

# MINUTES OF OPEN PUBLIC MEETING

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

6:00 PM  
Thursday, January 23, 2020

## CALL to ORDER

Chair Dave Cracknell called the **Special Session** to order at 6:06 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, Gary Janchik. **Don Bohlier** for District Management was in attendance.

## 1. ANNOUNCEMENTS

Chair Cracknell wanted to get 2018-19 books for Agenda/Minutes in order, especially since the Office files were moved to Rose Quartz pumphouse. The only document that needs to be scanned is signed Resolution. Dave clarified that historic documents in the books that were never scanned into digital format should be done, *Chair indicated last scan was 2016-2017, he would get documents scanned through FY 2018-19.* Dave will email Kurt request list. Kurt said he would get the Agenda/Minute book to get up to date.

Kurt requested a .pdf version for Manager report for the newsletter.

Kurt reported that the legal box at the church was missing Minutes back to October.

## 2. GRANT APPLICATION(S) UPDATE

A) Gary Janchik - Funding through Private Sector

Chair Cracknell asked if Gary had begun, no. Gary asked if the District has used any volunteers for any reason, some organizations have a scoring rubric that adds points for grants. M. Schmacher asked if the adult probation program would count, who have been weed whacking and brush control in Right Of Way, Gary said it is a benefit as an aside. Cracknell had a concern about liability, wanted to *run* by District attorney. Bohlier pointed out the extra hassle of supervising volunteers, didn't think we should consider this. Womack said our own time should be enough, also said in the past there was a form to fill out for volunteers, just more paperwork.

Gary had a question, considering the water loss figure, to project the savings with a less leaky system, could we lower the rates to show the benefit of funding? Cracknell wanted to entertain and crunch numbers. Womack quickly summarized how Prescott Valley suggested funding would work, but was concerned how the transition would work out. Gary was developing ideas, to show funders what benefits would residents get from the grants.

Gary requested some bullet points from us to help develop information, such as the history of the system. Womack said his neighbor Kevin Greif sent an email with a link to an article about original

developer Ned Warren, wanted Gary to read to get an idea of where we started, a poorly done system. Gary had thought we were losing a million gallons a year, was surprised it's per month, good point. We mentioned CWAG (Citizens Water Advocacy Group) should be interested about our effort to reduce loss, possible help with information.

Gary asked what type of funding should we look at, private or government, Cracknell preferred private. Gary said Federal is extremely time intensive, for initial to follow through engagement, and lower chance of funding. Gary has observed private organizations change their priorities based on change of their board, so need to find who is willing to help our program.

1. Contract for Professional Services.

Cracknell and DVWD Attorney Kozak had not finalized and Agreement.

2. Authorization of up to 8 hours (\$960) for continuation of work.  
Agreed by consensus.

B) Dave Cracknell - Funding Through Governmental Agencies.

Dave has been doing some research into RWIC, eligible up to \$200,000 over 3 years for fixing leaks.

Gary was dismissed at 7:08 pm.

**3. BOARD MEMBER POSITIONS FOR 2020**

Same positions:

Chair: Dave Cracknell

Vice Chair: Jo Ann Holt

Treasurer: Michael Schumacher

Clerk/Secretary: Kurt Womack

Member At Large: Unknown Person

Chair Cracknell made the motion to retain the same positions for 2020; 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-Dec-19	30-Nov-19	% Change
Cash Balance	\$595,759.31	\$577,658.22	3.13%
Accounts Receivable	\$ 58,368.07	\$ 61,546.89	-5.16%
Water Revenues	\$ 47,194.23	\$ 51,687.36	-8.69%
New Hookup Contributions/Fees	\$ -0-	\$ -0-	**%
Total Income	\$ 48,528.92	\$ 52,020.99	-6.71%
Cost of Water (Cal. Mo.)	\$ 16,915.11	\$ 16,847.16	0.40%
Repairs & Maintenance	\$ 15,488.34	\$ 19,136.25	**%
Capital Outlay - Service Line Replacement	\$ 3,600.00	\$ 36,495.00	**%

\*\*Percentage not shown due to extreme variability.

M. Schumacher is surprised how much comes in for Late Fees.

**5. ADMINISTRATIVE**

A) Approval of Special Session Minutes January 16, 2020.

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) Copy to thumb drives 2019 documents.

K. Womack needs to consolidate into digital file folders, before copy/pasting onto each Member's thumb drive. J.A. Holt handed Kurt her thumbdrive, *Tabled until next meeting.*

**6. MANAGER'S REPORT**

A) Monthly Report. Don gave his report.

December 2019 Monthly Report:

Total active customers - 752; Total Water Sales Revenue - \$15,442.08; Total Base Service - \$32,328.43; Total Tax collected - \$3,131.65 (AZ Municipal tax \$14.51); Total Current charges - \$52,463.48. Total Establishment Fees - \$175.00.

Average water bill \$69.76; Total Gallons pumped - 3,376,703; Total Gallons Sold - 2,210,657; Accounted Water Loss - 345,600; Unaccounted Water Loss - 820,446. Actual **PERCENT WATER LOSS - 24.3%**. Meters read from 11-19-19 to 12-19-19, 31 days.

Applications 0 owners and 1 renter, no new hook-ups. Water quality tests were good for total Coliform (two per month). Leak detection on going, just received a new detector.

At 4575 Victor an existing collar repair leak on 4" main, around 3 GPM (gallon per minute) for a very long time, 129,600 gallons; this was an important find (picture), would make an impact on the percent of water loss figure. 12/5 Capital Improvement install 4" valve on Sapphire / Emerald intersection. 12/16 Capital Improvement found a hidden valve on Chrystal at intersection of Topaz, only needed to install two 6" valves on Topaz / Crystal intersection. Bohlier noted all these Cap Improvement projects have been under budget, Pehl has been doing well on cost. 12/17 at 4641 Catherine frozen meter and setter. 12/18 at Rose Quartz pump station relocated 4" main from outside fence to inside fence, which is adjacent to the new home; also brought in gravel for driveway.



Bohlier told us about having to flow test the new meters, have been finding some of the new Badger LP meters are about 10% off, 5 year warranty is replacing with better Model 25 meters.

B) Year end Report

- Repaired 6 water main leaks.
- Replaced 13 services that were leaking, upgraded.
- Capital Improvement - tied in 4 inch main around Lapis Dr. wash.
- Capital Improvement - installed 6 isolation valves.
- *Upgraded 17 service lines.*
- Capital Improvement - replaced 1 service line that was plumbed at ground surface to below ground.
- Eight (8) new hook ups.
- Ramada water tank - cleaned and inspected.
- Flow tested meters, some of the new meters have been inaccurate.
- Work Orders - 229.
- Wells formally abandoned on the DVWD Emerald Drive demolished pump station property.

**CALL TO THE PUBLIC**



**7. 2020 STATE OF THE DISTRICT ADDRESS**

Chair Cracknell said to read the upcoming newsletter. Struggling with frustration knowing all the work Manager is doing, but *water loss numbers are* still unacceptable.

**8. NEXT MEETING PREVIEW**

Womack wanted to get a wish list going, for upcoming Budget meetings. Update on grant writing. Chair Cracknell *tentatively scheduled* a Special Session on Feb. 13 at 6:30 pm.

**ADJOURNMENT**

Adjourned by consensus.  
**Meeting adjourned at 8:11 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 2-26-20.

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 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](mailto:contact-us@dvwdist.com)

**APPROVED ON:**       FEBRUARY 13, 2020       by D. Cracknell, J.A. Holt, K. Womack, M. Schumacher.