

MINUTES OF OPEN PUBLIC MEETING

BOARD OF DIRECTORS
STEPPING STONES COMPLEX
6719 E. 2ND ST., ROOM #2, PRESCOTT VALLEY, AZ

7:00 PM
Thursday, July 25, 2019

CALL to ORDER

Chair Dave Cracknell called the **Regular Meeting** to order at 7:10 pm.

ROLL CALL of BOARD MEMBERS P = PRESENT NP = NOT PRESENT

DAVE CRACKNELL (P) JO ANN HOLT (P) KURT WOMACK (P)
MIKE SCHUMACHER (P)

Also present: NO Member of the Public. **Don Bohlier** for District Management was in attendance.

1. ANNOUNCEMENTS

A. DVWD web domain change update

John Sullivan still *working on it*.

K. Womack stated that David Mason *has* turned over documents and thumb drives, so Kurt gave them to Mike. Mike has also sworn the Oath of Office, *filed with the County on July 9th*.

Manager provided keys to Board Members for pump house “office”.

Our new County Supervisor is Mary Mallory, Mike Schumacher attended the BOS meeting when they appointed her.

2. SOLICITATION OF BIDS DVWD CAPITAL IMPROVEMENT PROJECT 201920-08-01 LAPIS DRIVE DISTRIBUTION LINE UPGRADE

Chair Cracknell was *trying to complete bid documents* August 12, tried to work around Bohlier’s vacation. Was hoping to schedule the work in September or October, *targeting to* get done before winter.

Chair Cracknell made the motion to proceed with getting bids for Lapis Improvement; seconded by J. A. Holt.

APPROVED: 4-0. Cracknell - YES, Holt - YES, Womack - YES, Schumacher - YES.

3. REMOVAL OF SAVAGE CONSTRUCTION FROM DVWD APPROVED CONTRACTOR’S LIST

Chair Cracknell said they are no longer doing work in the District, *Don indicated* they are also not living in the District. K. Womack asked if they did any work for DVWD, Bohlier said no and they never bid on any projects.

K. Womack made the motion to remove Savage Construction from the DVWD contractor list; seconded by J. A. Holt.

APPROVED: 4-0. Cracknell - YES, Holt - YES, Womack - YES, Schumacher - YES.

4. TREASURER'S REPORT

Mike Schumacher gave a very brief summary.

Category	31-May-19	30-June-19	% Change
Cash Balance	\$537,457.55	\$583,739.52	8.61%
Accounts Receivable	\$ 60,798.21	\$ 66,004.78	8.56%
Water Revenues	\$ 52,850.78	\$ 53,929.93	2.04%
New Hookup Contributions/Fees	\$ -0-	\$ 5,600.00	**%
Total Income	\$ 53,458.11	\$ 69,133.27	29.32%
Cost of Water (Cal. Mo.)	\$ 15,144.64	\$ 18,446.93	21.81%
Repairs & Maintenance	\$ 1,548.80	\$ 2,539.52	**%
Capital Outlay - Service Line Replacement	\$ 3,365.62	\$ 8,593.47	**%

**Percentage not shown due to variability extreme variability.

5. ADMINISTRATIVE

A) Approve Regular Meeting Minutes for June 27, 2019.

Chair Cracknell had some minor revisions.

K. Womack made the motion to accept amended Minutes, seconded by J.A. Holt.

APPROVED: 4-0. Cracknell - YES, Holt - YES, Womack - YES, Schumacher - YES.

B) Sign and Enact Amended By-Laws.

Section 3, new paragraph:

An exception to the above posting rule shall be made when an interested member of the community who has attended at least two meetings (verified by the clerk secretary) in the preceding six months prior to the resignation date of the departing board member and who meets the basic qualifications for becoming a board member the board may appoint the qualified individual to the vacant seat at the next meeting of the board of directors.

6. MANAGER'S REPORT

A) Monthly Report. Don gave his report.

June Monthly Report:

Total active customers - 749; Total Water Sales Revenue - \$20,955.47; Total Base Service - \$32,162.16; Total Tax collected - \$3,503.21 (AZ Municipal tax \$19.28); Total Current charges - \$58,691.32. Total Establishment Fees - \$315.00.

Using the current RVS system, Average water bill \$78.35; Total Gallons pumped - 3,834,110; Total Gallons Sold - 2,945,389; Accounted Water Loss - 0; Unaccounted Water Loss - 888,721. Not using the RVS system, but visual master meter reads, actual **PERCENT WATER LOSS - 23%**. Meters read from 5-17-19 to 6-17-19, 32 days.

Applications 7 owners and 1 renter, no new hook-ups. Water quality tests were good for total Coliform (two per month). Leak detection from meter reading.

B) New Billing Software Update.

Don Bohlier provided copies of the MuniBilling information proposal. Because Don is also running Bradshaw water company with 210 customers, combined with DVWD of 750 customers was able to get \$0.26 per customer, monthly subscription cost of \$250 per month (Bradshaw \$54.69 / DVWD \$195.31). One time cost of training, data transfer, conversion & configuration setup, billing and invoice template, of \$995. Customers *will be able to* pay via website, can also call and use credit/debt card with a small fee. Goal is to get switched over by August or September.

Mike Schumacher made to motion to approve the transition to new billing program presented by Manager Don Bohlier; seconded by K. Womack.

APPROVED: 4-0. Cracknell - YES, Holt - YES, Womack - YES, Schumacher - YES.

CALL TO THE PUBLIC



6. NEXT MEETING REVIEW

Chair Cracknell asked about scheduling *August monthly meeting to the last Thursday for the awarding of bid*, Womack did not see the urgency for moving the Regular Meeting to another Thursday. Possible Special Session early August for bid opening. Bohlier can phone conference for August 22 *meeting*, will provide his report before *the September meeting*.

ADJOURNMENT

Adjourned by consensus.

Meeting adjourned at 8:09 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 09-02-19.

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: AUGUST 22, 2019 by D. Cracknell, J.A. Holt, K. Womack, M. Schumacher.