

# 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, September 26, 2016

## CALL to ORDER

Chair Dave Cracknell called the **Regular Meeting** to order at 7:04 pm.

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

DAVE CRACKNELL (P) JO ANN HOLT (P) KURT WOMACK (P)

BILL HUNT (NP) BARRY MCCOY (P)

**Also present:** Don Bohlier for District Management; 2 Members of the Public (no DV Members).

## ADMINISTRATIVE HOUSEKEEPING

D. Cracknell asked if any bids were to be turned in; D. Cracknell closed submittal of bids at 7:05, with two submitted.

No special sessions for October planned. Need to update AFO (Administration Financial Operations) Manual; summarized Fiscal Year objectives, April budget discussions. Start thinking about newsletter in November and asked if Barry would do the newsletter; yes. Proposed December regular meeting week before Christmas.

*D. Cracknell outlined a tentative meeting schedule for remainder of FY 2016-17. Special Session in November along with Regular Meeting. One meeting in December. Special Session in January (finalization of newsletter) along with Regular Meeting. Special Sessions for February and/or March dependent on whether the Board wants to proceed with selling of vacant DVWD properties. April/May all about the Budget. June public hearing Monday along with Regular Meeting. Special Session scheduling subject to change.*

## 1. RESOLUTION 2016-09-26A AUTHORIZATION FOR FUNDING OF ROSE QUARTZ EMERGENCY PIPE REPAIR PROJECT 201617-0901

D. Cracknell read the Resolution for using Emergency funds for the Rose Quartz pipe replacement project. [\[M09.14.2016\(SS10.30am\), item 2\]](#)

D. Cracknell motioned to approve the Resolution; B. McCoy seconded.

**APPROVED:** 4-0.

## 2. BID OPENING AND AWARDING OF CONTRACT PROJECT 201617-09-01

D. Cracknell opened Pehl Construction, found paperwork was properly filled out, read the amount of \$116,175. Opened Earth Resources Corp., found paperwork was properly filled out, read the amount of \$72,062. D. Cracknell stated the contract with ERC will be approved. D. Cracknell closed the bid; Dave had estimated \$88,463.

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

#### **A. Monthly Report**

Total active customers - 728; Total Water Sales Revenue - \$19,861.68; Total Base Service - \$31,201.83; Total Tax collected - \$3,307.07; Total Current charges - \$58,627.91.

Average water bill \$77.83; Total Gallons pumped - 3,870,380; Total Gallons Sold - 2,871,421; Accounted Water Loss - 123,000; Unaccounted Water Loss - 875,959; **PERCENT WATER LOSS - 23.00%**. Read 35 days from 7-15 to 8-19.

4575 & 4583 Robin Dr. - black poly 7-31, 15,000 gallons. 4575 Victor 4" main break caused by Elm tree roots growing around the pipe, 8-2, 30,000 gal. 1501 Rose Quartz 4" main break from aging pipe 8-4, 30,000 gal. (pipe shown last month meeting). 1501 Rose Quartz backfilled at 1:30PM, drove by at 2:00 PM to find that fittings didn't hold, dug up and replaced with different design repair clamps, 8-5, 1,000 gal. 1501 Rose Quartz 4" main break, this crack was 41" away from other one, 8-6, 30,000 gal. 1710 Topaz black poly service line, 8-8, 5,000 gal. 1735 Pearl Ln. black poly service line 8-11, 10,000 gal. 1900 Quartz Dr. Schedule 40 PVC fitting cracked, black poly service line 8-13, 2,000 gal. K. Womack asked why the Milliron Leak Detection didn't find these; locations were limited by being able to locate on metal valves, long distances, concentrating on main lines. [M8.10.15, item 5; M10.5.15, item 1; M12.04.15, item 3] All this validates what Gavin Pehl had said about services lines being the problem. Elm and Juniper tree roots are a big problem. The more leaks found and fixed, causes other smaller leaks to become worse due to higher pressure.

One new hook-up on 8-29 at 1183 Nancy; applications 4 owners and 5 renters. Changed out 17 meters (3 dead, 1 over million). Water quality tests were good for total Coliform and TTHM & Haa5 annual, Lead & Copper 10 sites below Maximum Contaminant Level (due every 3 years). Found old DVWUC website with ancient information for Don, needs to be taken down.

B. Capital Improvements Progress Report, 13 meters replaced. Opal Dr. tank fence completed, contacted ADEQ for compliance report; design by D. Cracknell will allow access to pumps. Joan/Catherine services are done. Regina Court two services are behind fences. End of Gloria new 2" valve installed, need to find water main that runs under concrete driveway. Doing the service line replacements is helping to find the main lines.

C. Utility Easement Encroachments. April 2010 Easement Resolution needs to be updated with 2015 Resolution [M10.26.15, item 6] (remove old from website), which should be mailed to all customers. Don wants to have a letter to explain the problem with fences and gardens, one person had removed a shed. Don has been placing blue markers at located mains. Planning to mail end of October.

[M7.13.2015(7.00pm, item 4; M7.27.2015(7.00pm), item 4]

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

A. Holt gave the report: Checking and savings \$635,438.29; other current assets \$3,404.95, total of \$706,601.60; fixed assets \$564,166.95; Total assets \$1,270,768.55. Gross Profit was \$3,639.59; Total Expenses \$12,872.03; Net ordinary income -\$9,232.44, other income \$705.47, Net income is -\$8,526.97. Pehl Contracting was \$11,697.50 for the Rose Quartz.

**5. APPROVAL OF DRAFT MINUTES**

A. Special Session September 14, 2016

K. Womack made the motion to approve revised Minutes for the September 14 Special Session; seconded by J.A. Holt.

**APPROVED:** 4-0.

**6. RESOLUTION 2016-09-26B CONTRACTOR WORK HOURS (REVISION)**

D. Cracknell read the *revised* part of the working hours for contractors.

[M06.27.2016(R7pm), item 6]

D. Cracknell motioned to approve the revised Resolution; J.A. Holt seconded.

**APPROVED:** 4-0.

**CALL TO THE PUBLIC**

No comments.

**7. FUTURE AGENDA ITEMS**

Revision of By-Laws, possible Audit presentation, Resolution update Details and Standards, Emergency Operations Manual update.

**ADJOURNMENT**

**Meeting adjourned at 8:10 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 10-31-16.

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:** OCTOBER 24, 2016 by D. Cracknell, J.A. Holt, K. Womack, B. Hunt.