

**MEETING MINUTES OF OPEN PUBIC MEETING**  
**BOARD OF DIRECTORS**  
**DIAMOND VALLEY WATER DISTRICT OFFICE**  
**(LEGAL SHIELD BUILDING)**  
1277 N. RHINESTONE, PRESCOTT, AZ  
**7:00 PM**  
**Monday, November 23, 2015**

**CALL to ORDER**

Chairman D. Cracknell called the **Regular Meeting** to order at 7:01 pm.

**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; 5 DV Members of the Public.

**ADMINISTRATIVE HOUSEKEEPING**

Monthly Leaning Tower of Opal reading: D. Cracknell reported no change. K. Womack asked how long will we be doing this. D. Cracknell said monthly for 2 more months, maybe every other month until August 2016. [M8.31.15 item 1]

J. Heberer said PayClix charged twice, asked D. Bohlier to verify.

J. Heberer wanted follow up to have new charge shown on the bill. [M11.13.15 time 2]

J. Heberer wanted to follow up on D. Bohlier using loaned leak detection equipment, Don will ask John a meter reader to help. [M.2-23-15 OLD BUSINESS 2nd item]

D. Cracknell wanted to point out, since this Board has been working past 7 months, average bill has been \$86.73, average 3,540 gallons per customer, 696 average number of users, average sold 2,464,328 gallons per month. [M4.06.15 item 3]

**CALL TO THE PUBLIC**

Wanted clarification on gallons sold; did not include total from PV with loss.

**1. MANAGER'S REPORT**

Don reported 694 active customers (down due to many renters); total water sales revenue \$17,987.93; total base service \$30,895.10; total tax collected \$3,132.94; total current charges \$54,386.94; average water bill \$82.50. Total gallons pumped 3,883,870; total gallons sold 2,687,758; accounted water loss 272,000 gal.; unaccounted water loss 924,112 gal.; **24% water loss**. Meters read from 9-19 to 10-24, 35 day.

Seven leak repair jobs (two found from Milliron detection): 1035 Turquoise 2" steel main feeding Opal tank 20,000 gal. lost, 4610 Joan 130,000 gal., 4753 Amber 40,000 gal., 1655 & 1690 Elaine 40,000 gal., 1820 Jade Cir. 40,000 gal., 4500 Victor 1,000 gal., 4890 Catherine 1,000 gal.

37 work orders, changed out 8 meters (6 difficult to read, 1 condensation, 1 over million).

19 Red door hangers (late). 3 locates.

Don explained at the Turquoise location that the steel pipe was close to the ground, Gavin struck it, and then buried deeper.

K. Womack asked about the 2” line, is that from Rose Quartz “dog house” old pump station. Yes, it goes from there on Rose Quartz, then goes up Sylvia Dr., up Turquoise to 1035, then turns between lots up to the Opal tank. Kurt asked if there is a recorded Easement, Don said should be [K.W. note, not shown on County G.I.S.] Kurt asked if this section had been tested by Kevin Grief; no. Jean and Kurt found it interesting a 2” line, then 4” and 6” mains. Don explained further about abandoning the service line that crossed Hunter Ridge (new street into Creekside). Kurt asked further about if 6” main is running water; Don said wherever it goes it dead-ends somewhere, does not run into Creekside.

Don presented a request from Savage Development for allowing them, with their relevant licenses, to do hook-up work on their 16 lots to be developed. Will need to put on future Agenda, and get legal counsel.

Don had signed contract for well abandonment on Diamond Court lots. [M.3-6-2015 NEW BUSINESS 1st item, M11.13.15 item 1]

## **2. TREASURER’S REPORT**

Jean Heberer reported total in checking and savings is down to \$737,077; total fixed assets is down to \$805,384; total assets of \$1,368,557 is down; total liabilities of \$122,415 is up; had a bad month, total operations & maintenance was \$36,100; gross profit (-)\$2,822; cost of goods sold \$53,903 was much higher. Legal fees \$3,675; other fees are in line or lower than budgeted. Net ordinary income was (-)\$18,125, due mostly to maintenance and repair.

## **3. APPROVAL OF DRAFT MINUTES**

Monthly Meeting Oct. 26, Special Session Nov. 4, Special Session Nov. 13. D. Cracknell provided a few changes, J. Heberer had one revision. [DM10.26.15, DM11.04.15, DM11.13.15]

K. Womack motioned to approve the Minutes with revisions, J.A. Holt seconded.  
APPROVED: 5-0.

## **4. AUDIT AND BUDGET REVIEW QUOTES**

Accountant Stephen Crandall recommended David A. Snyder CPA, PLLC for a FY2014-15 Review for \$2,300, before an Audit is done for \$4,700. J. Heberer stated our By-Laws require an Audit every three years, with financial review in between; since we are a new Board, with new Manager, she wanted to have a clean slate, a Review for 2014 has to be done before the Audit for 2015. [M.1-5-2015 Petition Report item 3]

D. Cracknell motioned to approve the two engagements, for 2015 Audit, and 2014 Review; seconded by B. Hunt.  
APPROVED 5-0.

## **5. PUMP STATIONS SURGE PROTECTION QUOTE**

Don Bohlier received a quote from Pump Works, for Rose Quartz and Ramada pump stations, 2-24 volt and 2-230 volt surge protectors, of \$1,313.99. J. Heberer asked if there was any discussion about lightning protection, Don said no. Consensus was to not pursue lightning rods. [M11.04.15 item 4]

J. Heberer motioned to approve adding surge protection; J.A. Holt seconded.  
APPROVED 5-0.

## **6. EMERALD PUMP STATION**

Don had submitted quotes from Pehl Construction, demo pump house shed and hauling of \$2,500, redirect 4" main pipeline in road \$3,800. D. Cracknell stated that because Pehl is one of our approved contractors, and it's District facilities, and previous bids were much higher. [M.Exec. 12-22-2014(8.22pm) Emerald Dr. encroachment, 4 bids presented to Board] Approved by consensus. Will discuss well abandonment, eliminating electrical, consolidation of two lots beginning of year. [M.1-9-2015(2.00pm) OLD BUSINESS 3rd item]

## **7. RESOLUTIONS**

A. R2015-11-23A Basic Service Guidelines: D. Cracknell read revised paragraphs, signed by Chair and Clerk. [M9.14.15 item 1]

B. Hunt motioned to approve; J.A. Holt seconded.  
APPROVED 5-0.

B. R2015-11-23B DVWD Standard Specifications and Details, Tabled. [M8.24.15 item 7]

## **8. FORMAL ADOPTION OF AFO (Administration Financial & Operational) MANUAL**

Tabled, attorney Kozak still needs to review. [M10.5.15 item 5, M11.13.15 item 4]

## **9. FUTURE AGENDA ITEMS**

Savage Dev., AFO Manual finalization, Emergency Operations Manual, Standards, follow-up leak detection with borrowed equipment, newsletter

Set for Special Session, Friday Dec. 4, 10:30 PM.

## **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 7:54 PM**

Meeting Minutes prepared by Kurt Womack, Clerk/Secretary and made available on 11-27-15. *No revisions.*

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: 12-28-2015 by D. Cracknell, B. Hunt, J. Heberer, K. Womack, J.A. Holt.