

**MINUTES FOR THE  
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
October 18, 2007 REGULAR BOARD MEETING**

Chair Marley opened the meeting at 7:30 PM and called for the customary reflection period to be observed by the Board and Public.

Roll Call showed a quorum present with the following Board members present:

Robert Marley, Chair  
 Jim Evans, Vice Chair  
 Floyd Ballinger, Treasurer  
 Lavon Van Dusen, Secretary  
 Mary Brown, Member-at-large

Also in attendance

Management: Randall Hrabina and Sarah Hrabina

Owner/Users: Sue Marley, Ron Lee, Marlene Evans, Tony Chavez, Ed Konieczny

Public: Cindy Brannan  
 Media: Diane Baker

**Agenda Item #4: Board Member Reports – none**

**Agenda Item #5 Approval of Board Minutes – September 20, 2007**

M Brown stated she read the minutes and found them to be accurate, moving to accept the minutes from the Sept. 20, 2007 Regular Board meeting. J Evans seconded the motion and upon vote the motion to accept the minutes from the Sept. 20, 2007 Regular Board meeting were approved unanimously.

**Agenda Item #6 Treasurer's Report (as of 9/30/2007)**

Treasurer Floyd Ballinger presented the Financial Report for the period ending 9/30/2007 with the beginning and ending balance for each account provided:

Account	Beginning	Ending
General Fund	\$146,654.60	\$148,099.22
Security Deposits	\$40,320.00	\$40,320.00
Capital Reserve	\$94,111.85	\$109,477.44
Arsenic Sinking Fund	\$73,609.76	\$75,257.30
Bank of the West	\$17,924.52	\$10,426.27

F Ballinger reported there was no change in the Set-aside Funds from the last report.

September billing totaled \$39,686.35 with 833 active accounts. The gallonage for the month was reported at 7,784,000 as compared to 6,794,000 the previous month. The Sept. '06 comparison was 5,951,000 gallons.

The cash management reports show total receipts for the month of \$35,586.78, and total disbursements of \$25,314.59. The financials include audit #8079 through #8130 and QuickBooks invoices #838 to #855 with the accounts receivable balancing in both at \$38,826.19. No impact fees were collected during Sept. The data was respectfully submitted by Management, Sarah Hrabina, and approved by the Treasurer, Floyd Ballinger, for final Board approval.

J Evans motioned to accept the Financial Report with M Brown seconding the motion. Upon vote the Financial Report for the period ending 9/30/2007 was approved without opposition.

**Agenda Item #7 Operations Report (as of 10/15/07)**

R Hrabina presented an overview to the Board and Public: 25 Completed Work Orders, 6 Blue Stakes marked; 20 pink slips processed for Sept. Water samples, for bacteria, for the month were negative. In addition, results were received from lab for annual nitrate and TTHM samples taken last month. TTHM's for disinfection By-Products were well below the maximum levels.

Nitrates comparison for		2007	2006
POE #1	GOA	1.5	0.76
POE #3	Big John	2.4	2.6
POE #4	Oasis	1.6	1.3

3<sup>rd</sup> Quarter MRDL (Maximum Residual Disinfection Level) sent to ADEQ

Meters Removed-The meters have been pulled on the two accounts on Maggie Mine per Board authorization at last month's lien hearing.

A letter was sent to the property owner on Todd Evans on 10/12/07 giving them 15 days to pay the balance or the meter would be pulled. No response from owner yet.

Well Stats – R Hrabina stated well depths have risen about a foot from the last report

Statistics for the past two (2) months:

Water levels:	LAST MONTH	THIS MONTH
Big John #1	25'; Draw to 28';	24'; Draw to 27'
Big John #2	25'; Draw to 50';	24'; Draw to 46'
Running time 6-9 hrs/day		Running time 5 ½ - 8 hrs/day
GOA #1	24'; Draw to 27';	22'; Draw to 26'
GOA #2	25'; Draw to 45'	24'; Draw to 42'
Running time 7-9 ½ hrs/day		Running time 5-8 ½ hrs/day
Oasis #1	37'; Draw to 58'	37'; Draw to 56'
Oasis #2	37'; Draw to 48'	37'; Draw to 48'
Running time 3-4 hrs/day		Running time 2 ½ -4 hrs/day

Total gallons pumped for the period was 6,669,000 gallons.

M Brown motioned to accept the Operations Report with F Ballinger seconding the motion. Upon vote the Operations Report for the period ending 10/15/2007 was approved without opposition

#### **Agenda Item #8 Special Request - S Moon 19050 Mesquite a/c#344**

S Hrabina opened the discussion explaining the details of events. The death of her husband and resulting loss of more than one-half her monthly income has caused financial hardship for Sandie Moon. She is getting some financial aide to help her get current with her mortgage, has disconnected her phone to reduce her monthly overhead, and is trying to get current with her water bill. In the past 4 months her total penalties incurred are \$67.79. Sandie has been making regular monthly payments but has not had enough to pay in full and, therefore, incurs the additional \$15 delinquent fee. She feels once she gets current she will be able to keep current and is asking for a one time waiver for the past penalty fees incurred.

Board discussion followed bringing out the facts that in times of financial hardship bills can accrue quickly, by shutting off her phone Sandie was demonstrating a true effort to manage her finances, and there was evidence the customer had a genuine financial need. Concern was voiced that by granting this waiver, the Board might be setting a precedent for such requests from other customers in the future. To help avoid this potential problem it was suggested that if the waiver was granted, it come with conditions and if the conditions were not met, the waiver would be rescinded.

F Ballinger made a motion that the Board approve the request to waive the \$67.79 in penalty and delinquent fees on the condition that Sandie keeps her account current (no more penalties) for 12 consecutive months. If she does not keep the account current, the waiver will be rescinded. The motion was seconded by M Brown and was approved unanimously.

#### **Agenda Item #9 Special Request - J Lanzer 33200 Thompson Dr a/c#415**

S Hrabina explained that Joe Lanzer received his August bill for 67,000 and was sure there was a billing mistake. The property is currently unoccupied and for several months prior to the August billing, no water had been used. Ben noted the large discrepancy between projected usage and actual usage so he re-read the meter and the reading was found to be accurate. At the time the meter was read, Ben noted on the read sheet there was some type of "digging" in process on the lot next door. The line servicing Joe's property crosses this next door lot after it leaves Joe's meter. Thinking perhaps there was a connection to the digging next door, a courtesy shut-off was made with the meter locked.

In an effort to assist the customer, Management contacted the lot owner next door to inquire about the digging. Management was told the digging was for a perk test. When asked if they possibly hit the service line or used water for the perk test Management was told water was not used, nor was there any sign that the service line had been hit. Management cannot dispute this, nor do they have any idea how or where the water was used; all that can be verified is the 67,000 gallons registered on the meter.

Management told the Lanzers if they felt there is a connection with the other property this was a private issue between them and their neighbors, but the Board might consider working out a payment plan without penalty or interest to enable Lanzers to pay off the large bill now due.

J Evans made a motion to allow Lanzers to make monthly payments of \$50 (minimum) in addition to their regular monthly water bill, until the Aug. bill is paid off, incurring no penalties or delinquent fees on Aug. billing. M Brown seconded the motion and the motion passed without opposition.

**Agenda Item #10      Approval to add Lavon Van Dusen, Board Secretary, as authorized signer for Yavapai County accounts**

S Hrabina opened discussion by introducing Lavon Van Dusen, new Board Secretary, to meeting attendees who may not have been familiar with her. It was noted that since Lavon is an employee of Bank of the West, she will not be added as an authorized signer for the Bank of the West account for the monthly transfer. As a bank teller, Lavon is also not processing or handling any deposits for the Water District to ensure the highest level of banking ethics and precluding any remote notion of any type of conflict of interest.

It was recommended that for the Yavapai County accounts, a new signature card be executed adding Lavon as an authorized signer for these accounts.

M Brown made a motion that Lavon Van Dusen be added as an authorized signer on the Yavapai County accounts, which was seconded by F Ballinger. With Lavon abstaining, the Board approved the motion.

**Agenda Item #11      Review of Water District Ordinance 98-3**

Chair Marley requested this agenda item be left for the last part of the meeting, so the Board moved on to agenda item # 12.

**Agenda Item #12      Quick Books Software Upgrade**

S Hrabina began discussion by explaining that CPA Darlene Woods has completed most of the audit for the year end 6/2007. One of Darlene's suggestions is to upgrade the District's accounting software from Quicken 2002 to Quicken 2007.

F Ballinger made motion to authorize the expenditure of up to \$300.00 for this upgrade. L Van Dusen seconded the motion and, upon vote, the measure was approved unanimously.

**Agenda Item #13      Water Service for Canyon RV Resort/Eric Roles**

R Hrabina opened discussion by reviewing a letter from the current owners of the property formerly operated as the "Greyhound Dog Track". The letter indicates the owners are planning an RV Resort for the property and are requesting verification from the District regarding water availability. The Board is not able to provide the owners with the requested information because the owners have not given enough details as to exactly what the property development plans are.

The Board chose to table this item without action at this time. R Hrabina and B Marley will generate a letter requesting more information.

**Revisit of Agenda Item #11      Review of Water District Ordinance 98-3**

Chair Marley opened discussion by pointing out that the ordinance has not been fully updated for almost ten years and, as a result, some of the information needs to be updated. This will probably be a 2-3 month project requiring several meetings. The Chair will establish an Ordinance Committee to begin the initial work, starting the 3<sup>rd</sup> week of November. The first meeting will be attended by Bob Marley, Chair; Floyd Ballinger, Treasurer; volunteer Tony Chavez; and 2-3 additional owner/users. Future meetings may be attended by different Board members, and Management will also take an active role in the review. Any member of the public who is an owner/user who is interested in assisting in this project is encouraged to contact Bob Marley or Sarah Hrabina. Final review and any additions or revisions will be advertised and a public hearing held. No further Board action was needed at this time.

**Agenda Item #14      Public Call**

Tony Chavez expressed concern that the number of exceptions the Board was making for hardship and special circumstances was going to make accounting much more difficult for Management as they worked to keep track of these accounts.

Susan Marley suggested that some form of recognition be given to Ron Lee who recently resigned from the Board after serving for 7 years.

With no other business to come before the Board the Chair thanked the Public for attending and the meeting adjourned at 8:36 PM.

**CERTIFICATION:**

I, Sarah J. Hrabina, certify that the Agenda for the October 18, 2007 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Friday, October 12, 2007 at 1:00 PM.

Sarah J. Hrabina  
Sarah J. Hrabina

**ATTESTED:**

I, Lavon Van Dusen for the Black Canyon City Water Improvement District certify that the minutes, as transcribed, are true and correct to the best of my knowledge and belief.

Respectfully submitted,

\_\_\_\_\_  
Lavon Van Dusen

Transcription of minutes completed by Lavon Van Dusen on 11/12/2007

Amended:     YES             NO

Minutes of the Regular October 18, 2007 Board Meeting approved as herein transcribed by Board

action on: \_\_\_\_\_