

**UNOFFICIAL UNAPPROVED
MINUTES OF OPEN PUBLIC MEETING**

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

2:00 PM

Monday, December 01, 2017

CALL to ORDER

Chair Dave Cracknell called the **Special Session Workshop** to order at 2:03 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: One Member of the Public. **Don Bohlier** for District Management. Guests Ted Hale and Timothy Provenzano from Arizona State Library, Archives and Public Records - Records Management.

1. ANNOUNCEMENTS

Manager Bohlier has found some big leaks, will be in next report.

2. WORKSHOP FOR RETENTION/DESTRUCTION OF RECORDS PRESENTED BY MR. TED HALE ARIZONA STATE LIBRARY RECORDS

Ted Hale started with acknowledging Senate bill 1084 gave Aug. 9 gave electronic records equivalency to paper records. Handed out copies of Revision to administrative and Management Records Schedule, GS 1018, Dated 8/26/2016 for a guide to determine types of records the District needs to categorize.

Timothy Provenzano gave a basic summary. Suggested first step is to inventory, and fit into categories. K. Womack asked about what type of emails should be captured, for example do emails to distribute the Minutes need to be captured and filed; don't require every email, unless "programmatically" dealing with financial activity (for example). K. Womack explained our recent transition from individual email accounts, to using one email source (Gmail), is that good enough for a readily accessible account; yes, most government agencies use one email database, good solution considering our situation. The State is supposedly going to Google platform soon. K. Womack asked about meeting recordings being kept, did not see category for them, not the same as surveillance camera recordings; short term, once used to produce Minutes, can be disposed. K. Womack asked about long term scenario, when our District is dissolved, do records get sent to Phoenix for historical retention; yes there is a sunset clause for this case. Most records, about 90-95% are never looked at again after first used, but still have to be retained per schedule. When records are destroyed, need to create a document to list, date done, and send a certificate report to the State, once a year should be sufficient. B. McCoy asked if anyone has been convicted as dictated by the law due to this retention policy; Hale said they provide indemnification, and has never seen such a case. J.A. Holt asked if our Manager is able to keep records in his office, or should the District; Hale said it's okay

for him to keep, point of origination is not as important, but originating documents are, having in separate locations is actually good. K. Womack asked if a bonfire is an approved method; confidential records should be shredded, others can be recycled. Hale recommended a fire proof cabinet.

3. APPOINTMENT OF RECORDS RETENTION OFFICER FOR DVWD

Chair Cracknell first asked if B. McCoy was willing; NO. Chair thought the Secretary position seems for fit the description. K. Womack said he is willing, knowing other members are willing to work on sifting through the boxes of documents, the District really needs to have one person be contact with the State, and it's an occasional task. J.A. Holt is willing to make the list while sorting.

Chair Cracknell motioned to have Kurt Womack be appointed Records Retention Officer, and Point Of Contact with the State; seconded by B. McCoy.

APPROVED: 4-1, Kurt abstained.

Records Retention
Officer



4. COORDINATION 2017 NEWSLETTER

Kurt Womack said he writes something every meeting, sees no need for every member write something, and does not feel he has anything to contribute. B. McCoy asked what would the customer want to see in the newsletter; Cracknell said something from the Manager, Chair, general financial. Should be kept separate from the bill. Mail by end of January.

5. DECEMBER MONTHLY MEETING PREVIEW

Regular reports, update on digitizing map.
December 18, 7:00pm.

ADJOURNMENT

Adjourned by consensus.
Meeting adjourned at 3:44 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 12-06-17.

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: _____ by D. Cracknell, J.A. Holt, K. Womack, B. McCoy, B. Hunt.