

MINUTES OF OPEN PUBLIC MEETING
BOARD OF DIRECTORS
DIAMOND VALLEY WATER DISTRICT OFFICE
(LEGAL SHIELD BUILDING)
1277 N. RHINESTONE, PRESCOTT, AZ
6:30 PM
Monday, October 09, 2017

CALL to ORDER

Chair Dave Cracknell called the **Special Session** to order at 6:33 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. DVWD Attorney **Robert Kozak**. **Don Bohlier** for District Management.

1. ANNOUNCEMENTS (formerly Administrative Housekeeping)

Chair Cracknell explained why he gave Board Members the old Tetra Tech maps book, so we could follow where Manager Bohlier reports activity. Womack asked if the new digitized maps will use the same format, Cracknell said yes.

2. ADJOURN TO EXECUTIVE SESSION FOR LEGAL COUNSEL

Adjourned at 6:35 PM.

- 1) Sale of District Property. [\[M09.25.2017\(RM7.00pm\), item 8\]](#)
 - 2) Allocation of funds from sale of District Property.
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3. RETURN TO SPECIAL SESSION - ROLL CALL

Returned at 7:11 PM. All present.

Chair Cracknell made the motion to approve recommendations by DVWD attorney Kozak, the Board has determined that real property located at 5190 E. Diamond Dr. is no longer needed or used for public purposes by DVWD, sale contingent on cash within 7 days of sale on Oct. 23, 2017; seconded by J.A. Holt. (screenshot of Yavapai GIS parcel below)

[APPROVED](#): 5-0.

4. APPROVAL OF DRAFT MINUTES

A) September 25 Monthly Meeting.

Chair Cracknell had a few revisions.

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

[APPROVED](#): 5-0.

5. UPDATE RECORDS PURGING PROJECT

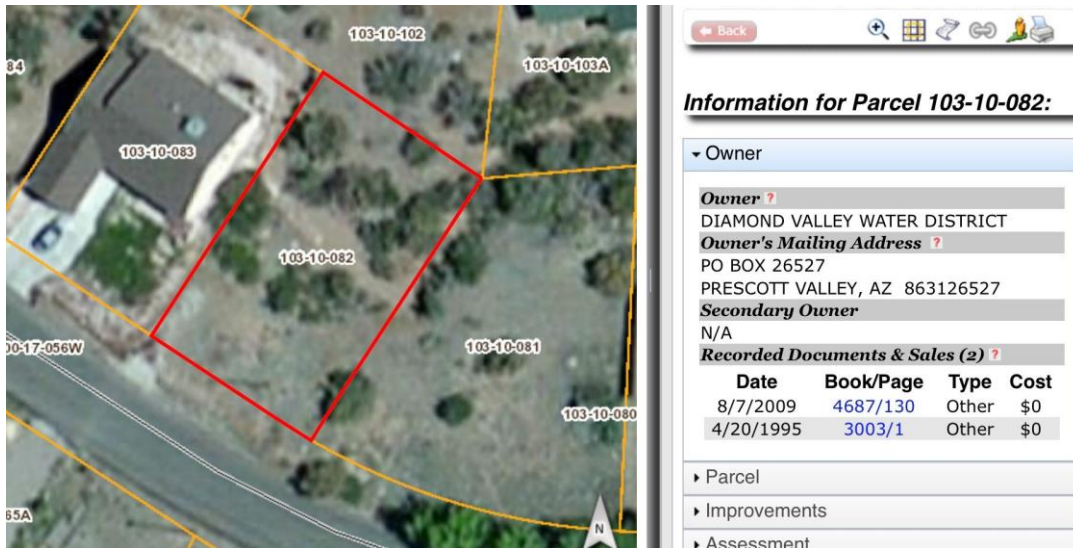
B. McCoy and J.A. Holt have been going through boxes, have found many items don't fit under categories on the list provided by accountant Crandall; attorney Kozak suggested looking at State Library website for additional categories and retention schedules, also offered their seminars for help. Discussed various types of records, and formats specific to our District. Kurt asked about audio recordings, Kozak suggested keeping on a thumb drive. Kurt asked about when we should get records from Manager; Kozak thought inactive files could be retained or destroyed after two years, some active files go back over one year. Written contracts statute of limitations is 6 years, despite term expired. [M08.14.2017(SS7.00pm), item 2]

6. FUTURE AGENDA ITEMS/ NEXT SCHEDULED MEETING

Regular reports, AFO Manual final approval, Emergency Operations Manual finalization, open bids on 5190 E. Diamond Dr. property.
Regular Meeting Oct. 23 at 7:00PM.

ADJOURNMENT

K. Womack motioned to adjourn, J. A. Holt seconded.
Meeting adjourned at 7:48 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 10-12-17.

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

APPROVED ON:10-23-17 by D. Cracknell, J.A. Holt, K. Womack, B. McCoy, B. Hunt.