

**MINUTES OF OPEN PUBLIC
MEETING
DIAMOND VALLEY WATER DISTRICT
BOARD OF DIRECTORS
STEP ONE MEETING COMPLEX
6719 E. 2ND ST., ROOM #2,
PRESCOTT VALLEY, AZ
6:00 PM
Thursday, June 25, 2020**

CALL to ORDER

Chair Dave Cracknell called the **Regular Meeting** to order at 6:17 pm.

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

DAVE CRACKNELL (P) JO ANN HOLT (P) KURT WOMACK (P)
Arrived 6:35) MIKE SCHUMACHER (P)

Also present: Don Bohler for District Management, John Sullivan SCA Associates was in attendance.

**1. AUTHORIZE THE ELECTION FOR THE TWO DVWD BOARD SEATS
ENDING 12-31-2020.**

Chair called for the Election of two seats on the board of directors for the election to be held on November 3, 2020. Last Day to file Election Package is July 6, 2020. Last Day for Write-in Candidates to file election packet is September 24, 2020. Last Day to Register to Vote for the November Election is October 5, 2020.

2. CHAIRPERSON SUMMARY OF EVENTS MARCH 26 TO JUNE 25, 2020.

Chair outlines a Summary of events that occurred since last board meeting (note *no* board Meetings were held in April or May due to COVID-19 Health Emergency.

- 1) Stepping Stones has sold its building July Meeting will be last meeting at Step one meeting center. Discussion occur about future meetings beyond July with emphasis on the Fiscal Year 20-21 budget. A beta test of a video broadcast was done on June 18, 2020 with broadcast originating from SCA Associates offices. While an internet presentation can be done it is very time consuming to put together and by consensus it determined by the board to avoid unless *it's* an absolute last resort. Chair Cracknell contacted both Prescott and Prescott Valley Library, both facilities *are* currently not allowing use of meeting rooms until further notice.

Mike Schumacher *contacted* District 5 Supervisor Mary Mallory and she *offer her assistance in securing meeting facilities in Prescott Valley*. Chair Cracknell asked Mary to get back to the board on availability of meeting room.

- 2) Chair Cracknell *contacted* Flood Control May 18 regarding the erosion situation at Jean and Rose Quartz. Site inspection determined while there has been considerable erosion there is still 3 feet of cover above the waterline. (originally installed with 6 feet of cover over waterline) the situation is not as dire as originally thought. Reconnection and activation of *the* Jean Drive *waterline* is slated as part of Tier 2 Capital Improvement

Project for FY 21. Flood control has agreed to pay for the concrete encasement of the lines when the project *commences*. County Public Works and Flood Control *will be* addressing the erosion as part of their FY 22 slated projects. If the Jean drive project does not occur in FY 21 it will be done in conjunction with the planned Flood Control Project *in FY 22*.

- 3) A USBR Grant Opportunity has opened with application filing closing date September 17, 2020. The District will pursue this opportunity.
- 4) Budget Meeting for the FY 20-21 Budget to begin In July. Board will operate under the current budget to begin the Fiscal Year. Hope to enact new budget no later than October 1, 2020.

3. ENGAGEMENT LETTER SCA ASSOCIATES FY 20-21

John Sullivan presented the engagement letter for SCA Associates outlining billing Procedures *for* and rates *and* services. John *answered* questions from the board following his presentation

D Cracknell made the motion to accept amended Minutes, seconded by J. Holt. APPROVED: 4-0. Cracknell - YES, Holt – YES, Womack - YES, Schumacher - YES.

John Sullivan was excused after the board vote. (Thank You for Attending).

4. GRANT UPDATE FROM GARY JANCHIK

Written report was handed out to all board members. COVID-19 hampered *Gary's* efforts letter indicated that WIFA or Special District Funding might be more viable option due to fact district is a political subdivision.

Board concluded by consensus is that pursuing funding through private *sector* is not a viable option.

5. TREASURER'S REPORT

Mike Schumacher handed out copies.

Category	31-May-20	30-Apr-19	% Change
Cash Balance	\$ 599,319.79	\$ 566,650.57	5.77%
Accounts Receivable	\$ 63,702.91	\$ 59,680.22	6.74%
Water Revenues	\$ 56,769.20	\$ 52,114.90	8.93%
New Hookup Contributions/Fees	\$ 5,600.00	\$ -0-	**%
Total Income	\$ 67,991.84	\$ 52,259.14	30.11%
Cost of Water (Cal. Mo.)	\$ 20,653.66	\$ 15,962.78	29.39%
Repairs & Maintenance	\$ 3,071.67	\$ 1,402.78	**%
Capital Outlay - Service Line Replacement	\$ 8,095.87	\$ 2,500.00	**%

**Percentage not shown due to extreme variability.

6. ADMINISTRATIVE

- A) Approval of Emergency Session Meeting Minutes March 26, 2020 was tabled by consensus to give remaining board members opportunity to review Meeting Minutes.

7. MANAGER'S REPORT

A) May 2020 Monthly Report:

Total active customers - 758; Total Water Sales Revenue - \$20,637.45; Total Base Service - \$32,421.10; Total Tax collected - \$3,498.37 (AZ Municipal tax \$18.99); Total Current charges - \$58,609.85. Total Establishment Fees - \$140.00.

Average water bill \$77.32; Total Gallons pumped - 4,097,531; Total Gallons Sold - 2,915,129; Accounted Water Loss - 200,000; Unaccounted Water Loss - 866,313. Actual **PERCENT WATER LOSS - 21.14%**. Meters read from 5-19-20 to 6-19-20, 31 days.

Applications 4 owners and 3 renters, 2 new hook-ups; 1994 lapis and 1314 Rhinestone. Water quality tests were good for total Coliform (two per month). Leak detection on going using ZCORR Leak Detection Device.

On 5/8 Potholed at the intersection of Hacienda and Paul to see if water line continues in Hacienda from Paul it *does not*. 5/15 1875 Emerald exploration found three service lines tying into one 4-inch main. 5/19 1875 Emerald re-tapped service line. 5/21 1867 Emerald leak 200,000 gallons re-tapped service line. 5/29 1888 Emerald re-tapped service line.

B) Billing Software Update

Will *do* side by side billing with RVS program for July Billing. If all goes accordingly to plan will convert to new billing software starting with August Billing (Conversion tentatively scheduled for August 1) Pay clix will be disabled once new billing goes into full effect.

8. NEXT MEETING PREVIEW

TBA.

ADJOURNMENT

Adjourned by consensus.

Meeting adjourned at 7:23 PM

NOTE: [M00.00.2015] Indicates reference to Minutes from previous meetings.

[aa] Robert's Rules of Order. *Italics revisions from unofficial minutes*

Meeting Minutes prepared by Dave Cracknell Chair and made available on 7-28-20.

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 5145 N. Ramada Dr., 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 Per DV Email Request group list and providing an email address to: contact-us@dvwdist.com

APPROVED ON: July 22, 2020 by D. Cracknell, J.A. Holt, K. Womack, M. Schumacher.