

NOTICE OF OPEN PUBLIC MEETING
The Diamond Valley Water District (DVWD) will meet on
MONDAY, NOVEMBER 24, 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. 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

3. PRESCOTT VALLEY PRESENTATION (15 Minutes)

- A. Overview of the Annexation Process and Outline Potential Funding Sources That May Be Available

4. APPROVAL OF DRAFT MEETING MINUTES

- A. District Public Session (7:00 p.m.) on October 27, 2014

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

- A. (GSM) Operational Report (3 months: August, September, October)
1. Management Report
 2. Update on DVWD Website and On-Line Billing
- B. Financial Report (3 months: August, September, October)
- C. Correspondence to the District
1. Yavapai County Department of Elections Memorandum
 2. ADWR Certified Letter Dated 10/6/2014
 - a. Discussion with Possible Action re: Drafting District Variance or Administrative Review within 90-days from 10/6/2014 pursuant to A.R.S. 45-574 and/or 45-575
 3. ADWR Follow up Letter Dated 10/24/2014
 4. OSHA E-Mail Regarding Arizona's State-Specific Residential Fall Protection Standards
- D. Correspondence from the District
1. Check Website for All Postings

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

- A. Follow-Up Discussion and possible action on District Encroachment Issue-Emerald Drive- Parcel #103-10-272
The Board may vote to go into executive session pursuant to A.R.S.38-431.03(A)(3) for legal advice with the District's attorney and pursuant to A.R.S.38-431.03(A)(4) to give instructions to legal re: same.
1. Consideration of Option to Purchase Versus Acceptance of Bids to Remove District Property re: Emerald Drive Parcel #103-10-272 to Resolve Encroachment Issue
- B. Verizon Tower Lease

1. Update re: Verizon Lease with Possible Vote to go into Executive Session *pursuant to A.R.S.38-431.03(A)(3) for legal advice with the District's attorney and pursuant to A.R.S.38-431.03(A)(4) to give instructions to legal re: same.*
2. Possible Action re: Verizon Lease Agreement with DVWD and County Consent
- C. Geotechnical Soil Investigation Study
 1. Discussion with Possible Action on Bid Awarded to Western Technologies (WT) for \$20,500 with Completion Date Week of January 26, 2015; with Possible Action on Contract
 2. Discussion with Possible Action on Payment Options to Western Technologies (WT) for Services and Possible Action by the Board for the Form of Payment to Western Technologies; Possible Action re: Contract
 - a. Possible Action to Establish Account with Western Technologies re: Credit Application,
 - b. Possible Action to Pay Retainer of Half Down to Start Services with Balance Due Upon Receipt of Written Report
- D. Topographical Study and Engineering Design
 1. Discussion with Possible Action on Bid Awarded to Entellus for Topographical Study for \$19,213.34 with Completion Date of _____ TBD; with Possible Action on Contract
 - a. Review, Discussion with Possible Action re: Including the Emergency Generators Study/Design
 - b. Review, Discussion with Possible Action re: Fire Flow Study/Design
 2. Discussion with Possible Action on Bid Awarded to Entellus for Engineer Design for \$98,020.59 with Completion Date of _____ TBD; with Possible Action on Contract
 3. Discussion with Possible Action re: Payment Options to Entellus for Services and Possible Action for the Form of Payment to Entellus; Possible Action re: Contract
- E. Discussion with Possible Action Regarding Vacant/Expiring Board Seat(s) ending December 31, 2014 and Starting January 1, 2015 through December 31, 2018
 1. Clarification of 9/8/2014 Memorandum by Yavapai County re: Appointing Candidate(s) for the DVWD's Board Positions Available January 1, 2015 through December 31, 2018.
 2. Consideration and Possible Action re: Determination as to which Board Seat David Mason is to Fill.
 3. Discussion and Possible Action re: Appointee(s) to fill Remaining Board Vacancy(ies)
 - a. Consideration with Possible Action re: Draft of Questions to Ask Board Applicants
- F. Update, Discussion with Possible Action re: Backflow Prevention Devices Located in Vault at Rose Quartz Pump Station
 1. Consideration with Possible Action re: Proposal Rebuild (OptionA) or Replacement (OptionB) of #1 and #2 Check Valves in the Backflow Prevention Assembly.

7. NEW BUSINESS – All Items Set For Possible Action

- A. Review with Possible Action on Draft Form Landlord Water Service Agreement
- B. Discussion with Possible Action on Water Bill Due Date Change from the 15th to the 20th of the Month
 1. Discussion with Possible Action on Draft Form of Applications (New and Existing Customer with Any Other Applicable Existing Forms) Updated Where Related and Noted in Footer of the New Approval Date)
- C. Discussion with Possible Action on Drafting Form of an "Agreement" for Customer Meter Removal Request(s) or When Non Payment of Monthly Base Fee Service Occurs
- D. Discussion with Possible Action re: Full Audit/Review and Request of Letter of Engagement with Auditor
- E. Discussion, Consideration with Possible Action re: Hiring of District Secretarial Services
- F. Discussion, Consideration with Possible Action re: Hiring/Assigning Duties to Conduct Financial Reporting on Monthly and Annual Basis
- G. Discussion with Possible Action re: Getting Bids for a Cost Analysis or Loss Ratio Analysis re: the Proposed System Replacement Project

- H. Discussion with Possible Action re: Review by a Prescott Valley Approved Engineer of DVWD's Project Engineering Design for Feasibility re: Possible Future Annexation Process

8. REVIEW OF ACTION ITEMS FROM PREVIOUS MEETING

- A. Geotechnical Study Awarded to Western Technologies Contingent on Contract Review by Attorney and Final Board Approval.
- B. Topographical Study and Engineer Design Study Awarded to Entellus Contingent on Contract Review by Attorney and Final Board Approval
- C. Appointed Member for Vacant Position Ending December 31, 2016 with Update from Member on Completion of District Pre-Requisites Requirements

9. 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

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 11/19/14 by 7pm.
By: Marielle La Mar

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 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)
OSHA	=	Occupational Safety and Health Administration
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 (ADWR)
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