

# MINUTES OF OPEN PUBLIC MEETING

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

7:00 PM

Monday, October 23, 2017

## CALL to ORDER

Chair Dave Cracknell called the **Regular Meeting** to order at 7:01 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 (NP)

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

## 1. OPENING OF SEALED BIDS FOR REAL PROPERTY LOCATED AT 5190 E. DIAMOND DRIVE

One bid was received, from Sean Smith of Double Action Contracting LLC, for the amount of \$7,050. Cracknell had downloaded the Deed, to prepare for transfer after *funds have been received*.

*Chair Cracknell made the motion to accept the bid; J.A.Holt seconded.*

*APPROVED: 3-0.*

## 2. ANNOUNCEMENTS

A) Prescott Valley Water Rates.

Chair Cracknell relayed information from a recent article saying PV is raising water rates 4%, effective Nov. 01. *Since DVWD does not have a pass-through tariff, the rate increase will take effect in 9 months (August 01, 2018).* There will be no change for this Fiscal Year.

B) Regular Announcements.

Stephen Crandall got the Diamond Valley email set up last week, *and is now online*. Will have a training session on Nov. 13 at a Special Session, *encouraged* all Board members to attend, *plans called for full transfer to DVWD domain mail*. Will officially be active Jan. 1, Cracknell has been *beta testing* with accountant Crandall.

J.A. Holt asked if we got the contract from Pehl Contracting; *Don will need to follow up.*

Regarding Record Retention: after J.A. Holt and B. McCoy are doing a workshop on Nov. 7, will work with DVWD accountant and attorney, *the Board will then appoint a Records Retention Officer.*

*E-Verify contacts have been updated.*

### **3. MANAGER'S REPORT**

A) September Monthly Report:

Total active customers - 734; Total Water Sales Revenue - \$20,156.76; Total Base Service - \$31,479.90; Total Tax collected - \$3,405.52 (AZ Municipal tax \$18.62); Total Current charges - \$60,499.64.

Average water bill \$82.42; Total Gallons pumped - 3,364,900; Total Gallons Sold - 2,752,853; Accounted Water Loss - 2,000; Unaccounted Water Loss - 518,625; actual **PERCENT WATER LOSS - 15.41%**. Meters read from 8-18-17 to 9-15-17, 29 days.

Applications 8 owners and 1 renters. Water quality tests were good for total Coliform (two per month).

Repairs: 8-28-17: 1710 Pearl Ln. the black poly service leak, 2,000 gal. 9-6-17: 5280 Diamond Dr. high usage meter taken to Phoenix for bench test, results were 100% *accurate*, owner *will be billed* the \$50 *fee*. 9-5-17: 1618 Topaz blackly service leak minimal loss. 9-5-17: 4520 Kristen is a Capital Improvement that needed locating up because it was too deep; Don will start reporting separate repairs from Capital Improvements. 9-11-17: Rose Quartz pump station had CLM *contractor* tying in the new 12" main line from Prescott Valley, Don had been on the *site* to make sure lines weren't disrupted. 9-18-17: 4583 Donna customer started to fence off the Easement, which Don had intervened. 9-20-17: 1739 & 1749 Rose Quartz Dr. 4" main during construction of 12" main going through a wash, 100 ft. of C-900 and 60' ductile liner. 9-21-17: 1965 & 1979 Quartz black poly service leak. 9-22-17: Opal Dr. tank fitting broke, caught before too much water was lost. 9-27-17: 4835 & 4859 Ramada, also 4835 & 4859 Ramada are Capital Improvements because of meter replacements. New hookup at 1891 Emerald on 8-29-17.

Showed new Beacon Badger Meter Report that shows leaks on a map, some on the customer's side. Report shows possible back flow, B. McCoy had concern about possible back flow into the system, discussed installing back flow valves, which is part of Capital Improvements. Don said his meter read route *took* about 20 minutes, before it was about 5 hours for 223 meters.

Capital Improvement Project: The Nancy/Gloria 4" main replacement is going good, should be done by Thanksgiving. 223 remote read meters have been installed. Been having issues getting coordinated with Existing RVS system, *is* getting resolved. Ordered two 1.5" meters. Chair Cracknell asked for an estimated time of completion; *Don indicated completion will be* no later than Christmas. Using this system, plan to go out with microphone leak detector to *verify leak* locations spotted by meters.

### **4. TREASURER'S REPORT**

Barry gave his October report as follows:

Category	30-Sept-17	31-Aug-17	% Change
Cash Balance	\$632,149.92	\$635,633.92	-0.55%
Accounts Receivable	\$ 69,979.07	\$ 88,411.81	-20.85%
Total Income	\$ 42,388.09	\$ 69,000.38	-38.57%
Cost of Water (PV)	\$ 18,432.21	\$ 14,815.66	24.41%
Repairs & Maintenance	\$ 21,533.81	\$ 20,277.52	6.20%

Capital Outlay - Service Line Replacement \$ 2,275.00 \$ 2,726.00 \*\*\*%

Barry stated there is a 6 day difference between DVWD reading report time, and Prescott Valley meter read date.

## **5. CHAIRMAN'S REPORT**

### A) Digitizing Project Monthly Report

Due to personal priorities, on hold at the moment. Unofficial report, Contract 2 has been billed 33%, at 50% completion; Contract 3 billed 74%, 80% progress.

### B) Update Tentative Timeline AFO Manual, EOM Manual

*November Monthly Meeting to approve for updated AFO Manual.*

B. McCoy asked if Cracknell had reviewed the old manuals; he has *but wants to* update a page, *review and possibly update the media contact page.*

## **6. APPROVAL OF DRAFT MINUTES**

### A) October 9 Special Session & Executive Session.

Chair Cracknell had a few revisions.

Chair Cracknell made the motion to approve revised Minutes, seconded by J.A. Holt.

**APPROVED:** 3-0.

## **CALL TO THE PUBLIC**

No comments.

## **7. UPCOMING MEETING PREVIEW**

Training for DVWD email, .

Special Session Nov. 13 at 7:00PM.

## **ADJOURNMENT**

Chair Cracknell adjourned by consensus.

**Meeting adjourned at 8:10 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 11-16-17.

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:** NOVEMBER 13, 2017 by D. Cracknell, J.A. Holt, K. Womack, B. McCoy, \*\*.