

OPEN PUBLIC MEETING MINUTES of  
The Diamond Valley Water District (DVWD) on  
MONDAY, OCTOBER 27, 2014  
at HOPE CHAPEL, 5145 RAMADA DRIVE, PRESCOTT, ARIZONA  
7:00 PM

**1. CALL TO ORDER**

Chair La Mar called the open public meeting to order at approximately 7:07 pm.

**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)	PAT AUTREY (P)	GLORIA MASON (NP)	SUSAN ECHENRODE (P)	VACANT
CHAIR	TREASURER	INTERIM CLERK/SECRETARY	DE FACTO MEMBER	

Chair recognized the following: Good's System Management (GSM) with Cari Good, Customer Relations Manager, and Ron Good, Field Tech. Also recognized was the attorney for the District, Bill Whittington. Margie Good, Operator/Manager (NP)

**3. 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>*

**Public Comment:**

Comment #1-focused on belief that almost all leaks/breaks were in service lines and that main lines were in good condition

Comment #2-focused on problems with the transite pipes (main lines) and dangers of this type of pipe during manufacturing

Comment #3-focused on District's poor communication with the public and requested what he called "blast" emails to inform the public

**4. APPROVAL OF DRAFT MEETING MINUTES**

A. District Public Session (7:00 p.m.) on August 25, 2014

It was moved (Autrey) and seconded (La Mar) to approve minutes with requested corrections. The vote carried 2 in favor with 1 abstention.

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

A. (GSM) Operational Report (August, September 2014)

1. Management Report

**Tabled by consensus of Board with Follow Up:** GSM to report on August, September, and October 2014 at next scheduled meeting.

2. Update on DVWD Website and On-Line Billing

Report was given out of order and below (6. Old Business between items D & E)

Cari Good reported the need to have Landlord Agreement so when a renter moved out the water bill is put into owner's name. Also reported was the request of changing the due date from the 15<sup>th</sup> to 20<sup>th</sup>.

Both Landlord Agreement and due date to be agenda items at the next meeting.

B. Financial Report (August, September 2014)

9/30/14	County Warrant-General	\$25,154.91
9/30/14	County Warrant-Emergency	\$86,231.59

9/30/14	County Warrant-Equipment	\$88,496.71
9/30/14	County Warrant-Reserve	\$147,379.95
9/30/14	Foothills Bank	\$164,117.33
9/30/14	Foothills Customer Deposit Reserve	\$45,346.58

**Tabled by consensus of the Board with Follow Up:** Member Autrey, Treasurer, to report on August, September, and October 2014 Financials at next scheduled meeting.

- C. Correspondence to the District
  - 1. WRW-NMG-Response to Fitz-Gerald Records Request (8/11/14)  
Records were emailed by District's General Council to Mr. Fitz-Gerald on August 11, 2014 via email with attachments. The District has not heard further from the requestor.
  - 2. WRW-NMG-Response to Grief Records Request (8/21/14)  
Records were emailed by District's General Council to Mr. Grief on August 21, 2014. The District has not heard further from the requestor.
- D. Correspondence from the District
  - 1. Check website for all postings

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

- A. District Encroachment Issue-Emerald-103-10-272 (K.K.)  
Discussion regarding possibilities with regard to the property.
  - 1. Review & possible approval of one of four Bids for removal of District pump station from the adjacent property  
Tabled by Board consensus with follow-up: District's General Counsel to negotiate possibilities with owner and return with options for Board to consider. Member Autrey offered to look into current listed value, give to Chair who will pass onto attorney. Executive Session possibly will be called for legal advice under *A.R.S.38-431.03(A)(3)*.
- B. RFPs review and possible approval by the Board of proposal submittals(s)
  - 1. RFP Analysis of Submitted Proposals
    - a. Topographical Survey  
It was moved (Autrey) and seconded (Echenrode) to award the bid to Entellus, Inc for \$19,313.54 to be completed within 4-6 weeks, contingent upon attorney review for final Board's approval. The motion passed unanimously.
    - b. Geotechnical Soil Investigation  
It was moved (Autrey) and seconded (Echenrode) to award the bid to Western Technologies for \$20,500.00 to be completed within 4-6 weeks, contingent upon attorney review for final Board's approval. Kal Miller said the USDA warned about going too far into the engineering before applying to avoid mistakes in Engineering. The motion passed unanimously.
    - c. Engineering Design  
It was moved (Autrey) and seconded (Echenrode) to award the bid to Entellus, Inc for \$98,020 to be completed within 3 months, contingent upon attorney review for final Board's approval specifically for items bid on. Any further cost will need specific approval from the Board. The motion passed unanimously.  
Completed with follow up: Kal Miller, Project Manager/Engineering Oversight to contact the awardees and forward their contract to the Chair who will forward to attorney for review.
- C. Vacant Board Position(s) and Any Community Applicant(s) Interested – see District Prerequisites (Rev. 6/23/2014) – Information on Website
  - 1. Review and possible approval of two of five Application Letters received from Community Members  
Three of five applicants were present: Jean Heberer, Kurt Womack, and William Hunt. Each applicant was given the opportunity to speak for up to 3 minutes each. It was decided by Board consensus to appoint an applicant for the remainder of the 2013-2016 term (January 1, 2013-December 31, 2016). All applicants agreed that they were willing to serve through 2016. It was moved (Autrey) and seconded (La Mar) to appoint Kurt Womack to finish the term ending 12/31/2016. The motion passed: 2 in favor, 1 abstention.

Member Autrey discussed, and the Board decided by consensus, that as there were only 1 or 2 months to serve until the end of the term (12/31/14) and suggested the Board table until the next meeting to consider the term beginning 1/1/15. Member Echenrode has agreed to serve as de facto member until December 31, 2014.

Completed with follow up: Newly appointed Board Member will receive the information from the Board for follow-up and complete Oath of Office, Open Meeting Law Training and other prerequisites prior to the next scheduled meeting.

D. Verizon Tower Lease

1. Possible update, review and approval of Verizon lease agreement with DVWD

Mr. Whittington, the District's attorney, updated the Board on the progress with Verizon.

Tabled with follow up: District's attorney to follow up with Verizon and report back to the Board at the next scheduled meeting.

E. By-Laws

By Board consensus this item is postponed.

F. Drafts of Board Position Duties

1. Vice Chairperson
2. Member at Large

By Board consensus this item is postponed.

G. Request by Interim Secretary to amend Clerk/Secretary duties

By Board consensus this item is postponed.

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

- A. All Action, Tabled, and Update Items from Past Meetings
- B. Review and possible approval of Landlord Agreement to limit service interruption
- C. Discussion and possible approval of changing the due date from the 15<sup>th</sup> to the 20<sup>th</sup> of the month
- D. Discussion and possible approval of full audit/review and request of letter of engagement with auditor
- E. Discussion and possible approval of secretarial services for District Board
- F. Other Requests please Contact Chair for Direction/Guidelines of District's Future Agenda List

**8. CLOSE and ADJOURNMENT OF SESSION**

Chair La Mar adjourned the open public meeting at approximately 8:23 pm

Respectfully submitted by: [Marielle LaMar](#), DVWD Chair and made available on [10/29/14](#)

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 EFFECTIVE 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](http://diamondvalleywaterdistrict.com)**, which also provides the public with other District information.

**APPROVED ON: 11/24/2014** by Gloria Mason, Marielle LaMar, Susan Echenrode and Kurt Womack.

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 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

**DIAMOND VALLEY WATER DISTRICT P.O. BOX 26527 PRESCOTT VALLEY, AZ 86312**  
**OFFICE: 928.583-7515 WEBSITE: [diamondvalleywaterdistrict.com](http://diamondvalleywaterdistrict.com)**

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 (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