

**UNOFFICIAL UNAPPROVED
MINUTES OF OPEN PUBLIC MEETING**

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

7:00 PM

Monday, November 27, 2017

CALL to ORDER

Chair Dave Cracknell called the **Regular Meeting** to order at 7:06 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. DVWD Accountant Stephen Crandall and CPA David Snyder.

1. ANNOUNCEMENTS

Pending confirmation with DVWD Attorney Kozak for a Special Session on Jan. 8, for Records Retention training.

Chair Cracknell will be attending Water Loss conference on December 3-5, will report at December Regular Meeting.

Start discussion of Newsletter at next meeting, Dec. 1, due by end of January.

Manager's Granite Springs Water office will be open on Fridays now, new secretary was hired to allow that.

2. PRESENTATION BY DAVID SNYDER & STEPHEN CRANDALL

A) FY 2016-2017 Year End Report

Mr. David A. Snyder CPA, PLLC gave a summary report from his prepared Financial Statements, which will be posted on the DVWD website. Chair Cracknell asked what would he should say for the District making a profit; \$105,000.

Condensed Statement of Net Position

Assets:	2017	2016
Cash & cash equivalents	\$605,729	\$614,742
Other assets	\$138,241	\$125,591
Capital assets, net	\$802,551	\$658,053
Total assets	\$1,546,521	\$1,398,386
Liabilities:		
Accounts payable & accrued	\$63,663	\$36,447
Other liabilities	\$87,093	\$71,414
Total liabilities	\$150,756	\$107,861

Net position:

Net investment in capital assets	\$802,551	\$658,053
Restricted	\$74,466	\$61,600
Unrestricted	\$518,748	\$570,872
Total net position	\$1,395,765	\$1,290,525

Highlights from report: "... Cost of water delivery and operations decreased by \$43,598 in 2017 due to certain water system improvement projects budgeted and performed in 2017. ..."

Total operating expenses 2016: \$570,397 - 2017: \$531,220. ..."

K. Womack asked what it shows regarding the revised Hook-Up Fee; new service contributions 2016 was \$43,661 and 2017 is \$34,523, but water sales increased from \$558,826 to \$583,512.

3. DISCUSSION OF 2ND WEBMAIL ADMINISTRATOR

Chair Cracknell asked to Suspend the Rules, to add discussion for disclaimer on emails, posting on shared drive.

Stephen Crandall is currently the primary Administrator. When K. Womack was getting new email set up, the issue about having more than one Administrator came up. For general correspondence there should be a default District email address, for communicating with other government entities, and currently the District has one Board member as Point Of Contact, who is Chair Cracknell. K. Womack had forwarded an email (with content removed) to Cracknell from another board, to use as a template, and that was sent to DVWD Attorney Kozak for specific revisions for DVWD. Will also have the DVWD icon, as used on the website. K. Womack asked how customers correspondence from the website will be routed to whom; goes to Manager and Chair.

Chair Cracknell asked for a consensus to retain Stephen Crandall as sole Administrator; yes.

Stephen Crandall stated there has been recent correspondence with Office landlord, which may need to be discussed in future meeting.

4. MANAGER'S REPORT

Due to Manager Bohlier being out of town, Chair Cracknell gave a short summary. Kurt stated that his report looked neater; his new secretary may have produced it.

A) October Monthly Report:

Total active customers - 743; Total Water Sales Revenue - \$21,227.95; Total Base Service - \$31,828.21; Total Tax collected - \$3,505.55 (AZ Municipal tax \$19.71); Total Current charges - \$59,348.18.

Average water bill \$79.04; Total Gallons pumped - 4,183,080; Total Gallons Sold - 3,060,839; Accounted Water Loss - 500,000; Unaccounted Water Loss - 622,241; actual **PERCENT WATER LOSS - 15.0%**. Meters read from 9-15-17 to 10-20-17, 36 days.

Applications 7 owners and 2 renters. Water quality tests were good for total Coliform (two per month).

9-20: 4" main relocation of 160 feet of ACP 4" main, with 100 ft. of C-900 and 60 ft. of ductile and one 4" valve, 1739 & 1749 Rose Quartz. Numerous test for bacti and chlorinating to 9-28, total gallons flushing 450,000. Put on line 10-02. 9-21: 1965 & 1979 service leak black poly 5,000 gal. 9-22: Opal Tank 2" PVC fitting broke, very little loss. 9-27: 4850 Diamond leak black poly 15,000

gal. 10-3,4: Installing 3” valve in easement behind 4713 Julie 15,000 gal. 10-12: 5452 Sapphire service leak black poly 15,000 gal.

Beacon Badger Meters Oct/Nov 181 meters installed, total 404 meters.

B) Capital Improvement Projects

10-5: 4687 Julie and 1212 Nancy, 5004 Regina, 5013 Ramada, 5026 Ramada easements.

5. TREASURER’S REPORT

Barry gave his November report as follows:

Category	31-Oct-17	30-Sept-17	% Change
Cash Balance	\$672,618.27	\$632,149.92	6.40%
Accounts Receivable	\$ 24,480.62	\$ 69,979.07	-65.02%
Total Income	\$ 49,524.32	\$ 42,388.09	16.84%
Cost of Water (PV)	\$ 15,914.87	\$ 18,432.21	-13.66%
Repairs & Maintenance	\$ 12,312.25	\$ 21,533.81	-42.82%
Capital Outlay - Service Line Replacement	\$ 41,026.64	\$ 2,275.00	***%

6. APPROVAL OF DRAFT MINUTES

A) November 13th Special Session Meeting.

Chair Cracknell submitted some revisions.

K. Womack made the motion to approve the revised Nov. 13 Minutes; seconded by B. Hunt.

APPROVED: 5-0.

7. RATIFICATION AND IMPLEMENTATION OF UPDATED AFO MANUAL

Chair Cracknell presented the revised AFO Manual. Was to be signed by Attorney Kozak, was unable to attend.

Chair Cracknell motioned to approve the revised AFO Manual; seconded by J.A. Holt.

APPROVED: 5-0.

CALL TO THE PUBLIC

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8. UPCOMING AGENDA ITEMS / NEXT SCHEDULED MEETING

Workshop with Ted Hale for Record Retention, needed to be confirmed.

Dec. 1, 2:00 pm.

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ADJOURNMENT

Adjourned by consensus.

Meeting adjourned at 8:12 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 12-01-17.

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.