

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, July 24, 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 (P) KURT WOMACK (NP)
BARRY MCCOY (P) BILL HUNT (P)

Also present: No Members of the Public. **Don Bohlier** for District Management.

1. ADMINISTRATIVE HOUSEKEEPING

A) Chair Cracknell announced that the Remote Read Meter Capital Improvement Project had started and some of the meter had already been replaced. Don went onto further details in the Capital Improvement Project report.

B) Chair Cracknell announced that all the past minutes and managers reports had been scan as part of the record retention project, book are in the printers. Chair will pick up later this week.

2. MANAGER'S REPORT

A) June Monthly Report:

Total active customers - 731; Total Water Sales Revenue - \$20,400.57; Total Base Service - \$31,249.13; Total Tax collected - \$3,410.06; Total Current charges - \$70,096.01.

Average water bill \$53.03; Total Gallons pumped – 3,555,610; Total Gallons Sold – 2,929,192; Accounted Water Loss – 30,000 gal / last month 0; Unaccounted Water Loss – 596,418 gal; actual **PERCENT WATER LOSS – 16.77% / last month 18.38%**. Meters read from 5-21-17 to 6-16-17, 29 days.

Applications 6 owners and 6 renters. Changed out 2 meters, 1 dead meter, no million gallon meters to replace. Water quality tests were good for total Coliform (two per month). New service hookups at 1735 Crystal (6-9), and 4961 Ramada (6-21). 2 Locates.

(A) Don gave an update on the Gloria, Julie, Nancy easement water line issues, 3 inch water main at the end of the had a blowout. Still a work in progress.

(B) Capital Improvements Progress Report: 120 meters change to drive by readers, RVS is testing the software program.

3. TREASURER'S REPORT

A) Barry gave his report as follows:

| Category | 30-June-17 | 31-May-17 | % Change |
|---------------------|--------------|--------------|----------|
| Cash Balance | \$692,740.24 | \$644,032.25 | 7.60% |
| Accounts Receivable | \$ 78,133.60 | \$ 82,213.43 | -5.00% |

| | | | |
|---|--------------|--------------|---------|
| Total Income | \$ 67,892.92 | \$ 64,337.42 | 5.50% |
| Cost of Water (5/10/17 – 6/9/17) | \$ 17,083.03 | \$ 14,262.56 | 19.80% |
| Repairs & Maintenance | \$ 17,023.14 | \$ 2,698.50 | 530.80% |
| Capital Outlay - Service Line Replacement | \$ 2,015.00 | \$ 2,000.00 | 0.80% |

- B) B. McCoy presented a grant application package for technical support through WIFA to Chair Cracknell. Chair will supply information for the application and B. McCoy will submit application online. Application deadline August 31, 2107.

More information on Grants to come.

4. CHAIRMAN'S REPORT

- A) Map Digitizing Progress Report: D. Cracknell gave Board members an update digitalization of District Map-Approximately 50% complete, billing at 27%.
- B) Item 6C of agenda-Appraisal of DVWD Vacant Lot 5190 Diamond Drive is tabled until an appraisal process is completed.
- C) Gloria upgrade project postponed for bid posting no later than Aug. 14, followed by bid submissions by Aug. 28, with estimated project ending by end of November.
- D) Remote meter reading update presented in Managers Report

5. APPROVAL OF DRAFT MINUTES

- A) Regular Meeting June 26, 2017.

D. Cracknell made the motion to approve revised Minutes per his corrections; seconded by B. Hunt .

APPROVED: 4-0.

6. ITEMS FOR BOARD APPROVAL

- A) Chair presented a rent increase of \$25.00 per month requested by landlord of said property, bringing total rent per month to \$405.00/month on Aug. 1st.

Motion to approve lease renewal with rent increase by B. McCoy, seconded by J. Holt.

APPROVED: 4-0.

- B) Renewal of Professional Services for Stephen Crandall CPA for FY-2017-2018.

Motion to approve CPA Letter of engagement by B. McCoy, seconded by B. Hunt

APPROVED: 4-0.

7. CALL TO THE PUBLIC

No comments.

8. FUTURE AGENDA ITEMS JULY MEETING PREVIEW

- A) Special Session August 14th, 2017-Record retention and purging. Effort will be ongoing to be completed by end of calendar year. S. Crandall will attend for assistance.

- B) Emergency Operation Manual update. D Cracknell will provide his working files to B McCoy.

ADJOURNMENT

Meeting adjourned at 7:45 P.M.

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 06-29-17.

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 Per DV Email Request group list and providing an email address to: <http://diamondvalleywaterdistrict.com>

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