

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, August 14, 2017

CALL to ORDER

Chair Dave Cracknell called the **Special Session** to order at 7:10 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. **Don Bohlier** for District Management. *Kurt arrived at 7:14.

1. ADMINISTRATIVE HOUSEKEEPING

A) Chair Cracknell said the Gloria Retrofit bid packages will be out on Aug. 21, forwarded to Manager Bohlier for distribution. [M06.26.2017(RM7.00pm), item 7]

2. KICK-OFF RECORD RETENTION AND PURGING PROJECT (Stephen Crandall Advisor)

DVWD Accountant Stephen Crandall gave a presentation on standard record retention, then opened for discussion. Reviewed what type of documents should be purged, and shredder service for large amounts. Kurt said some documents such as Draft Minutes get shredded when Approved Minutes are done, with the Office shredder. Chair Cracknell's goal is to get all long-term and important documents sorted into the fire-proof cabinet. Scanned documents are on thumb-drives, Dave has a safe for his, Crandall has financial records in his system.

S. Crandall asked if we had discussed setting up new email system for the District; not yet, will add as a new Agenda item. Kurt asked if a new email account accessible by all Board members risks violating Open Meeting law; self police at this point. The list of document types with retention time should be developed, with the current date indicated (2, 3, 7 years projected out).

Will schedule days for going through boxes in the Office, Kurt volunteered Bill Hunt. Crandall is available for consultation.

3. EMERGENCY OPERATION MANUAL UPDATE PROGRESS REPORT

Barry McCoy had reviewed and updated the manual, supplied copies for Board to review. When approved, Manager will post in the pump stations. [M06.26.2017(RM7.00pm), item 8]

4. APPROVAL OF DRAFT MINUTES

A) July 27 Monthly Meeting

Since Clerk/Secretary Womack was out of town, Barry McCoy had produced the Minutes. Chair Cracknell needed verification on motions, verified by McCoy.

B. Hunt made the motion to approve revised Minutes; seconded by B. McCoy.

APPROVED: 4-0. Kurt abstained.

5. APPROVAL OF:

A) Robert C. Huck to Proceed with Appraisal for DVWD Vacant Lot 5190 Diamond Drive:

Chair Cracknell provided copies of proposal, because this lot is more complex than usual, fee of \$500; subsequent appraisals would likely be around \$300. McCoy as an ex-realtor thought it was reasonable. [M07.24.2017(RM7.00pm), item 4B]

Chair Cracknell made the motion to approve using Huck for appraisal; seconded by B. Hunt.

APPROVED: 5-0.

B) Derek Lillesve Miscellaneous Drafting Services Contract:

Chair Cracknell explained it is for miscellaneous items to be added such as pump house survey and fences, time and materials, not to exceed \$4,998. B. McCoy had a concern about the responsibility clause, and to better define the Scope, Cracknell agreed to revise *and resubmit*. K. Womack had a concern about site conditions such as pipe location being accurate, instead of using previous digital data.

TABLED until next meeting.

CALL TO THE PUBLIC

No comments. Since Kurt missed the item 1, discussed the 3 *hour* power outage Aug. 8 evening for effect *on DVWD facilities*; the Opal Dr. pumps were out, but Rose Quartz and Ramada stations were operating.

6. UPCOMING AGENDA ITEMS/ NEXT SCHEDULED MEETING

Regular reports, Lillesve contract, email account, Fiscal Year report.

Aug. 28, 7:00 pm.

ADJOURNMENT

Meeting adjourned at 8:08 PM.

NOTE: [M00.00.2015] Indicates reference to Minutes from previous meetings.

[aa] Robert's Rules Of Order. *Revisions in italics.*

Meeting Minutes prepared by Kurt Womack, Clerk/Secretary and made available on 08-30-17.

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: AUG. 28, 2017 by D. Cracknell, J.A. Holt, K. Womack, B. McCoy, B. Hunt.