

NOTICE OF OPEN PUBLIC MEETING
The Diamond Valley Water District (DVWD) will meet on
MONDAY, AUGUST 25, 2014

The meeting will be held at
HOPE CHAPEL, 5145 RAMADA DRIVE, PRESCOTT, ARIZONA
7:00 PM
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.

3. NEW BUSINESS – All Items Set For Possible Action

- A. Training by New Accountant (C. Stephen Crandall, CPA) on how to read financial reports
- B. Possible appointment of Member to act as interim Clerk/Secretary and to perform clerk/secretary's duties
- C. Open RFP Bids
 1. Engineer Design RFP Bids
 2. Geotechnical Soil Investigation RFP Bids
 3. Topographical Survey RFP Bids
- D. ERC proposal for Repair/Service backflow valve in the vault at Rose Quartz

4. OLD BUSINESS FROM PAST MEETINGS – All Items Set For Possible Action

- A. Verizon Tower Lease
- B. By-Laws
- C. June 23, 2014 Board Member Resignation
- D. Drafts of Board Position Duties
 1. Vice Chairperson
 2. Member at Large
- E. Updated Proposed Informational Timeline for DVWD Replacement Project
- F. DVWD Project Manager (Engineering Oversight) DVWD Replacement Project Benchmarks

5. REPORTS AND CORRESPONDENCE FROM PREVIOUS MONTH – All Items Set For Possible Action

- A. (GSM) Operational Report
 1. Management Report
 2. Update Insulation and Drywall
 3. Update on WIFA-Financial Assistance (TADW-026-2014)-Loan Application Phase
 4. Update on DVWD Website and On-Line Billing
- B. Financial Report
- C. Correspondence to the District
 1. Board Member Resignation Letter 7/29/14 via e-mail
 2. Petition presented at 7/28/14 Board Meeting
 3. Community Member request regarding purchase of District parcel #103-10-082
 4. WRW email contact with Verizon-Reg Destree

5. Public Records Request by community member (J.F-G.) – via phone and e-mail
6. District Encroachment Issue-Emerald-103-10-272 (K.K.) – via phone and e-mail
7. WRW follow up letter on District requests for legal advice
8. Anonymous Threat Letter received 7/24/14 via USPS to Chair’s home address

- D. Correspondence from the District
1. Check website for any and all postings

6. APPROVAL OF DRAFT MEETING MINUTES

- A. District Public Session (5:30 p.m.) on July 28, 2014
- B. District Public Session (2:00 p.m.) on August 14, 2014

7. REVIEW OF ACTION ITEMS FROM PREVIOUS MEETING

- A. Approved Resolution R2014-7-28(ClarificationRates,Fees,Charges)
- B. Request for DVWD Records Form as ratified on 7/28/14
- C. Yavapai County Elections Intergovernmental Agreement (IGA)
- D. GSM Scope of Services
- E. Vacant Board Position
- F. Topographical Survey and Geotechnical Soil Investigation RFPs
- G. Approved Board Position duties of Clerk/Secretary
- H. Board Position duties of Chairperson
- I. Board Position duties of Treasurer

8. PROPOSED AGENDA ITEMS FOR NEXT SCHEDULED MEETING

- A. All Action, Tabled, and Update Items from Past Meetings
- B. Other Requests please Contact Chair for Direction/Guidelines of District’s Future Agenda List

9. CALL TO THE PUBLIC (Three Minutes Time Limit Per Person)

"Call to the Public: This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date." Chapter 7-Open Meeting Law - Arizona Attorney General. <https://www.azag.gov/...Ch07>

10. CLOSE and ADJOURNMENT OF 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 8/20/2014 by 7pm. (5-copies in outside DVWD box)**

By: Chair of the DVWD, Marielle La Mar

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
PRAMA	=	Prescott Active Management Area
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
TMF	=	Technical, Managerial, Financial (RCAC Assessment Tool)
VFD	=	Variable Frequency Drive (changes the electrical power of a motor more efficiently)
WIFA	=	Water Infrastructure Finance Authority
UVRWPC	=	Verde River Watershed Protection Coalition