

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, January 22, 2018

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)

BARRY MCCOY (P) BILL HUNT (P)

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

1. ANNOUNCEMENTS

New expense report sheet with revised mileage.

Reminder from District Attorney, no more than one member involved when emailing. Since we don't have staff, distributing Agenda, Minutes, Treasurer report, without additional commentary is okay.

Coming up to end of lifespan on some tanks and pumps, Manager requested review during Budget discussion. *Will address during long term planning unless Manager identifies any immediate action required.*

Mark-up of new digitized map with Manager input will be started in earnest.

No change in Opal tank tilt.

Barry distributed copy of Newsletter for us to review.

Jo Ann went through boxes 2006-2011, thought everything could be destroyed, except Work Orders. Manager Bohler said we should look through all Work Orders, to record problem areas on a map. Jo Ann will have a list for records to be destroyed, to show the Board before further action.

Kurt gathered member thumb-drives, will leave in the Office when done.

2. MANAGER'S REPORT

Don provided printout from new software, showing a huge discrepancy in water amounts, will be getting National Meters to fix the problem. Will have to Table some of the figures.

A) December Monthly Report:

Total active customers - 737; Total Water Sales Revenue - \$14,915.54; Total Base Service - \$31,643.30; Total Tax collected - \$3,056.42 (AZ Municipal tax \$15.12); Total Current charges - \$52,267.50. Total Establishment Fee - \$140.00.

Using the current RVS system, Average water bill \$69.47; Total Gallons pumped - 3,240,930; Total Gallons Sold - 2,247,083; Accounted Water Loss - 3,000; Unaccounted Water Loss - 730,173; actual **PERCENT WATER LOSS - 22.53 (23)%**, due to inaccurate data from new remote read system, will report next month. Meters read from 11-17-17 to 12-19-17, 33 days. Kurt asked if the main meter is still the old meter; Don said yes, new drive-by registers were added, has been taking

pictures, never been tested for accuracy, needed to verify correct registers were supplied. Don will access “the vault” to read Prescott Valley’s meter and compare to DVWD main meter.

Applications 3 owners and 1 renter. Water quality tests were good for total Coliform (two per month).

12-11: 4967 Gemstone service blue poly replaced 3,000 gallons.

Drive-by meters installed to date 516.

Two exposed water main exposed on Crystal Dr. was covered with dirt.

B) Capital Improvement Projects

Improvements for December, 4550 Ramada replacing blue poly. 1990 Geraldine was fenced in, moved out of fenced areas.

Reviewed his report in the Newsletter, Kurt wanted some clarifications before publication.

3. TREASURER’S REPORT

Barry gave his November report as follows:

Category	31-Dec-17	30-Nov-17	% Change
Cash Balance	\$575,482.99	\$594,791.82	-3.25%
Accounts Receivable	\$ 66,073.30	\$ 55,228.24	19.64%
Total Income	\$ 64,467.90	\$ 59,966.88	7.51%
Cost of Water (PV)	\$ 16,213.50	\$ 15,601.46	3.92%
Repairs & Maintenance	\$ 15,832.39	\$ 7,435.61	112.93%
Capital Outlay - Service Line Replacement	\$ 52,036.22	\$ 4,210.72	***%

On track with Capitol Outlay expenditure.

4. APPROVAL OF DRAFT MINUTES

A) January 08 Special Session Meeting. Chair Cracknell [suspended the Rules], to add Executive Session.

Chair Cracknell submitted some revisions.

K. Womack made the motion to approve the revised Jan. 8 Minutes; seconded by B. Hunt.

APPROVED: 5-0.

5. NEWSLETTER

Chair Cracknell passed out a copy for review.

Kurt wanted to emphasize the improvement in water loss, since that is about the only issue most people care about. *Chair Cracknell will add paragraph regarding water loss.*

6. BOARD MEMBER POSITIONS FOR 2018

Positions as proposed by Chair Cracknell:

CHAIR:	Dave Cracknell
VICE CHAIR:	Jo Ann Holt
TREASURER:	Barry McCoy
CLERK/SECRETARY:	Kurt Womack
MEMBER AT LARGE:	Bill Hunt
Non-officer assignments:	
POINT OF CONTACT:	Dave Cracknell

RECORDS RETENTION OFFICER: Kurt Womack

Bill Hunt made to motion to approve the positions; seconded by K. Womack.
APPROVED: 5-0.

7. 2018 STATE OF THE DISTRICT ADDRESS

Chair Cracknell gave his summary of our 33 months as a Board. Felt we have made some progress, wants to make more progress. Would like to know why we are still having high teens for water loss. Pointed out 3 Board positions will be up at the end of this year. Wanted to look at options for pumps and tanks, that are due to replacement. Goal is to have digitized maps using the same grids as Tetra Tech basic maps done years ago, with as-built information. Would like to consider leak detection equipment acquisition for Capital Improvement, as recommended by conference that urged proactive detection. *Would like to see about setting up a bill drop-off location at Rhinestone office, if there is a change of landlord.* Accountant has stated the financial condition for the District is good. Appreciated us allowing him to captain this ship.

CALL TO THE PUBLIC

Bill Hunt wanted to ask the Chair questions. What about water mains that are a problem; Manager discussed some areas that has been discussed in previous meetings, such as going across lots without an easement. Don said the Ramada pump station runs 24/7, which feeds about 3/4 of the system. Discussion about hour and cycle meters came up, which only exist at Rose Quartz and Ramada pump stations, good idea for all locations. Kurt stated his hope with the digitization of the map, could be used for a computer model of the system, before any upgrades are considered; Cracknell explained it is AutoCad compatible for this use. Lisa tank location upgrades was discussed, such as purchasing the lot next door for possible larger tank at the highest location in DV. Kurt also still has concerns about any possible water line that goes outside the District, since Lois Dr. has 6 homes that have sewer going into Yavapai Hills, seems like a handshake deal was possible. All these issues need to be discussed during Budget, for Capital Improvements.

8. UPCOMING AGENDA ITEMS / NEXT SCHEDULED MEETING

Regular Meeting, usual reports, progress on digitizing map.
Feb. 26, 2:00 pm.

ADJOURNMENT

Adjourned by consensus.
Meeting adjourned at 8:37 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 02-28-18.

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: FEBRUARY 26, 2018 by D. Cracknell, J.A. Holt, K. Womack, B. Hunt.