

MINUTES OF OPEN PUBLIC MEETING

BOARD OF DIRECTORS
STEPPING STONES COMPLEX
6719 E. 2ND ST., ROOM #2, PRESCOTT VALLEY, AZ
6:30 PM
Thursday, December 12, 2019

CALL to ORDER

Chair Dave Cracknell called the **Special Session** to order at 6:30 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: One Member of the Public - Barry McCoy, and guest Gary Janchik. **Don Bohlier** for District Management was in attendance.

1. ANNOUNCEMENTS

Still an open seat on the Board.

2. APPROVAL OF FORMER BOARD MEMBER BARRY McCOY FOR COORDINATION OF 2019 DISTRICT NEWSLETTER

Chair Cracknell has discussed having Barry do the newsletter again. Asked when submissions could be in, Jan. 13 at the latest.

Chair Cracknell made the motion to have McCoy write and print the newsletter; seconded by J.A. Holt.

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

3. INTERVIEW AND APPROVAL OF GARY JANCHIK TO ASSIST THE DISTRICT IN PREPARATION OF GRANT APPLICATIONS

Gary had worked with Habitat For Humanity for over 10 years, as a salaried employee, applied to major banks, and foundations such as Keekheffer (sp?), Margaret T Morris, and Del E. Webb. Has learned what it takes to successfully get funding. Detail oriented, but knows how to condense and summarize description of why an entity is requesting for what goals. Has developed relationship with funders, resulting in a high success rate. Met Don Bohlier when working as utility locator, got to talking about grant funding. Has worked with San Fransisco Federal home agency, very difficult and complicated bureaucracy that he had success with. The Board has talked with USDA, but not pursued grants, Gary is strong on research and follow through, has not worked directly with USDA. Kurt asked how Gary is compensated, should we work on a contract, proprietary information is key and would need to develop an hourly rate (\$90-100), not based on a percentage. Kurt asked if we treat Gary as a consultant; Gary said more like a contract for services but also a consultant. Kurt asked Chair, since this service has not been discussed by the Board, how can we approve without including in Budget discussions; Cracknell said he would consult with DVWD Attorney Kozak. Kurt brought up the fact the Board has talked with Debra Patton at RCAC about funding, but we never followed through. Dave asked what sort of timeframe would it take to apply for a grant, knows of a quarterly application with one source; possibly a month for one application, need to look at stages, research, target and goals, report to the Board monthly, needs to be considered. Gary has knowledge

about population demographics of DV working with Habitat, required for funding of their homes that have been built in our District, which is useful information for writing the grant application. Dave asked how long it takes to write a grant; Gary said it depends on the entity and amount, and if he had applied before, varies from about a week to month. Jo Ann asked if the procedure includes follow through reporting; Gary said yes, about 6 months later to show goals were met. For research such as learning about the community, what sources are available, for personal edification would not be billable hours, only for the actual writing of the grants. *Dave added he will be meeting with Doug Bowden at Oak Creek Water District in January for guidelines in supporting grant presentation.*

Mike Schumacher asked for a consensus to table the vote, until January as Chair will consult with Attorney Kozak on compensation, agreed.

4. BOARD DETERMINATION OF WHAT CAPITAL IMPROVEMENT PROJECT(S) TO PURSUE GRANT MONEY FOR

Dave asked Don Bohler for basic outline of immediate projects; 338 existing services need to be replaced for approximately \$670,000, water tank replacements need to be discussed, *but Don stated there is some life left in the Ramada tank.* Kurt said that it's been a chicken or the egg routine, Prescott Valley has offered engineering of the system with the understanding the WWID (Waste Water Improvement District) would repay that cost, we shouldn't piecemeal projects such as water tanks without considering the whole system. We need to discuss long-term planning, have been focused only on short-term. Don thinks we should own our leak detection equipment (\$6 - \$8,000), since we have added metallic water valves, can use with detection equipment. Don stated that he has been finding and repairing large leaks, but the loss is still too high.

Agreed by consensus to proceed. *Securing grant money for stated service replacement, replacement of Ramada tank moved to long term planning stage for now.*

5. ADMINISTRATIVE

A) Approval of Meeting Minutes November 21, 2019

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.

CALL TO THE PUBLIC



6. NEXT MEETING REVIEW

Chair Cracknell said 12/19 meeting will be very short, brief normal reports, no Call To The Public.

ADJOURNMENT

Adjourned by consensus.

Meeting adjourned at 8:12 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 12-19-19.

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 1150 N. Opal Dr., Prescott, AZ 86303 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: contact-us@dvwdist.com

APPROVED ON: DECEMBER 19, 2019 by D. Cracknell, J.A. Holt, K. Womack, M. Schumacher.