

**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, May 21, 2018**

**CALL to ORDER**

Chair Dave Cracknell called the **Regular Meeting** to order at 7:02 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 was in attendance.

**1. ANNOUNCEMENTS**

Chair Cracknell reported the Hearing ads will be published in the Prescott Courier on May 27 and June 10. Signs will be located at the DVWD Office, the Chapel, and Opal tank; due to concern from resident comment, Dave removed the Office and replaced *with southeast* corner of Rose Quartz and Onyx on the ads. Kurt will make signs to mount for better visibility, *the notices to be posted south of AZ69 at Opal Dr. and Onyx Dr.* Notices will be still posted at the Office.

**2. TREASURER'S REPORT**

As per ByLaws the Treasurer is supposed to get report to Board Members 24 hours prior meeting, due to the earlier in the month meeting and Accountant personnel out of town, Cracknell asked to [Suspend the Rules] for formal report. Barry did get a print out this afternoon, Secretary Womack will include in June Regular Meeting Minutes.

**3. KELLER WILLIAMS REALTY ACCESS FOR IMPENDING SALE OF 1277 N. RHINESTONE BUILDING**

As part of the lease agreement, they will give us 24 hours notice to open our Office. Some Board members are usually around during the day, *so the Board* decided on an on-call priority. B. Hunt *offered to* loan his key for the realtor, for the combination lockbox, but *the Board* decided not to *pursue that option.* Agreed by consensus.

**4. ADMINISTRATIVE**

A) Approve Special Session Meeting Minutes May 14, 2018.

Chair Cracknell had some minor revisions.

K. Womack made the motion to accept amended Minutes, seconded by B. Hunt.

**APPROVED:** 5-0.

B) Impending Sale of 1277 N. Rhinestone Building.

Manager Bohler considered buying the building, but was not given full information from realtor and/or current owner, and did not think \$325,000 was realistic. DVWD lease runs out in August.

Chair Cracknell requested to [Amend the Rules], realized he did not have Disconnection Policy in Manager report, agreed by consensus.

## **5. MANAGER'S REPORT**

A) Monthly Report. Don gave his report.

April Monthly Report:

Total active customers - 738; Total Water Sales Revenue - \$18,236.93; Total Base Service - \$31,680.57; Total Tax collected - \$3,289.41 (AZ Municipal tax \$17.49); Total Current charges - \$55,455.44. Total Establishment Fees - \$210.00.

Using the current RVS system, Average water bill \$74.60; Total Gallons pumped - 3,525,227; Total Gallons Sold - 2,685,294; Accounted Water Loss - 5,000; Unaccounted Water Loss - 834,933; actual **PERCENT WATER LOSS - 23.69%**. Meters read from 3-19-18 to 4-19-18, 32 days.

Applications 2 owners and 3 renters, no new hook-ups. Water quality tests were good for total Coliform (two per month). 702 drive-by meters installed to date, 38 to go. No leak detection done.

4-2 Removal of old pump station at corner of Victor and Ramada, re-routed plumbing with 2" and isolation valve added, 5,000 gallons.

B) Capital Improvements Progress report

4-3 & 4-4 1733 Lapis meter changed out. 4-5 5059 & 5067 Ramada meter changed out. 4-9 - 11 5145 Ramada at Grace North Church, found that the plumbing is a 90 degree bend and does not go under Highway 69; Don said there is only one feed across the highway with only 4", considering the growth we should consider at least an 8 inch main for increased volume. B. McCoy inquired about the County policy of approving new homes, do they consider infrastructure considering this revelation. Discussion for improvements was begun, which will need to be addressed at future meeting (August or September) for long range planning. K. Womack added how City Of Prescott requires new homes that are not within recent subdivisions need a Water Service Agreement due to Active Management Area (ADWR's AMA) water allocation portfolio legislation. Kurt asked if adding another water tank would suffice; possible. 4-12 Installed two in-line valves at intersection of Diamond & Ramada; discovered a third valve marked as "zone valve", found a coupling was leaking about 300 gallons per day, Don had opened up that valve, next day got calls of no water and the pumps automatically shut off when tank was almost empty. 4-13 5137 Ramada; 4-5134 & 5136 Ramada kept existing 1" copper service line; 5075 Ramada replaced service line, all due to County repaving. 4-27 5122 Ramada found copper service but meter was near garage, cut back to property line and located meter in ROW. All services that crossed Ramada are done.

C) Application for New Service Form Revision.

Don's secretary Barbra revised the form as previously discussed. Revised payments to be sent to correct address. [M05.07.2018(SS6.30pm), item 5]

D) Disconnection Policy.

The only place this is written is the AFO (Administration Financial Operations) Manual, Dave will forward to Don the Termination policy to be added to the website.

[M05.07.2018(SS6.30pm), item 3]

## **CALL TO THE PUBLIC**

No Public in attendance.

## **6. PUBLIC HEARING MONDAY (JUNE 11)**

Hook-up Fee raised to \$4,000, 18-19 Budget, 18-19 Fees. Signs will be posted at DVWD Office, Church, Opal tank, Rose Quartz & Onyx; Kurt will do south side, Dave will do north side. After Hearing, RCAC *survey worksheet* provided by B. McCoy will be discussed.

[M05.07.2018(SS6.30pm), item 1 & 4C]

## **ADJOURNMENT**

Adjourned by consensus.

**Meeting adjourned at 8:08 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 06-14-18.

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:**    JUNE 11, 2018    by D. Cracknell, B. McCoy, J.A. Holt, K. Womack, B. Hunt.