

# MINUTES OF OPEN PUBLIC MEETING

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

6:00 PM

Monday, June 12, 2017

## CALL to ORDER

Chair Dave Cracknell called the **Special Session** to order at 6:05 pm.

## ROLL CALL of BOARD MEMBERS P = PRESENT NP = NOT PRESENT

DAVE CRACKNELL (P) JO ANN HOLT (P) KURT WOMACK (P)  
BILL HUNT (P) BARRY MCCOY (P)

**Also present:** DVWD Accountant Stephen Crandall. No Members of the Public. **Don Bohler** for District Management.

## ADMINISTRATIVE HOUSEKEEPING

Tabled.

### 1. APPROVAL OF MEETING MINUTES

A) Approval of Minutes for Monthly Meeting, May 22, 2017.

D. Cracknell had revisions. K. Womack made the motion to approve amended Minutes for the May 22 Special Session; seconded by B. McCoy.

APPROVED: 5-0.

### 2. ACCOUNTING WORKSHOP - Presenter Stephen Crandall CPA

Stephen Crandall provided Board members copies of 'Document Retention and Destruction Policy' published by AICPA, regarding Non-for-profit entities (NFPs); and 'What are the Basic Responsibilities of Nonprofit Boards?' published by [www.boardsource.org](http://www.boardsource.org).

Focused review on bullet points: "provide proper financial oversight. ... ensure legal and ethical integrity and maintain accountability. ... enhance the organization's public standing. ... determine, monitor, and strengthen the organization's programs and services. ...". S. Crandall asked if the District has such policy in the By-Laws; K. Womack said not really [*Financial Procedures, section 2G (pg. 22) AFO Manual*], but he had attended a seminar on June 02, 2015, put on by the State Of Arizona (Library, Archives and Public Records) and have a document regarding policy.

[M6.10.2015(SS10.00am), item 6] Discussion primary focused on emails, what to save, how to store in what format. To avoid issues with the Open Meeting Laws, we have kept email correspondence to a minimum with the distribution of draft and final Agendas, and Minutes.

Crandall reviewed what is being kept by his accounting service, as paper files and primarily using his Google cloud shared drive which the Board has access to. Reviewed types of documents, Crandall is retaining all financial documents: accounts payable ledgers, audit reports, bank reconciliations, bank statements, checks, correspondence (legal and important matters), depreciation schedules, year-end financial statements, invoices. The District is also keeping audit reports in the Office. The retention time and destruction varies *with timelines established* by State mandates, the AICPA is general best practice. Correspondence with District Attorney is kept by Robert Kozak, per privacy policies. Manager Bohler keeps such records as vendor and customer correspondence, water testing reports; could develop policy to turn over to the District every Fiscal Year. Considered having Accountant Crandall turn over prior year documents to file in the Office.

Discussion developed into the idea of having dedicated email accounts for Board members, to separate from personal emails about yoga (for example). K. Womack asked if Crandall, and/or DVWD Website manager Sadi Sardi can help establish such an email account; Stephen offered consultation based on his experience; Chair Dave Cracknell will make contact with Sardi. Future emails should have in the subject line the category, to separate per policy. Discussed who would be the Administrator for email retention, default is the Clerk/Secretary.

Chair Cracknell asked if there is consensus to pursue developing policy and email; yes.

### **3. FUTURE AGENDA ITEMS/JUNE MONTHLY MEETING**

Develop record retention policy, establishment of dedicated email account, synopsis from McCoy regarding funding opportunities, draft AFO Manual update. Regular reports.

Scheduled for June 26, 7:00 pm.

### **4. ADJOURN SPECIAL SESSION**

Chair Cracknell called to adjourn the Special Session.

**Meeting adjourned at 7:11 PM.**

## PUBLIC HEARING 2017-2018 RATES & FEES SCHEDULE

### 1) CALL to ORDER

Chair Dave Cracknell called the **PUBLIC HEARING** to order at 7:12 pm.

### 2) ROLL CALL of BOARD MEMBERS P = PRESENT NP = NOT PRESENT

**DAVE CRACKNELL (P) JO ANN HOLT (P) KURT WOMACK (P)**  
**BILL HUNT (P) BARRY MCCOY (P)**

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

### 3) INTRODUCTION OF PUBLIC HEARING BY CHAIR

D. Cracknell reviewed changes. [[M04.07.2017\(SS10.00am, item 2; M04.14.2017\(SS9.30am, item 3; M04.24.2017\(RM7.00pm\), item 2\]](#)]

### 4) COMMENTS FROM THE PUBLIC

No comments.

### 5) CLOSE OF 2017-2018 RATES & FEES PUBLIC HEARING - ADJOURNMENT

Adjourned at 7:14 pm.

## PUBLIC HEARING 2017-2018 BUDGET

### 1) CALL to ORDER

Chair Dave Cracknell called the **PUBLIC HEARING** to order at 7:14 pm.

### 2) ROLL CALL of BOARD MEMBERS P = PRESENT NP = NOT PRESENT

**DAVE CRACKNELL (P) JO ANN HOLT (P) KURT WOMACK (P)**  
**BILL HUNT (P) BARRY MCCOY (P)**

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

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### 4) COMMENTS FROM THE PUBLIC

No comments.

### 5) CLOSE OF 2017-2018 BUDGET HEARING - ADJOURNMENT

Adjourned at 7:15 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 06-29-17.

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:**      JUNE 26, 2017      by D. Cracknell, J.A. Holt, K. Womack, B. McCoy, B. Hunt.