

MINUTES OF OPEN PUBLIC MEETING

BOARD OF DIRECTORS DIAMOND VALLEY WATER DISTRICT OFFICE

1277 N. RHINESTONE DR., PRESCOTT, AZ

7:00 PM

Thursday, February 28, 2019

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) DAVID MASON (P)

Also present: One Member of the Public, guests Travis Brock for Chase bank and John Sullivan for Steven Crandall Accounting. **Don Bohlier** for District Management was in attendance.

1. ANNOUNCEMENTS

Cracknell had to stay in Needles because roads were closed in Kingman. County managed to plow *Diamond Valley's* streets by end of day.

J.A. Holt is ready to meet with DVWD Attorney Kozak for finalizing Records Destruction.

2. PRESENTATION BY CHASE BANK

A) Board Approval to change banking relationship.

Barry McCoy had been investigating changing over from Foothills Bank, introduced Travis R. Brock, who gave a summary of fee structure, because of our account size none will apply. Transition period of about 30 to 60 days. J. Sullivan asked if accounting can see scanned checks; yes. Kurt asked how far back online, two years but can pull 7 years back.

B. McCoy made the motion to make the transition, pending discussions with DVWD Accountant Crandall, that we transfer from Foothills bank to Chase; seconded by D. Cracknell. D. Mason had reservations, needed clarification, B. McCoy said new policy and lack of service prompted the change.

APPROVED: 5-0. Cracknell - YES, McCoy - YES, Holt - YES, Womack - YES, Mason - YES.

Discussion about who should be signers, bank has no set requirement, do require president or secretary sign to authorize other signatures. Chase will send a letter for authorized representative. Kurt asked if it could be the Treasurer; yes.

B) Board approval of Credit Card for Operations Manager (Don).

Bohlier requested to Table. Don asked about the check scanner, will there be training; yes. B. McCoy was appointed Point Of Contact with Chase, only three Board members will be authorized signers: Cracknell, McCoy and Holt. Approved by consensus. D. Mason asked if we had a credit card now; no. D. Mason was reticent about where to keep the card, K. Womack agreed, how often would it be used? Would card be limited to only signatories? McCoy will clarify with Brock. *Chair*

Cracknell indicated that there will be protection written into the AFO Manual. Chair and Treasurer will review all bank statements.

3. **TREASURER'S REPORT**

B. McCoy gave his February report.

A change in the format was separating Water Revenues and Hookup Contributions/Fees.

Category	31-Jan-19	31-Dec-18	% Change
Cash Balance	\$546,766.86	\$555,659.08	-1.60%
Accounts Receivable	\$ 56,297.98	\$ 59,851.87	-5.94%
Water Revenues	\$ 48,605.67	\$ 50,684.81	-4.10%
New Hookup Contributions/Fees	\$ 2,000.00	\$	**%
Total Income	\$ 54,221.31	\$ 50,684.81	6.98%
Cost of Water (Cal. Mo.)	\$ 16,284.28	\$ 17,440.90	-6.63%
Repairs & Maintenance	\$ 5,695.35	\$ 74.39	**%
Capital Outlay - Service Line Replacement	\$ 5,031.95	\$ 1,697.03	**%

**Percentage not shown due to variability extremes.

4. **ADMINISTRATIVE**

A) Approve Minutes of Monthly Session January 24, 2019.

Chair Cracknell had some minor revisions. Kurt asked what is the point of keeping the Legal Shield name for the building, will keep only the address.

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

APPROVED: 5-0. Cracknell - YES, McCoy - YES, Holt - YES, Womack - YES, Mason - YES.

B) DVWD Manuals update Schedule.

Chair Cracknell wanted to refine/update Board member descriptions, Emergency Operations Manual, AFO Manual. Goal is to get one a month done. Kurt asked if outdated documents on the website have been fixed; *Don indicated* yes.

5. **MANAGER'S REPORT**

A) Monthly Report. Don gave his report.

January Monthly Report:

Total active customers - 743; Total Water Sales Revenue - \$14,333.59; Total Base Service - \$31,865.47; Total Tax collected - \$3,027.14 (AZ Municipal tax \$13.71); Total Current charges - \$52,776.32. Total Establishment Fees - \$175.00.

Using the current RVS system, Average water bill \$68.25; Total Gallons pumped - 3,550,485; Total Gallons Sold - 2,101,138; Accounted Water Loss - 576,000; Unaccounted Water Loss - 873,347; actual **PERCENT WATER LOSS - 24.60%**. Meters read from 12-19-18 to 1-18-19, 31 days.

Applications 2 owners and 3 renters, no new hook-ups. Water quality tests were good for total Coliform (two per month). No leak detection done.

There were three repairs, Don saw errors so will table until next meeting.

B) Capital Improvements Progress report

1-7-19 at 4817 Diamond long-cut copper service, only upgraded meter setter components.

1-31-19 at 1798 Pearl was a long cut. Don said the County waived all permit fees on Diamond because of their road improvement. Kurt asked what long/short cut means; long cut goes across the street. Dead end mains on Lapis need to be addressed, there was a re-route (fly line) done some time ago, has been a leak problem.

CALL TO THE PUBLIC

Michael Schumacher said keep up the good work, said this is the best he has seen this District run. Recalled when Guy Emminger ran the company (before DVWD was established), on Jade Circle he had dead-ended a main at a wash.

6. NEXT MEETING PREVIEW

Long term budget session, special session in March. Accountant Crandall will be asked to attend budget discussion.

ADJOURNMENT

Adjourned by consensus.

Meeting adjourned at 8:17 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 03-18-19.

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: MARCH 14, 2019 by D. Cracknell, B. McCoy, J.A. Holt, K. Womack, D. Mason.