

**MEETING MINUTES OF OPEN PUBIC MEETING**  
**BOARD OF DIRECTORS**  
**DIAMOND VALLEY WATER DISTRICT OFFICE**  
**(LEGAL SHIELD BUILDING)**  
1277 N. RHINESTONE, PRESCOTT, AZ  
**10:30 AM**  
**Wednesday, November 04, 2015**

**CALL to ORDER**

Chairman D. Cracknell called the **Special Session** to order at 10:37 am.

**ROLL CALL of BOARD MEMBERS** P = PRESENT NP = NOT PRESENT

**DAVE CRACKNELL (P)**      **BILL HUNT (P)**      **JEAN HEBERER (P)**  
**KURT WOMACK (P)**      **JO ANN HOLT (P)**

**Also present:** Don Bohlier for District Management; 3 DV Members of the Public.

**ADMINISTRATIVE HOUSEKEEPING**

J. Heberer said payment report to Prescott Valley needed revision, before signing check.

K. Womack asked if we delegated Newsletter writer; no, but deadline of Nov. 15. could be changed. J. Heberer requested end of December, mail out January. Dave suggested a Special Session early December to work out Newsletter, Dave writing summation of past year, B. Hunt writing about Leak Detection program.

J. Heberer discussed termination wrap-up due to Lynn Serviss resigning from website management. [M4.27.15 item 5]

**CALL TO THE PUBLIC**

Barry McCoy asked Don Bohlier about the Pitbull biting him, when he was collecting a late check, not pressing charges, his insurance covered it.

**1. MANAGER'S REPORT**

Don Bohlier reported 711 active customers; total water sales revenue \$14,497; total base service \$30,594; total tax collected \$2,896; total receivables \$57,314; average water bill was \$70.07. Total gallons pumped 2,833,550; total sold 2,201,282; accounted water loss 41,000; unaccounted water loss 591,268; **21% water loss**. Read from 8/22 - 9/19 (28 days). Repairs: vacant lot service 1553 Douglas 30,000 gal., 1852 & 1864 Moonstone 10,000 gal., Sylvia Dr. air release valve 1,000 gal.; 40 work orders, replaced meters - 4 over 2 million gal., 4 over 1 million gal., 1 near a million gal. [M4.25.15approved] 10 red door hangers (very late); one hook-up 4550 Joan. Low pressure switches installed at Rose Quartz and Ramada stations; found out the Rose Quartz check valves were seeping back into the system which could show a loss by double-pumping, J. Heberer asked why, how much, how old those three 4" valves are; Don said springs are worn out, no idea of age or how much water.

The Leak Detection in Units 7 & 9 [M9.28.15 item 1] found no leaks. A total of five (5) leaks were detected in the whole system. J. Heberer commented that this supports Gavin Pehl saying it's the service lines. Don said the mains are good, it's the rusty steel saddle mounts and plastic lines. D.

*Cracknell* noticed more soundings at Julie and Gloria area, Don had directed Milliron there suspecting more leaks; Barry McCoy stated that several houses had septic problems in this area. Don B. stated that trees in the easements can become a problem with roots. Jean H. asked if a partial system replacement was to be done, would the easements be the priority; Don B. suggested bringing the mains to the streets. Don had discussed with Pehl about where more isolation valves could be installed. Don said the leak detection pods added on Quartz Dr. helped to locate one leak, scheduled with Gavin, suspects buried meter box. J. Heberer asked about removal of meters on vacant lots, K. Womack followed up with question about existing meters as a "receipt" for *hook-up facilities fee*, which led to contacting owners (using the County GIS system) prior removing meters. K. Womack asked about being able to observe an opened trench to see if a saddle connection is leaking over a week or so before removing service line/meter. K. Womack asked if all boxes have meters on vacant lots; not known: how many vacant lots (about 700). J. Heberer is concerned about undetectable seeps on vacant lot services adding up. Don explained the latest repair on Opal Dr. with numerous service lines going in all directions and finding roots in boxes. Don still has a detector on loan, but no time to go around to all meter boxes. D. Cracknell summarized that the Leak Detection program did not find leaks under highway 69, found a few valves, and no main line leaks, yes it's disappointing that not many leaks were found. D. Cracknell will consult with attorney Kozak about removal of meters and *fees for reactivation of services when meters have been removed*.

## **2. ISOLATION VALVES**

Don Bohlier submitted \$2,800 quote from Pehl Contracting for new 4" gate valve at Joan and Catherine (at Lois) easement [M7.13.15 item 4], includes valve and installation. J. Heberer asked about traffic control, shut down to drain, work to be done at night. Discussion about how to notify the public in advance. K. Womack asked about posting a sign at location; Don said the new sign inserts could have outage with date/time.

D. Cracknell motioned to approve installation isolation valve at Catherine; B. Hunt seconded. APPROVED 5-0.

## **3. WELL ABANDONMENT**

Don Bohlier submitted an estimate from C.E.T. Well Drilling for abandoning a well on 4892 Diamond Ct., permit is \$150, only abandonment is \$1,250. Depends on depth, fill with sand/grout, dig down 20 feet to cut casing. Asked about doing other wells (one on adjacent lot, Emerald Dr., Diamond Dr., Rose Quartz). [M.3-6-2015 NEW BUSINESS (1)]

D. Cracknell motioned to get estimate for second well; J.A. Holt seconded. APPROVED 5-0.

## **4. LIGHTNING/SURGE PROTECTION - ROSE QUARTZ, RAMADA PUMPS QUOTE**

Don Bohlier reported that a control circuit board had blown during a thunderstorm 10/29, was replaced next day. Getting a quote for surge protection on main circuit. K. Womack asked if lightning rods should be installed on Ramada pump station; will get a quote. Tabled until accurate quote is presented.

**5. PAYCLIX**

Don Bohlier produced evaluation, 200+ customers use Payclix, if cancelled the cost of extra bill cards and postage, processing checks, negated any savings. DVWD pays \$24.95 per month, extra fee to customers depends on their bank. Accountant Stephen Crandall suggested keeping this service. J. Heberer said paying by checks can bring NSF fees, can a notice of this service be put on cards. []

D. Cracknell asked for consensus to keep the service, agreed.

**6. WATER RATES CALCULATION ON BILLS**

J. Heberer reviewed Rate Schedule, there is a System Improvement Surcharge of \$0.70 per 1,000 gallons, and Water Cost Recovery of \$0.10 per 1,000 gal. which do not show on the bill. They were not on the bill last year. Jean asked what are those charges, and should they be on the bill?

D. Cracknell will consult with Attorney Kozak, asked K. Womack to scan the 1996 Agreement with Prescott Valley to find “water cost recovery”, not found. J. Heberer asked if the “recovery” charge is why PV wants a waste water system installed, and if any changes require a Hearing.

**7. TPT REFUND CALCULATION**

J. Heberer said unofficially that Attorney Kozak advised that we need to refund on an individual basis, asked D. Bohlier to use RVS system print out to help calculate the amount; will check into it, might be able to credit on bills. What to do for rental accounts? [M8.31.15 item 2]

**8. FORMAL ADOPTION OF BY-LAWS**

Tabled. [M10.5.15 item 4]

**9. FUTURE AGENDA ITEMS**

Finish discussion & possible approval of AFO Manual, use loaner leak detector for vacant lot service line/meter removal, additional isolation valves proposal, Water Cost Recovery, finalize By-Laws, stock basic supplies, establish account with the Courier newspaper.

Set for Fri. Nov. 13, 10:00 AM.

**ADJOURNMENT**

D. Cracknell moved to adjourn by consensus.

NOTE: [M00.00.2015] Indicates reference to Minutes from previous meetings.

[aa] Robert’s Rules Of Order. *Revisions in italics.*

**Meeting adjourned at 12:13 PM**

Meeting Minutes prepared by Kurt Womack, Clerk/Secretary and made available on 11-05-15.

DRAFT to be APPROVED of these Meeting Minutes sent via email to all current Board Members and Management for review. Board approval to be an agenda item at the next scheduled DVWD REGULAR Meeting. In addition, two copies maintained and available in a file box at Permanent location at 1277 N. Rhinestone Dr., #2, Prescott, AZ 86301 in Diamond Valley for interested public.

An email copy of future DVWD Meeting Minutes and Agendas can be sent by requesting to be put on the electronic PerDVEmailRequest group list and providing an email address to: <http://diamondvalleywaterdistrict.com>

APPROVED ON: 11-23-2015 by D. Cracknell, B. Hunt, J. Heberer, K. Womack, J.A. Holt.