

# MINUTES OF OPEN PUBLIC MEETING

BOARD OF DIRECTORS  
DIAMOND VALLEY WATER DISTRICT OFFICE  
(LEGAL SHIELD BUILDING)  
1277 N. RHINESTONE, PRESCOTT, AZ

7:00 PM  
Monday, May 22, 2017

## CALL to ORDER

Chair Dave Cracknell called the **Regular Meeting** to order at 7:05 pm.

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

DAVE CRACKNELL (P) JO ANN HOLT (NP) KURT WOMACK (P)  
BARRY MCCOY (P) BILL HUNT (P)

**Also present:** No Members of the Public, 1 guest Ben Tilman from Civiltec Engineering. **Don Bohlier** for District Management.

## 1. ADMINISTRATIVE HOUSEKEEPING

A) Schedule Accounting Workshop with Stephen Crandall.

Scheduled for June 12 after the Hearings.

B) Brief Presentation Sustainable Management of Small Water Systems (Barry).

Groundwater meeting (supplied Courier article), showed the film 'Groundwater: Enactment Of Law For The Common Good', panel discussion that included Supervisor Thurman. Ned Warren (DV developer) was mentioned in the movie.

C) The Small Water System meeting: *Barry said that* Deborah Patton urged that we keep track of our hours *to protect ourselves in case of legal action regarding time spent.*

Discussed payment options to Office landlord regarding method of payment.

K. Womack made a motion to [*Suspend the Rules, change Agenda order*], to move item 9 up next, agreed by consensus.

## 2. MANAGER'S REPORT

A) April Monthly Report:

Total active customers - 725; Total Water Sales Revenue - \$14,162.08; Total Base Service - \$31,072.84; Total Tax collected - \$2,967.89; Total Current charges - \$53,494.42.

Average water bill \$68.50; Total Gallons pumped - 2,789,950; Total Gallons Sold - 2,143,792; Accounted Water Loss - 127,000; Unaccounted Water Loss - 519,158; actual **PERCENT WATER LOSS - 18.6%** (RVS system rounded off to 19%, Don is going to report both versions from now on). Meters read from 3-17-17 to 4-21-17, 36 days.

Applications 5 owners and 4 renters. Changed out 40 meters, and 1 dead meter. Water quality tests were good for total Coliform (two per month). One new service hookup at 4899 Catherine. Finished CCR Report on the website and copy to the Chair.

Finished backfilling the 4” main at Paul where APS hit the pipe 4-5. Filled ditch line on Regina Ct. and graded Rose Quartz Dr. from Onyx to pump station 4-5. 1231 Nancy service leak, and 1214 & 1228 Susan replumbed 4-6. Set posts on the easement on Paul Dr. and Stevens Dr. to reduce liability 4-6. 5200 Diamond contractor hit 4” main that ran across property 4-10. 1905 Quartz dump truck crossing over main and broke, repaired 4-12. 4899 Catherine 65 feet of main that was 12 feet on property, relocated off the property 4-13. 1905 Quartz replaced 53 feet of ACP (transite) that is in the driveway with C-900 4-17. Quartz Dr. replaced old blow-off valve because of the County widening the street 4-17. 5200 Diamond replaced 126 feet of ACP with C-900 to get off property 4-26. 5200 Diamond contractor going near two properties and broke the main, charged the contractor for repair, previous new valves allowed less people to be out of water 4-30. K. Womack requested that a file be done with measurements of repairs; Don said he is also adding tracer wire.

B) Capital Improvements Progress Report: Finished patching Gemstone & Lapis 4-5; Emerald & Diamond replaced two old valves in intersection 4-20.

### 3. TREASURER’S REPORT

Barry gave his report as follows:

Category	30-April-17	31-Mar-17	% Change
Cash Balance	\$642,944.56	\$628,841.77	2.20%
Accounts Receivable	\$ 62,814.11	\$ 56,206.55	11.80%
Total Income	\$ 46,110.94	\$ 48,405.02	-4.70%
Cost of Water	\$ 15,611.01	\$ 14,498.12	7.70%
Repairs & Maintenance	\$ 12,563.75	\$ 6,373.02	-13.70%
Capital Outlay - Service Line Replacement	\$ 11,760.00	\$ 4,238.80	177.40%

D. Cracknell asked if Prescott Valley shows meter number of days similar to Don’s report; *would like to see added* to report.

### 4. CHAIRMAN’S REPORT

A) Map Digitizing Progress Report: D. Cracknell reported that contract 1 is 98% complete, no billing. Started contract 2 for locating mains, to be dialed in with Bohler.

[M01.09.2017(SS7.00pm), item 5]

### 5. APPROVAL OF DRAFT MINUTES

A) Regular Meeting April 24, 2017.

Dave Cracknell had some corrections, K. Womack made the motion to approve revised Minutes; seconded by D. Cracknell.

**APPROVED:** 4-0.

### 6. APPROVAL OF 2017-2018 RATES AND FEES SCHEDULE

Final change per session two. [M04.14.2017(SS9.30am), item 3B]

D. Cracknell made the motion to approve the 2017-18 Rates and Fee Schedule; B. Hunt seconded. **APPROVED:** 4-0.

**7. APPROVAL OF 2017-2018 BUDGET**

Only change was adding \$3,000 to the Capital Improvement due to Digitizing Project contract 2 continuing into FY 17-18.

[M04.07.2017(SS10.00am), item 2] [M04.14.2017(SS9.30am), item 2 & 3A]

D. Cracknell made the motion to approve FY 2017-18 Budget; seconded by B. McCoy.

APPROVED: 4-0.

K. Womack shall proceed with legal ads in the newspaper.

**8. APPROVAL OF ACCESS EASEMENT AT ROSE QUARTZ PUMPHOUSE TO TOWN OF PRESCOTT VALLEY FOR VICTORIA ESTATES DISTRIBUTION LINE PROJECT**

D. Cracknell had provided documents, an easement across the DVWD property was required to run the new main off of Rose Quartz and go back to the “vault” before entering the pump house.

Some discussion about the existing fence encroaching onto the lot south, not an issue at this time.

[M12.12.2016(SS7.00pm), item 1]

D. Cracknell made the motion to approve the easement, for PV project W391; seconded by B. Hunt.

APPROVED: 4-0.

**9. APPROVAL OF CIVIL-TECH TO PERFORM SURVEYING SERVICES TO THE DISTRICT ON A ON-CALL BASIS**

[Moved to beginning] Ben Tilman gave a short presentation: Civiltech in business 30 years, Prescott 21 years, 3 Land Surveyors in the office, specialize in civil engineering *surveying* work. Assured us that doing on-call by the hour should save the District money over doing bid for each job. Lead time should be within a day if working in town, *more lead time will be needed* if research of previous records is required. D. Cracknell had developed DVWD policy to cover disturbance of survey pins, good idea to *note pins location* prior construction.

D. Cracknell made the motion to hire Civiltech for on-call survey services; seconded by B. Hunt.

APPROVED: 4-0.

**CALL TO THE PUBLIC**

No comments.

**10. PUBLIC HEARING MONDAY (JUNE 12) PREVIEW**

Hearings 7:00 PM, followed by accounting workshop with S. Crandall.

**ADJOURNMENT**

**Meeting adjourned at 8:16 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 06-13-17.

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:    JUNE 12, 2017    by D. Cracknell, J.A. Holt, K. Womack, B. McCoy, B. Hunt.