

**NOTICE OF OPEN PUBLIC MEETING**  
**The Diamond Valley Water District (DVWD) will meet on**  
**MONDAY, DECEMBER 22, 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. APPROVAL OF DRAFT MEETING MINUTES**

- A. District Public Session (7:00 p.m.) on November 24, 2014
- B. District Executive Session (9:00 pm) on November 24, 2014
- C. District Special Public Session (10:00 am) on December 5, 2014
- D. District Special Public Session (6:00 pm) on December 12, 2014
- E. District Executive Session (6:05 pm) on December 12, 2014

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

- A. (GSM) Operational Report (November 2014)
  - 1. Management Report (RVS and Manager's Report)
  - 2. ADWR Variance Request and Update
  - 3. Update RE: Rose Quartz Vault Backflow Prevention Device Rebuild (All West Fire)
  - 4. Update RE: Approved Due Date on Customer Applications and Forms
  - 5. Update on DVWD Website and On-Line Billing
- B. Financial Report (4 Months: August, September, October)
  - 1. Treasurer's Report
  - 2. Consideration and Possible Action RE: Assigning the Preparation of Five Year Projections of Budget and Cash Flow Required by USDA to Accountant
  - 3. Discussion and Possible Action RE: Letter of Engagement Between District's Auditor and the District for Completion of the July1, 2013-June 30, 2014 Financials
- C. Correspondence to the District
  - 1. Mason Letter and Attorney for District Response (sent 11/21/14)
  - 2. Sobel Letter and Response
  - 3. Diskin Letter and Response
  - 4. Bernhardt Letter and Response
  - 5. Ramsey Letter and Response
- D. Correspondence from the District
  - 1. Check Website for All Postings

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

- A. Possible Action on District Encroachment Issue-Emerald Drive (Parcel #103-10-272\_  
*Possible Vote to Go Into Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for legal advice from the District's Attorney; A.R.S. § 38-431.03(A)(4) District instruction to its Attorney; A.R.S. § 38-431.03(A )(7) for Instruction to its representative regarding possible negotiations RE: Easement, Purchase or Sale of Real Property*

1. Discussion with Possible Action RE: Negotiations of Easement, Purchase of Emerald Drive (Parcel #103-10-272) Real Property to Resolve Encroachment Issue and Possible Authority to Remove Improvements
2. Discussion with Possible Action RE: Any Necessary Document Requirements, Appraisals, Surveys, District Costs, etc. Necessary for Possible Purchase
- B. Verizon Tower Lease  
*Possible Vote to Go Into Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for legal advice from the District's Attorney; A.R.S. § 38-431.03(A)(4) District instruction to its Attorney*
  1. Update RE: Verizon Lease with Possible Action RE: Verizon Lease Agreement with DVWD and County Consent
- C. Topographical Study and Engineering Design Study for System Replacement Project  
*Possible Vote to Go Into Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for legal advice from the District's Attorney; A.R.S. § 38-431.03(A)(4) District instruction to its Attorney*
  1. Discussion with Possible Action RE: Contract Addendum Approved on 11/24/14
    - a.) Discussion with Possible Action on Item 2 Modification of Addendum and Final Board Approval of the Entellus Contract
  2. Discussion with Possible Action RE: Contract Awarded to Entellus for Topographical Study for \$19,213.34 (Total Cost: \$19,213.34) with Completion Date of \_\_\_\_\_ TBD
  3. Discussion with Possible Action on Bid Awarded to Entellus for Engineer Design \$98,020.59; Standby Generator \$26,488.24; Post Design \$55,311.00; Fire Protection Design \$15,773.36 (Total Cost: \$195,593.19) with Completion Date of \_\_\_\_\_ TBD; with Possible Action on Contract
    - a. Review, Discussion with Possible Action RE: Including the Preliminary Engineering and Environmental Report \$20,841.14
    - b. Review, Discussion with Possible Action RE: Potholing \$5,000.00
  4. Discussion with Possible Action RE: Payment Options to Entellus for Services for the Form of Payment on Final Approved Contract
- D. Review, Discussion with Possible Action RE: Following Drafts of Board Duty Descriptions
  1. Vice Chairperson
  2. Member-At-Large

#### **7. NEW BUSINESS – All Items Set For Possible Action**

- A. Possible Action to Appoint Interim Chair to Preside at January 26, 2015 Meeting and Conduct the Meeting
  1. Possible Action RE: To Schedule a Meeting Between Interim Chair and Outgoing Chair to Transfer All Documents, Keys, and Any Pertinent Records (including RVS Back-Ups) to Interim Chair for the 2015 New Board
  2. Possible Action RE: Appointment of Point of Contact for Management, Attorney (see Resolution for POC, Chain of Command), Accountant and Auditor
  3. Possible Action RE: Transfer E-Verify Program Administrator from Member La Mar to a New Designee
- B. Discussion with Possible Action RE: Authorizing Updated Board Financial Signatures for Foothills Bank and Yavapai County Treasurer

#### **8. REVIEW OF ACTION ITEMS FROM PREVIOUS MEETING**

- A. Geotechnical Study Awarded to Western Technologies with Addendum and Final Board Approval at 11/24/14 Meeting, Signed & Forwarded to Secretary for Recordation
  1. Action on Contract: Signed and Forward to Project Engineer Oversight Manager for Western Technologies
  2. Action on Manner of Payment: ½ down, ½ at completion
- B. District Encroachment Issue-Emerald Drive- parcel #103-10-272 with update from Attorney
- C. Verizon Lease with Update from Attorney
- D. Board Expiring Terms and Appointment of New Members

- E. Board Approval and Signature RE: All West Fire Protection Systems LLC Rebuild of #1 and #2 Check Valves in the Backflow Prevention Assembly for Rose Quartz Vault Backflow Prevention Device
- F. Landlord Water Service Agreement-To Be Placed on Proper Letterhead and Placed in Use by Management
- G. Change of Water Payment Due Date and All Documents Related to This Action
  - 1. New and Existing Customer with Any Other Applicable Existing Forms Updated and Noted in Footer of the New Approval Date
- H. Treasurer to Contact Auditor for Letter of Engagement RE: Full Audit/Review

**9. PROPOSED AGENDA ITEMS FOR NEXT SCHEDULED MEETING**

- A. Appoint Officers of District Board Members 2015: Chair, Clerk/Secretary, Treasurer, Vice-Chair, Member
- B. Schedule Training with Accountant/Bookkeeper, Attorney, ADWR, Auditor, RCAC
- C. All Action, Tabled, and Update Items from Past Meetings
- D. 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 12/17/14 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
USDA	=	U.S. Department of Agriculture
UVRWPC	=	Verde River Watershed Protection Coalition