

MINUTES OF OPEN PUBLIC MEETING
BOARD OF DIRECTORS
DIAMOND VALLEY WATER DISTRICT OFFICE
(FORMERLY KNOWN AS LEGAL SHIELD BUILDING)
1277 N. RHINESTONE DR., PRESCOTT, AZ

7:00 PM
Monday, March 26, 2018

CALL to ORDER

Chair Dave Cracknell called the **Regular Meeting** to order at 6:56 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 (NP)

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

1. ANNOUNCEMENTS

Due to Legal Shield no longer being a tenant, Chairman Cracknell had to buy tables and chairs for meetings, *advised of the situation by K. Womack a few days prior the meeting.*

2. MANAGER'S REPORT

Don gave his report.

A) February Monthly Report:

Total active customers - 739; Total Water Sales Revenue - \$15,079.73; Total Base Service - \$31,650.45; Total Tax collected - \$3,072.66 (AZ Municipal tax \$17.31); Total Current charges - \$51,789.40. Total Establishment *Fees* - \$210.00.

Using the current RVS system, Average water bill \$70.00; Total Gallons pumped - 3,135,425; Total Gallons Sold - 2,661,426; Accounted Water Loss - 0; Unaccounted Water Loss - 473,999; actual **PERCENT WATER LOSS - 15.12%**. Don said there have been not obvious water leaks. Meters read from 01-19-18 to 02-19-18, 32 days.

Applications 2 owners and 3 renters, no new hook-ups. Water quality tests were good for total Coliform (two per month). 624 drive-by meters installed to date.

Started on leak detection: 204 listened to, 49 has noise, could fix one that had a constant small drip of a leak.

Regarding the master meter flow test, waiting on a call from the meter company.

B) Capital Improvement Projects:

4565 & 4585 Ramada, 1535 Thelma. Diamond and Ramada intersection had a valve that was 5 feet deep with no lid, discovered it's a zone valve, had opened it up and found it drained the Ramada tank, but pump switches worked as expected; also discovered a coupling leak about 300 gallons a day, expects a reduction in water, in the wash at the end of Diamond. Started on the abandoned small pump station at Ramada and Victor to eliminate the main pipeline through the building, and install a new section *of pipe* as required, before Ramada is repaved. Earth Resources is going to redo the

service for the church at Ramada and AZ69 because Don detected a leak. This work on Ramada is due to Yavapai County giving short notice to the District about repaving, next year Diamond Dr. will be done.

Kurt wanted to bring up that the meter reader had called him, to say it appeared that he had a leak, Kurt asked if his reverse osmosis water filter running was not read by the old meters; could be yes. Don said the old meters lost about 3-7% to low flow use. Kurt asked if there has been a noticeable increase in people noticing a difference; no.

3. AUTHORIZATION FOR TESTING OF PRESCOTT VALLEY AND DVWD MASTER METERS

Tabled.

4. TREASURER’S REPORT

Barry gave his February report as follows:

Category	28-Feb-18	31-Jan-18	% Change
Cash Balance	\$540,244.20	\$558,350.00	-3.24%
Accounts Receivable	\$ 70,746.71	\$ 71,739.14	-1.38%
Total Income	\$ 54,524.65	\$ 64,467.90	-15.42%
Cost of Water (PV)	\$ 16,903.01	\$ 15,982.89	5.76%
Repairs & Maintenance	\$ 7,557.05	\$ 1,251.55	503.82%
Capital Outlay - Service Line Replacement	\$ 6,850.52	\$ 46,911.26	***%

Barry stated that even though it was a short month, got two PV bills.

NOTE: Due to McCoy’s excused absence last month, and not being on the Agenda, this is the January report:

Category	31-Jan-18	31-Dec-17	% Change
Cash Balance	\$558,350.00	\$575,482.99	-2.98%
Accounts Receivable	\$ 71,739.14	\$ 66,073.30	8.58%
Total Income	\$ 64,467.90	\$ 59,579.05	5.08%
Cost of Water (PV)	\$ 15,982.89	\$ 16,213.50	-1.42%
Repairs & Maintenance	\$ 1,251.55	\$ 15,832.39	92.10%
Capital Outlay - Service Line Replacement	\$ 46,911.26	\$ 52,036.22	***%

5. REPORT BUDGET WORKSHOP

Chair Cracknell attended a workshop for developing budgets, passed on information to DVWD Accountant Crandall. *Crandall to review for any procedures that may be suggested for future budgets.*

6. APPROVAL OF DRAFT MINUTES

A) February 26 Regular Meeting.

Chair Cracknell submitted some revisions. Discussed why the Treasurer report was missing, and the revision of Manager report for water loss figure that has been corrected using data after the meeting.

K. Womack made the motion to approve the revised Feb. 26 Minutes; seconded by D. Cracknell.

APPROVED: 4-0.

CALL TO THE PUBLIC

None.

7. PREVIEW APRIL BUDGET SESSIONS / NEXT SCHEDULED MEETING

First Budget session with Accountant Crandall.

April 06, 10:00 am; second tentatively scheduled for April 13.

ADJOURNMENT

Adjourned by consensus.

Meeting adjourned at 7:50 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 04-11-18.

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: APRIL 06, 2018 by D. Cracknell, B. McCoy, J.A. Holt, K. Womack, B. Hunt.