of Public Hearing June 27, 2014 in Prescott Valley

The Chair provided more than 100-page document relating to this public hearing to the Treasurer who intends to go to the hearing this Friday at 10am at the Prescott Valley Library. The hearing basically deals with ADWR issuing a Proposed Management Plan for the Prescott Active Management Area (PRAMA) for several recommendations from PRAMA for changes to the current management plan, one of which may include a possible future tax on all wells within the management area.

[Possible Follow-Up](#): Member Autrey at next month's meeting if necessary after attending the hearing.

2.) AZ Blue Stake 2014 Board Member Election Ballot

[Completed](#): Chair LaMar took care of sending in the ballot before the 6/23/2014 deadline.

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

By Board consensus b.) was approved as edited and is to be sent to attorney.

[Action](#): Chair LaMar to send out the edited letter as approved and signed. Clerk/Secretary to put into the record.

D. Correspondence(s) from the District

1.) May-June 2104 Website Newsletter

Both May and June's newsletter are already posted on the DVWD website.

2.) June 2014 Community Mailing to All Property Owners, Renters, Property Managers, and Property Owners of Rentals

Mailing went out 6/3/2014 and most of the community had received it by 6/6/2014.

3.) 5/31/14 Yavapai Special Taxing District Tax Levy Confirmation Form

Clerk/Secretary received the form signed by Chair and it was recorded and then sent to County on 6/11/2014.

5. APPROVAL OF DRAFT MEETING MINUTES

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

Member LaMar motioned to approve the minutes as drafted, seconded by Member Autrey, and carried by unanimous vote (3).

[Follow-Up: Clerk/Secretary to record minutes as drafted and send out.](#)

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

[Completed: Recorded and sent out 5/29/2014](#)

2.) Two Applications for Water Services (New Construction & Regular)

a.) July 1, 2014 Due Dates for Important District Documents to:

WIFA: [Completed and sent out 5/30/2014 along with R2014-12-23C and 2014-2015 DVWD Budget](#)

Yavapai County: [Completed and sent 2014-2015 Budget along with Tax Levy Form 5/31/2014](#)

GSM: [Completed with 2-Applications sent out to GSM on 5/29/2014](#)

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

7. CLOSE and ADJOURNMENT OF SPECIAL SESSION

Chair LaMar closed and adjourned the Special Session at 6:51pm.

[Following the Close and Adjournment of Special Session](#)

OPEN PUBLIC REGULAR SESSION MINUTES

Hope Chapel, 5145 Ramada Drive, Prescott, AZ

MONDAY, JUNE 23, 2014

7PM

1. CALL TO ORDER

Chair LaMar opened the Regular Session 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)
VICE CHAIR

Susan Echenrode (P)
CLERK/SECRETARY

Vacant

Chair recognized the following: Good's System Management (GSM) with Margie Good, Manager, Cari Good, Customer Relations Manager, and Ron Good, Field Tech. Also Kal Miller, Engineer recognized.

3. CALL TO THE PUBLIC

One question/comment from the public: Why was the community not informed/notified of the water rate changes and other important developments before they were approved? The June 3, 2014 community/all water users' mailing was the first the resident had heard of the water rate changes and other developments.

4. OLD BUSINESS FROM PREVIOUS MEETINGS

A. Vacant Board Position

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

5. NEW BUSINESS

A. Utilization of Attorney for the DVWD Replacement Project

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

Member Echenrode motioned to sign agreement letter to utilize Robert C. Kosak in limited legal representation for the District in assisting with legal matters in regards to the DVWD System Replacement Project, seconded by Member Autrey, and carried by unanimous vote (3).

[Action and Follow-Up: Chair to take lead on contacting attorney and providing him with the necessary documents from this meeting regarding the System Replacement Project. Clerk/Secretary to record signed agreement letter.](#)

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

RFP shall stand for Request For Proposal and RFQ shall stand for Request For Qualifications

C. Proposed Informational Timeline for DVWD Replacement Project

Continues on agendas as timeline likely to change as events of project unfold.

[Tabled: Stays on agenda.](#)

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

Member Echenrode motioned to officially designate Kal Miller as DVWD Manager (Engineering Oversight) to include to-be-determined (TBD) benchmarks in the oversight as System Replacement Project progresses, seconded by Member Autrey, and carried by unanimous vote (3).

[Action: At Treasurer's request specific TBD benchmarks are to be discussed at the next regular meeting.](#)

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

Member Echenrode motioned to approve the above drafts (1.), a.) & b.), and other documents selected for review regarding the DVWD System Replacement Project to Mr. Kosak's office by the Chair for legal assistance, seconded by Member Autrey, and carried by unanimous vote (3).

[Action and Follow-Up: Chair to take all necessary documents after being signed to the attorney's office.](#)

[Clerk/Secretary to record all approved/signed documents relating to RFPs and publications of RFPs.](#)

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

1.) RFP for Topographical Survey Study

Member Autrey motioned to approve Kal Miller's RFP for Topographical F.1.), Geotechnical F.2.) Survey Studies, publications for both, and take publications to the approved attorney, seconded by Member Echenrode, and carried by unanimous vote (3).

[Action and Follow-Up: Chair to take publication documents to Mr. Kosak's office for legal review and pre-approval of any attorney changes as approved in A. 1.\) above. Clerk/Secretary to record Kal Miller's signed RFP for Topographical Survey and Geotechnical Survey and publications for both RFPs.](#)

a.) Draft of RFP for Publication

See above under F.1.)

2.) RFP for Geotechnical Soil Survey Study

a.) Draft of RFP for Publication for Newspaper

See above under F.1.)

6. PROPOSED AGENDA ITEMS FOR NEXT SCHEDULED MEETING July 28, 2014 at 7pm OR FROM PAST SPECIAL OR REGULAR MEETINGS

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. CLOSE and ADJOURNMENT OF REGULAR SESSION

Chair LaMar closed and adjourned the Regular Session at 7:50pm.

Respectfully submitted by: [Susan Echenrode](#), DVWD Clerk/Secretary and made available on [6/25/2014](#)

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: 7/28/2014 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
ADWR	=	Arizona Department of Water Resources
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
PRAMA	=	Prescott Active Management Area
RCAC	=	Rural Community Assistance Corporation
RCAP	=	Rural Community Assistance Partnership
RFP	=	Request for Proposal (Bid)
RFQ	=	Request for 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