

MINUTES OF OPEN PUBLIC MEETING

DIAMOND VALLEY WATER DISTRICT BOARD OF DIRECTORS

STEP ONE MEETING COMPLEX
ROOM #2
6719 E. 2ND ST., PRESCOTT VALLEY, AZ 86314

5:30 PM

Wednesday, July 22, 2020

CALL to ORDER

Chair Dave Cracknell called the **Budget Workshop** to order at 5:31 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: Members of the Public. **Don Bohlier** for District Management was in attendance, and DVWD Accountant **Stephen Crandall** with **John Sullivan**.

1. 2020-2021 FY BUDGET PRESENTATION

Stephen discussed that while we should address the operating budget, should also consider long term things when dealing with a 50 year old system, to prepare for the future. Used the Ramada tank as an example.

Revenues, they try to project such things as increase of services based on previous year. Sullivan said the projection for Late Fees is lower due to the COVID suspension. Crandall has recommended to keep 50% of operating expenses in reserves, doing well *in that area*.

Water purchase *cost* was raised because of new hookups. System repairs on schedule to hit \$130,000. Increased main line repairs a little to \$20,000. Due to having less meetings because of COVID, the Board expense should be a little lower. Meeting facility rent is some expense, might consider file storage. Kurt wanted clarity about yearly audit or review.

Bohlier gave some examples of projects that should be done for examples, for Capital Improvements, that need to be put on future agendas. Lisa tank will get a new pump, and survey done of the new lot acquired for phase one, phase two would be a new tank. Julie Dr. is upgrade with valves. Turquoise will need valve replacements and meter upgrades.

Dave asked Kurt who will be on vacation the following week, if he would want to be included in approving the Budget at the next meeting, Kurt was okay with it and go ahead.

A) Pursue WIFA funding for future Capital Improvement projects.

Cracknell was looking at FY 2022 Project Priority List, loan applications need to be *filed* 8 weeks before their *meeting, held every other month*. Dave wrote on the presentation board various scenarios of amounts around \$250,000 and lessor amounts, 20 or 30 years. Kurt asked if we did 20-30 years, does the District need to stay in existence for that time; Crandall said it's a good question, would need to discuss with annexation. Sullivan said the Reserves could pay off the loan. Cracknell asked to get started on the PPL, wanted to get Board consensus to proceed. Kurt said this will be the first time this Board applied, will it be easier to start small or go big; Dave said WIFA has the money, they are like a lending institution. Kurt asked if the DVWD Accountant will consider this extra service to keep track; depends on outside factors but probably not. Dave said there is a USBR grant that he planned to apply

for next month, maximum amount of \$70,000 each year, could get Lisa and Opal tanks. There is a \$10,000 consultant fee, deals with the Davis Bacon Act *employee compensation* requirements. Cracknell asked for a motion for the PPL. Womack made the motion to pursue the WIFA PPL application process, seconded by J.A. Holt.

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

Accountant Crandall and Sullivan were excused at 7:23pm.

2. DIGITAL MAP UPDATE

K. Womack requested an update on the mapping project. D. Cracknell said he had the electronic base sheet from CivilTech. He had cleaned up Turquoise Dr., Jean Drive and Lisa tank area, then will ask them to print out a new map booklet. Next is locating all the valves, probably shading to identify which lots have a service; Kurt asked about type of service to show old poly and new. Kurt had a question from Kevin Grief, do we have ownership of all the data, and is there a program that he could use to look at the digital version, there are freeware programs that are so barebones it's difficult. Kurt also asked, to make sure any engineering company can use this; yes. Kurt asked Don if he could make any copies of his drawings with his notes; yes. Kurt said the Minutes show where each service is done, who would be able to extract and put on the map, knows it would take time, seems like it would help to figure out what areas need to be focused on.

3. ADMINISTRATIVE

A) Approval of Meeting Minutes Emergency Session March 26, 2020.√

B) Approval of Meeting Minutes Monthly Session June 25, 2020

Kurt had some corrections.√

D. Cracknell made the motion to accept amended Minutes, seconded by K. Womack.

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

4. FUTURE MEETING(S?)

A) July Monthly?

Next Wed. *or* Thursday in Prescott Valley, T.B.A.

B) *Budget* Public Hearing August.

No sooner than the 12th.

ADJOURNMENT

Adjourned by consensus.

Meeting adjourned at 7:41 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 09-21-20.

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 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 PerDVEmailRequest group list and providing an email address to: contact-us@dvwdist.com

APPROVED ON: September 17, 2020 by D. Cracknell, K. Womack, M. Schumacher, J.A.Holt.