

**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

**6:30 PM**  
**Monday, May 07, 2018**

**CALL to ORDER**

Chair Dave Cracknell called the **Special Session** to order at 6:34 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, District Attorney **Bob Kozak**, District Accountant **Stephen Crandall** were also in attendance.

**1. ANNOUNCEMENTS**

Some of the Office building keys were not working, duplicates were made, *and distributed to board members who had non-working keys.*

Copies of the Rural and Small Systems Guidebook to Sustainable Utility Management, Self-Assessment Worksheet were passed out. Board members will fill out and discuss at *an* upcoming meeting.

**2. ADJOURN TO EXECUTIVE SESSION FOR LEGAL COUNSEL**

Adjourned at 6:38 PM.

---

**3. RETURN TO SPECIAL SESSION - ROLL CALL**

Returned at 8:23 PM, all still present.

Chair Cracknell motioned proceed with legal counsel recommendations to complete *record* destruction inventory in accordance with destruction policy schedules, and have Chair and/or Attorney review before implementing; seconded by B. McCoy.

**APPROVED:** 5-0.

Chair Cracknell motioned to follow legal counsel recommendations on posting of Disconnection Policy *on the website*; seconded by J.A. Holt.

**APPROVED:** 5-0.

**4. ADMINISTRATIVE**

A) Approval of meeting Minutes for Monthly Meeting April 23, 2018.

Chair Cracknell had a few revisions.

K. Womack made the motion to approve revised Minutes; seconded by J.A. Holt.

APPROVED: 5-0.

B) Update *District* authorize signature sheet for County Treasurer.  
All Board members signed. *McCoy will deliver to County Treasurer office.*

C) Cliff notes RCAC Workshop Flagstaff May 3, 2018.  
B. McCoy explained what the Self-Assessment Worksheet was about, and how the ranking system shows our rating achievement. Will discuss at a future meeting.

**5. APPROVE 2018-19 RATE & FEE SCHEDULE**

Chair Cracknell motioned to change the late fee to \$35; B. McCoy seconded.

APPROVED: 5-0.

Deferred Payment was discussed, which was instituted when rates were raised several years ago. Manager Bohler has never used it.

Chair Cracknell made the motion to approve the 18/19 Rate & Fee Schedule with following changes: Re-establishment within 12 months \$5, Deferment deleted, Late Fee will be \$35 instead of percentage; seconded by B. Hunt.

APPROVED: 5-0.

**6. APPROVE FY 2018-19 BUDGET**

Unintentionally overlooked.

**7. UNISOURCE ANTENNA RAMADA TANK AUTHORIZATION TO PROCEED**

Chair Cracknell motioned to approve UniSource to survey the Ramada tank property to locate their *proposed* new antenna location; B. McCoy seconded. [M04.23.2018(SS7.00pm), item 3]

APPROVED: 5-0.

**8. MAY MONTHLY MEETING**

Regular reports.

May 21 (Memorial Day bumped it forward)

**ADJOURNMENT**

Adjourned by consensus.

**Meeting adjourned at 8:47 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 05-16-18.

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:       MAY 14, 2018       by D. Cracknell, B. McCoy, J.A. Holt, K. Womack.