

MEETING MINUTES OF OPEN PUBIC MEETING
BOARD OF DIRECTORS
DIAMOND VALLEY WATER DISTRICT (DVWD)
LEGAL SHIELD BUILDING
(1277 N. RHINESTONE, PRESCOTT, AZ)
7:00 PM
Monday, August 31, 2015

CALL to ORDER

Chair D. Cracknell called the meeting to order at 7:06 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. 2 DV Members of the Public.

ADMINISTRATIVE HOUSEKEEPING

J.A. Holt inquired about certificate of liability and license from contractors, J. Heberer and D. Cracknell confirmed information. [8.24.15 item 5; 7.13.15 item3B; 6.10.15 item3(b)]

K. Womack considered advice on Minutes from Jean, when action has been taken on an Agenda item, to show in this section under Admin. Housekeeping. Show month, item number, for example: [8.17.15 item AH (Administrative Housekeeping)]

D. Cracknell discussed legal procedure of shut-offs with attorney Kozak who referred to AFO Manual (Administration Finance Operations). Discussion about certified letters, and red tags (handed out 100 last month), K. Womack read from AFO. [8.17.15 item2]

D. Cracknell had the signed contract with Dan Milliron for leak detection, starting Sept. 9. Don Bohlier had talked with Mr. Milliron at a conference at Prescott Resort about preparation of valves. [8.10.15 item5]

D. Cracknell asked about quote for repair on Jade Circle, Don had a bid from Earth Resources. [?]

Don Bohlier notified the Board with letter from Prescott Valley water rate increase. J. Heberer asked if we need a Hearing for matching increase, Sept. 10 is PV Hearing. [new]

CALL TO THE PUBLIC

No comments.

1. OPAL TANK FIELD VISIT

August 22 visual inspection showed the tank is 2.5° off plumb. K. Womack stated that the next door neighbor Pat had pointed out the angle to Don Bohlier, and had known about it for some time; Kurt then showed comparison to the Leaning Tower of Pisa that has 4°, so we have 1.5° to go. D. Cracknell requested a monthly report to watch if any change requires action.

2. TRANSACTION PRIVILEGE TAX

D. Cracknell got the AZ Dept. of Revenue TPT document from accountant Stephen Crandall to put in our file. J. Heberer reported that S. Crandall discovered that the District had overpaid by about \$8,000 since the start of 2015, that should be refunded to customers, either by researching each account, or across-the-board refund (about \$11 per customer). K. Womack commented on it being a windfall for new renters.

Don Bohlier stated that when he compared our TPT to the other water company he works on, is when he noticed DVWD was different. The State may have changed the muni percentage rate, our billing was less. Two previous Board members said to “change to what you think is correct”, but Don later found it was incorrect. Current bill is correct, Feb. - July will be recalculated. S. Crandall said the districts he works for also showed different amounts, which was a sign. J.A. Holt asked if we wait until money comes back from the State, if it does - yes. J. Heberer will ask accountant S. Crandall to figure out formula and send to GSM.

3. METER REPLACEMENT PROJECT

J. Heberer called ADEQ and ADWR about back-flow prevention devices, which aren't required with exceptions such as pools and irrigation. Don pointed out that check-valves were already installed when the system was built. D. Cracknell disagreed, had done his "research" on 17 meters, concluded that prior 2000, check-valves were not installed. Don said no, in meter yokes there was no check-valves installed. Dave asked Don to confirm, the new yokes have check-valves built-in; yes. D. Cracknell confirmed that other cities do not require back-flow valves, but for irrigation and pools one is required, conflicts with fire sprinkler system flow; J. Heberer understood we don't need back-flow valves, but some towns have resolutions for them. Don stated when a service line is replaced, the new yoke with built-in check-valve is installed, but not when a meter is simply replaced.

K. Womack requested clarification of "valves", since there seemed to be confusion. Kurt drew pictures to illustrate a 1964 meter with no extra "valves" (excluding built-in shut-off valve), 1980s meter with "valve" added after meter, current meter with yoke that has the built-in "valve" (Don brought one to a previous meeting prior Crandall and Holt joining). Kurt requested agreement to definition for: check-valve, back-flow valve. Don said a back-flow valve is a special valve that's not required, only a check valve is built into a meter set. Seemed like we should not use "back-flow" in discussions. Pressure regulator valves also discussed, some homes had them added in the 80s, for some people who don't have any pressure, this is sometimes caused by failed pressure regulator valves (which should be exercised, but never are). K. Womack read some from the AFO Manual (pg. 32) about "back-flow" valves, to muddy the waters.

Scope of work: Don wanted to start on Barbara and Donna Dr. to replace meters, had done 2 last month, almost a dozen this month. Requested the radio meters, J. Heberer concerned about cost. D. Cracknell wanted to specify the number. K. Womack asked what the payback period would be for faster meter reading, would we save in operating cost; Don said it would, manager wouldn't have to raise rate, Kurt said then we could get a cheaper operator. Don stated reading all in one day would make loss rate more accurate. D. Cracknell pointed out the obvious use of inaccessible Easements for radio meters (about 108). B. Hunt asked for estimate on cost of a meter replacement, Don estimated \$1,500 on dirt (such as the Easement, pavement \$5,000; Jean clarified that it's new service line, yoke, meter, Don added new box, asphalt, to County specifications. D. Cracknell requested average cost, and how many meters in Easements; simple switch-out of million gallon [K.W. million miles] plus meter around \$100, and how many outside of Easements.

Timeline: D. Cracknell asked how many replaced so far; 60.

4. JADE DRIVE WATERLINE

Don Bohlier presented Earth Resources bid proposal for washed out area using boulders.

J. Heberer motioned to accept the Earth Resources contract for the Jade Drive repair; K. Womack seconded. **APPROVED: 5-0.**

5. 4553/4555 KATHERINE DRIVE SERVICE LINE REPLACEMENT

Don Bohlier said these two meters are inside a fenced yard with dogs, along an Easement, proposed moving to outside of fence. Discussion about needing survey to locate property corners before any work is done. J. Heberer said the cost should be the owner's, not the District. K. Womack asked if having the fence moved is the better solution, since it might be inside the Easement. Don will try to find corners with metal detector, need to notify owner of encroachment. D. Cracknell tabled for further discussion.

6. FUTURE AGENDA ITEMS

Resolutions review, newsletter, review AFO Manual, Bylaws.
Set for Sept. 14.

ADJOURNMENT

D. Cracknell moved to adjourn by consensus.

Meeting adjourned at 8:31 PM

Meeting Minutes prepared by Kurt Womack, Clerk/Secretary and made available on 9-02-15. *Revisions in italics.*

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: 9-28-15 by D. Cracknell, B. Hunt, J. Heberer, K. Womack, J.A. Holt.