

MEETING 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, May 23, 2016

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) JEAN HEBERER (P) JO ANN HOLT (P)
KURT WOMACK (P) BILL HUNT (P)

Also present: Don Bohlier for District Management; 5 DV Members of the Public, Yavapai County Supervisor Jack Smith and guest.

ADMINISTRATIVE HOUSEKEEPING

K. Womack reported that the legal ads for the Hearings have been finalized, and a check for the Courier has been cut.

[Considered that Call To The Public was listed twice, rescheduled order to the end]

1. PRESENTATION BY COUNTY SUPERVISOR JACK SMITH

Yavapai County Supervisor Jack Smith reported on the (slow) progress regarding a Memorandum of Understanding between the County and Prescott Valley to start the process of establishing the new Improvement District, that will include new Waste Water System, new Water System, paving dirt roads. [M01.18.2016(7pm), item Call To Public; M05.18.2016(SS10.30am), item Call To Public] Expected final approval by PV within a week.

Discussed the procedure for petitions. Roads were being evaluated by the County, but considering pipelines were going in, would be a waste of resources to do first. Mr. Smith asked if there were any negative concerns, Barry McCoy said preliminary survey of about 300 people showed positive, 444 property owners out of 1,500 lots. Some discussion about the EPA regarding septic tanks. K. Womack asked who is head of the Special Districts now; Kim Kapin and Barbara Boxtomas (sp?).

Jodi Savage asked how long this will take; at least a year, PV's ordinance requires improvements before annexation can happen. Ray Stone asked if paving will only be chip seal; no, will be asphalt paving, but no curbs, gutters, sidewalks. Marielle LaMar asked what it will cost each homeowner; no accurate figure yet, but the lower water bill (PV prices) should cover the assessment.

Mr. Smith will update the Board.

Chairman D. Cracknell made the motion to go into recess at 7:17 pm, agreed by consensus.

Resumed at 7:26 pm.

2. MANAGER'S REPORT

A- Monthly Report: Don Bohlier reported total active customers 726; total sales revenue \$18,121.05; total base service \$31,239.10; total tax collected \$3,277.45; total current charges \$55,053.92; average water bill \$75.11. Total gallons pumped 3,482,030; total gallons sold 2,716,605; accounted water loss 25,000 gal.; unaccounted water loss 740,425 gal.; **21.00% water loss**. Read from 3-19-16 to 4-22-16.

5028 & 5040 Regina Ct. had PVC fitting break 3-24, 20,000 gallons loss. 5101 Ramada had blue poly service line break 4-20, 5,000 gallons. Changed out 11 meters (4 dead, 6 hard to read, 1 million +). 32 Red Door hangers. 8 applications for new owners.

B- Miscellaneous: Microbiological Sample Siting Plan (MSSP) was filed with the ADEQ (Arizona Department of Environmental Quality). 2015 Consumer Confidence Report was filed with ADEQ. Was posted on the website last Thursday, also delivered to customers who don't use internet.

D. Cracknell stated that he and K. Womack had been discussing how the loss has been calculated, asked about why so much is used for flushing. D. Bohlier explained why the the accounted is estimated, why he reports this separately. K. Womack stated he did not really care what the lost water is called, we still see how much comes in, and how much is sold. Dave and Kurt are still concerned to see so much loss, even though we did leak detection and replaced service lines, J. Heberer asked "what are we missing?" D. Bohlier explained the repairs change the pressure which creates more leaks, for example the last repair had been leaking for a long time; K. Womack asked about how close the leak detector was, not close enough. Everyone understands we need to fix what we can considering this is an Improvement District, but now need to consider the recent progress towards the proposed Waste Water Improvement District. J. Heberer asked if vacant lots have been identified, to remove service lines that could be potential leaks; was previously discussed but no.

3. TREASURER'S REPORT

A- Monthly Report: Jo Ann Holt gave the report. Total checking and savings is \$663,331.21. Accounts receivable \$67,037.86. Other current assets \$2,804.95. Total current assets \$727,564.80. Fixed assets \$564,166.95, Total \$1,291,731.75. Last month had \$8,006.58 deficit for income, this month net income was \$22,264.94, back into the positive.

B- Preliminary FY 2015-2016 year end projection: Tabled due to no current information.

4. APPROVAL OF DRAFT MINUTES

- A. Budget Session April 20, 2016
- B. Monthly Session April 25, 2016
- C. Special Session May 3, 2016
- D. Final Budget Session May 18, 2016

Dave Cracknell submitted revisions. K. Womack made the motion to accept revised Minutes for #A, B, C, D; J.A. Holt seconded.

APPROVED: 5-0.

5. DISCUSSION - PROCEDURE OF CONTRACTOR NOTIFICATION TO DVWD FOR TERMINATION OF SERVICES

K. Womack stated that he had heard a rumor, which got him to consider implementing a policy to add to the AFO (Administration Financial & Operations) Manual. [M05.18.2016(SS10.30am), item Admin. Housekeeping] Discussed how much time for giving notice, 30 days was the consensus. Discussed the need for having a contract with approved contractors, consensus was no. Will develop a simple form for giving notice to the Manager, due to moving, retirement, or unforeseen circumstances.

6. RESOLUTION 2016-5-23 HOOKUP TO DISTRICT FACILITIES

D. Cracknell read the new resolution. Effective date June 1. [M05.03.2016(SS7.00pm), item 3]

J. Heberer motioned to accept and confirm the Resolution; B. Hunt seconded.

APPROVED: 5-0.

CALL TO THE PUBLIC

Barry McCoy asked if there were any more questions regarding item 1; no.

[Suspend The Rules, Introduce Business by consensus]

D. Cracknell realized this important item was not on the Agenda, which was stated in the previous meeting Future Agenda. [M04.20.2016(SS10.30am), item 1; M04.25.2016(R7pm), item 4; M05.18.2016(SS10.30am), item 1 & 2]

D. Cracknell motioned to approve the final Budget, which will be posted on the website and box at the church; J. Heberer seconded.

APPROVED: 5-0.

7. FUTURE AGENDA ITEMS - PUBLIC HEARING MONDAY (JUNE 13TH)

June 13, 7:00 pm. Final wording for contractors notification.

ADJOURNMENT

Meeting adjourned at 8:03 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 5-24-16.

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: JUNE 27, 2016 by D. Cracknell, J.A. Holt, K. Womack, B. Hunt.