

DRAFT 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, January 18, 2016

CALL to ORDER

Chairman D. Cracknell called the **Special Session** to order at 7:00 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; 3 DV Members of the Public.

ADMINISTRATIVE HOUSEKEEPING

D. Cracknell reported that accountant Crandall was expecting Verizon payment any day, haven't paid lease payments for about a year. K. Womack asked why we don't follow their protocol against their customers for non-payments. [Exec.M11.24.2014(9pm) item 3.6A, M1.17.2015(SS1.00pm, M4.27.2015(R7.00pm) item 7, M6.22.2015(R7.00pm) item 2, M7.13.15.2015(SS7.00pm) item 3C, M7.27.2015(R7.00pm) item 3, M10.05.2015(SS7.00pm) item 3, M10.19.2015(SS7.00pm) item 1 R2015-10-19]

K. Womack relayed a request from a customer about having meetings broadcast via telephone, or Skype.

J. Heberer wanted verification about the electrical bill at Opal tank being higher, D. Bohlier explained it was extra pumping due to repairs. Heaters are contributing, discussed using timers.

CALL TO THE PUBLIC

Barry McCoy gave an update on the proposed Waste Water Improvement District, reported on a recent meeting for intergovernmental agreements, and the process of petitions. [M7.27.2015(R7.00pm) item 6]

Jody Savage asked that the Hook-up fee be put on an agenda, needs to be reviewed for how it's written, and it should be lowered. [M6.29.2015(PH,SS7.00pm) R2015-06-29]

1. CLERK SECRETARY REPORT ON RECORDS

K. Womack reported that the designation of file names for the Agendas and Minutes needed to be renamed. Previous long-time Secretary Susan Echenrode had developed a file naming system that sorts out documents in a chronological order on the computer. Last Secretary G. Mason had her own system. Kurt had one similar to Susan's, but he has renamed this year's as she had developed. Kurt will be downloading the Calendar Year Agenda/Minutes/Resolutions as package files, onto each Board member's thumb drive. Kurt also found the District website needed to be cleaned up, removing draft Minutes, missing signed Resolutions, etc. J.A. Holt asked about how long to keep records, Kurt basically explained there are various requirements by the State, based on importance of records. [M2.23.2015(R7.00pm), M6.10.2015(SS10.00am) item 1]

J. Heberer wanted to discuss having an “archived” section on the website, have only the past year or past six months on the Home Page, older in an archive. Needs to be made easier for anyone to find the Resolutions. Discussed meeting with original webmaster Sadie Sardi to improve the website, with the Manager, arranged by Dave and/or Jean. [M8.24.2015(R7.00pm) item 3]

2. EMERALD PUMPHOUSE WELL ABANDONMENT

Don will be getting a quote for well abandonment in a couple of weeks. Will also get quote for the lot on Diamond Drive, can get a better price if all (6) are done at once. [M3.06.2015(SS1.30pm)]

3. ROSE QUARTZ BUILDING DEMO AND WELL ABANDONMENT

Don reported that Pehl verbally quoted \$4,500 to demolish the “dog house” building and tie in the pipeline, remove debris. Well quote will be with the other locations included. Don was just told that ADWR (AZ Department of Water Resources) can take up to a year to process paperwork. Don directed Pehl to dig down around wells in preparation, 4 already done.

Approved by consensus.

4. NEWSLETTER

K. Womack appreciated the input from everyone, did some editing. Discussed basic layout, looked like two pages both sides. Will be getting two prices for printing.

J. Heberer started discussion about statistics and wording that needed clarifying. The transition from repair to systematic Capital Improvement narrative needed clarification between the Board and Management.

Jean will coordinate printing of 725.

[M5.25.2015(R7.00pm) item 6, M9.14.2015(SS7.00pm) item 3]

5. FUTURE AGENDA ITEMS

Special Session: Teleconference idea for meetings, TPT, Emergency Operations Manual.

Set for Wednesday, Feb. 3, 10:30 AM.

Regular Meeting Agenda was full.

6. ADJOURNMENT

D. Cracknell moved to adjourn by consensus.

Meeting adjourned at 8:21 PM

NOTE: [M00.00.2015] Indicates reference to Minutes from previous meetings.
[aa] Robert’s Rules Of Order.

Meeting Minutes prepared by Kurt Womack, Clerk/Secretary and made available on 01-21-16.

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: _____ by D. Cracknell, B. Hunt, J. Heberer, K. Womack, J.A. Holt.