

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, September 11, 2017

CALL to ORDER

Chair Dave Cracknell called the **Special Session** to order at 7:00 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: One Member of the Public, DVWD Contractor Gavin Pehl. **Don Bohlier** for District Management.

1. BID OPENING AND AWARDING OF CONTRACT PROJECT 201718-08-01 GLORIA DRIVE UPGRADE

Chair D. Cracknell asked if there were additional bid submittals, only two presented.

First opened bid from Pehl Contracting, conformed to bid requirements. \$28,950.00.

Second opened bid from Earth Resources Corp., conformed *to bid requirements*. \$49,460.39.

Chair Cracknell's estimate was \$30,073.82.

Awarded contract to Gavin Pehl.

2. ADMINISTRATIVE HOUSEKEEPING

Chair Cracknell acquired a new 6 foot table for the Office, just needs assembly.

Dave wanted to keep Special Session Agendas to one page. Kurt wanted a better spellcheck.

Dave clarified Kurt's email inquiry about what the project number meant: Fiscal Year-month-project number.

3. PRESENTATION BY DON BOHLIER FOR ADDITIONAL SUPPORT STAFF FOR GRANITE SPRINGS WATER

Don Bohlier was thinking about the transition in the future to another Manager, did not want what happened in the past where those with the knowledge and experience of our water system to disappear *with previous managers*, forcing the next Management to start over. (The original operators of Triangle Development were two elderly gentleman, who never wrote anything down, was all in their heads. KW) Also due to amount of work, time involved, body falling apart, and now

the need for a second person to help with testing the new meters after installation to show customers how they are more accurate.

The new employee of Don's has been helping out recently, will be working under Granite Springs. Don requested the District to match what he has been paying, \$1,400 to \$1,500 per month, at \$15 per hour. Kurt asked if the Budget can support this; Dave had consulted with DVWD Accountant Crandall who said we can. Will discuss *possible base fee increase to cover DVWD contribution* in April Budget discussions. Dave also pointed out new hookups are helping for additional funding. Kurt asked about what it takes to be a Water Manager, and is the new employee willing and able to learn; Don is confident that he has a real interest. General discussion about water manager certification procedure. Kurt asked about requesting a resume, to know better his previous experience. Kurt expressed appreciation that Don is willing to share his knowledge and train someone to help for future transition. Barry asked that he attend the next meeting so the Board can get to know him.

Kurt asked if there is a consensus to discuss further at the next meeting, agreed. Motion to approve, TABLED.

4. APPROVAL OF DRAFT MINUTES

A) August 28 Regular Meeting.

Chair *Cracknell* had more than usual revisions.

Kurt Womack made the motion to approve revised Minutes, seconded by B. Hunt.

APPROVED: 5-0.

5. APPROVAL OF REVISION TO DVWD STANDARD SPECIFICATIONS AND DETAILS

As a result of Gloria upgrade project, Chair *Cracknell* *added* new details for existing service abandonment, blow-off valve, concrete meter box, steel lid for meter box. Adding as an addendum for now. Kurt asked if these are "traffic rated" such as the City Of Prescott requires for new home services; not these boxes, but already have other boxes for in-street use and Don stated that boxes recently installed at County paving locations are. Kurt asked if we should add such boxes; *Chair Cracknell* *agreed and will include traffic-rated boxes in the next formal update of specifications and details.*

Approved by consensus.

6. RESOLUTION 2017-9-11 INVOICES BEYOND \$10,000

Developed due to concern from Barry McCoy, approved by DVWD Attorney Kozak.

"... any construction invoice in the amount greater than \$10,000 shall require two signatures one which shall be of the chairman or acting chairman on the check issued for payment, ..."

B. Hunt made the motion to approve Resolution; seconded by D. Cracknell.

APPROVED: 5-0.

CALL TO THE PUBLIC

Thirty year resident Ray Stone *complimented* the Board *for their efforts*, hears some negative comments but thinks they are minor. Ray had helped read meters in the past, agrees that Manager Bohler needs help. Thank you!

7. UPCOMING AGENDA ITEMS/ NEXT SCHEDULED MEETING

Regular reports from Manager and Treasurer, progress of record purging, meet new helper for Manager, open bids for *sale of 5190 E. Diamond Dr.* property, Accountant Crandall presentation of financial status, clarification for audit vs. review, email account update.

Regular Meeting Sept. 25 at 7:00PM.

ADJOURNMENT

Meeting adjourned at 7:49 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 09-29-17.

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 PerDVEmailRequest group list and providing an email address to: <http://diamondvalleywaterdistrict.com>

APPROVED ON: SEPTEMBER 25, 2017 by D. Cracknell, J.A. Holt, K. Womack, B. McCoy, B. Hunt.