

# 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, August 28, 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 (P)

BARRY MCCOY (P) BILL HUNT (P)

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

## 1. ADMINISTRATIVE HOUSEKEEPING

A) Chair Cracknell said bid packages for Gloria project was sent to contractors today.

[M06.26.2017(RM7.00pm), item 7]

Dave stated his appreciation of B. McCoy working on finding grant money.

[M06.26.2017(RM7.00pm), item 4]

## 2. MANAGER'S REPORT

A) July Monthly Report:

Total active customers - 728; Total Water Sales Revenue - \$23,126.47; Total Base Service - \$31,282.10; Total Tax collected - \$3,601.23 (AZ Municipal *tax* \$21.38); Total Current charges - \$60,334.06.

Average water bill \$82.87; Total Gallons pumped - 4,374,050; Total Gallons Sold - 3,292,086; Accounted Water Loss - 106,550; Unaccounted Water Loss - 975,414; actual **PERCENT WATER LOSS - 22.30%**. Meters read from 6-16-17 to 7-18-17, 33 days.

Applications 7 owners and 3 renters. Changed out 4 meters, no million gallon meters to replace. Water quality tests were good for total Coliform (two per month).

4801 Ramada meter bottom blown out, 1,550 gallons, 7-4. End of Rose Quartz at low water crossing, CLM hit 4" main while digging for the 12" main, 50,000 gal. 7-12. 4713 Julie & 1230 Nancy replumb 3" main blew apart, 55,000 gal. 7-13 twice. 1230 Nancy completed replumb, 7-13; 4713 & 4739 Julie completed replumb, 7-14. 5431 & 5439 Sapphire service leak (loss will be reported next month), 7-21. 1926 Quartz dug up meter box found it was ground water *and not service line leak*, did full replumb *to replace poly pipe*, 7-21.

B) Capital Improvements Progress Report: 191 *drive-by* meters installed *to date*. Waiting on report for RVS test package with National Meters.

Customer near Diamond and Amber *Drives* reported pavement degrading on Amber Dr. Leak detection was done as part of full 2015 Leak Detection Project and no leaks were found. Don did additional leak detection and again no leaks were found. Don contacted County public works and it was determined that the pavement degrading was due to substandard sub-base. County will be repairing the damaged roadway in the future.

Had an error on some bills, regarding decimal places with new meters, found the problem and will correct.

**3. TREASURER’S REPORT**

Barry gave his report as follows:

Category	30-July-17	30-June-17	% Change
Cash Balance	\$668,428.26	\$692,740.24	-3.51%
Accounts Receivable	\$ 69,611.13	\$ 78,133.60	-10.91%
Total Income	\$ 58,161.18	\$ 46,110.94	-14.33%
Cost of Water (PV)	\$ 19,650.39	\$ 17,083.03	15.03%
Repairs & Maintenance	\$ 19,949.52	\$ 17,023.14	17.19%
Capital Outlay - Service Line Replacement	\$ 36,898.94	\$ 2,015.00	***%

Some discussion regarding the slightly different amount of cost of water *purchased from PV*, depends on date of meters read.

**4. CHAIRMAN’S REPORT**

A) Map Digitizing Progress Report: D. Cracknell will coordinate with Manager Bohlier on finalizing *location of existing lines and other infrastructure*.

**5. APPROVAL OF DRAFT MINUTES**

A) Special Session, August 14, 2017.

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

**APPROVED:** 5-0.

**6. APPROVAL OF:**

A) Engagement Letter from Mr. David Snyder for 2017 Financial Audit.

According to schedule, *FY 2017 is an Audit year*. Mr. Snyder did it for DVWD for *FY 2014-15*. David A. Snyder CPA submitted proposal of \$2,800.

B. Hunt made the motion to hire Snyder CPA for the 2017 Audit; seconded by J.A. Holt.

**APPROVED** 5-0.

B) Derek Lillesve Drafting Services Contract 3. [\[M08.14.2017\(SS7.00pm\), item 5B](#)

D. Cracknell had revised per McCoy's concern, since DVWD is not the contractor who could change the design, omitted that item. ...

D. Cracknell made the motion to approve Contract 3 with Derek Lillesve; seconded by B. Hunt. **APPROVED** 5-0.

C) Updated Emergency Operations Manual. **TABLED**

**7. DISCUSSION OF TRANSFERRING ALL FUTURE DVWD BOARD RELATED TO THE DVWD DOMAIN**

Based on discussion with Account Crandall, Dave wanted input from the Board. The primary reason is to get DVWD business out of Board member's private emails. Kurt stated the best reason is in case a legal discovery of evidence is required, much easier to go into DVWD domain (diamondvalleywaterdistrict-dot-com). [M08.14.2017(SS7.00pm), item 2]

Chair Cracknell made the motion to pursue establishing Board email; B. McCoy seconded. **APPROVED** 5-0.

**CALL TO THE PUBLIC**

No comments.



**8. UPCOMING AGENDA ITEMS/ NEXT SCHEDULED MEETING**

Award Gloria upgrade project, AFO and Emergency Manual update, possible Resolution(s).  
Sept. 11, 7:00 pm.

*Anticipated number of meetings for second quarter FY 2017-18:*

1 in Oct., 2 in Nov., 1 in Dec.

**ADJOURNMENT**

**Meeting adjourned at 7:43 PM.**

**NOTE:** [M00.00.2015] Indicates reference to Minutes from previous meetings.

[aa] Robert's Rules Of Order. *Revisions in italics.*

Meeting Minutes prepared by Kurt Womack, Clerk/Secretary and made available on 09-15-17.

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:** SEPTEMBER 11, 2017 by D. Cracknell, J.A. Holt, K. Womack, B. McCoy, B. Hunt.