

**MINUTES FOR THE  
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
January 17, 2008 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, Sharon Lee, Marlene Evans, Tony Chavez, Ed Konieczny, Polly Ballinger, Cindy Brannan.

Media: Diane Baker

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

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

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

**Agenda Item #6 Treasurer's Report (as of 12/31/2007)**

Treasurer Floyd Ballinger presented the Financial Report for the period ending 12/31/2007 with the beginning and ending balance for each account provided:

Account	Beginning	Ending
General Fund	\$130,611.07	\$136,201.66
Security Deposits	\$40,320.00	\$40,320.00
Capital Reserve	\$134,732.31	\$147,380.64
Arsenic Sinking Fund	\$78,277.99	\$79,755.95
Bank of the West	\$13,913.01	\$13,455.60

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

December billing totaled \$30,061.67 with 830 active accounts. The gallonage for the month was reported at 4,305,000 as compared to 6,273,000 the previous month. The Dec. '06 comparison was 6,940,900 gallons.

The cash management reports show total receipts for the month of \$39,635.34, and total disbursements of \$28,228.62. The financials include Taabs audit #8234 through #8273 and QuickBooks invoices #874 to #884 with the accounts receivable balancing in both at \$30,912.38. One impact fee, in the amount of \$2,500.00 was collected during Dec., audit #8272, a/c #2079. This data was respectfully submitted by Management, Sarah Hrabina, and approved by the Treasurer, Floyd Ballinger, for final Board approval.

M Brown motioned to accept the Financial Report with J Evans seconding the motion. Upon vote the Financial Report for the period ending 12/31/2007 was approved without opposition.

**Agenda Item #7 Operations Report (as of 01/16/08)**

R Hrabina presented an overview to the Board and Public: 23 Completed Work Orders, 13 Blue Stakes marked; 31 pink slips processed for Dec.

Water samples, for bacteria, for the month were negative.

Following review of a packet received from Yavapai County last month, Chair Marley and R Hrabina sent a letter to the County dated 1/4/2008 addressing concerns for the review process involving the planned development in Black Canyon City by Canyon RV Resort LLC. A copy of this letter was provided to each board member for information purposes.

Well Stats – R Hrabina stated due to continuing heavy rains, water levels are up to “normal”

Statistics for the past two (2) months:

Water levels:	LAST MONTH	THIS MONTH
Big John #1	23'; Draw to 26';	20' 6" Draw to 24'
Big John #2	23'; Draw to 45';	20' 6" Draw to 29'
Running time 3 - 5 hrs/day		
GOA #1	21'; Draw to 26';	20' 6" Draw to 23'
GOA #2	23'; Draw to 41'	21' Draw to 30'
Running time 4 - 7 ½ hrs/day		
Oasis #1	36'; Draw to 55'	23' Draw to 30'
Oasis #2	36'; Draw to 47'	23' Draw to 32'
Running time 2 ½ - 3 ½ hrs/day		

Management has begun researching the records to see which customers qualify for the annual rebate program. This process should be completed in time for the February Board meeting for Board approval.

S Hrabina and Chair Marley participated in the 3-day on-line training seminar Jan. 8, 9, & 10 for the new In-hance billing software. Conversion to the new software is expected to take place next week.

J Evans motioned to accept the Operations Report with F Ballinger seconding the motion. Upon vote the Operations Report for the period ending 01/16/08 was approved without opposition.

#### **Agenda Item #8 Reorganization-Board selection of the positions for 2008**

The annual reorganization was discussed with all Board members desiring to continue in their current roles: Bob Marley as Chair, Jim Evans as Vice-Chair, Floyd Ballinger as Treasurer, Lavon Van Dusen as Secretary, and Mary Brown as Member at Large. No further board action was necessary.

#### **Agenda Item #9 Special Request for Hearing (2) a/c#408 19080 Palm Lane and a/c#31 34750 K-Field Rd**

On 12/06/07 Management received a phone call from a neighbor stating he felt there was a water leak on the property next door which was flooding his property. Upon investigating, Management found there was a service line break but no one was home, so Management turned off the water to prevent any further loss. The break and resulting excessive water use has created an unusually high bill for the customer. He is requesting a \$25.00 monthly payment plan without penalties to be paid in addition to his regular monthly bill until the amount due is paid in full. J Evans made a motion for the board to approve the payment plan requested by the customer, and L Van Dusen seconded. After considering the request, the Board voted unanimously to approve to the payment plan.

The second request was resolved before the Board meeting so no further Board action was needed.

#### **Agenda Item #10 Request from Darlene Wood for a Management Letter**

Chair Marley presented information regarding CPA Darlene Wood's request for a Management Letter documenting information given and our understanding of its accuracy. The Board discussed the reasons for needing such a letter. Since it appears this is the first time a letter of this type has been requested, there is no precedent for the Board to review. CPA Wood had proposed a sample letter to Chair Marley several weeks ago, but the Chair questioned the appropriateness of the lengthy letter. After considerable revising and correspondence via email a much shorter, more succinct letter was created which more clearly stated what is expected of CPA Wood. Board members were given a short recess to review the final letter, and then a brief discussion was held to address any concerns. M Brown then made a motion to accept the final letter as presented, F Ballinger seconded, and the motion passed without opposition.

**Agenda Item #11: Consumer Confidence Report for 2007**

Management presented to the Board a draft of the 2006 Consumer Confidence Report. Since this form was reworked last Spring, there was little that needed to be changed other than minor updates and correcting the name of the Board Secretary. No further Board action was required at this time.

**Agenda Item #12 Public Call :**

Tony Chavez asked if the planned development in Black Canyon City by Canyon RV Resort LLC could proceed without meeting the requirements of the Water District. R Hrabina referred back to the letter sent to Yavapai County. The letter reiterates to the county that since the development is within the Water District the plans have to meet the requirements of the Water District Board. The Board wants to insure that the water system for the planned development is adequate for the proposed sites so the District is not hit with excessive usage, upkeep or repair problems in the future.

With no other business to come before the Board the Chair thanked the Public for attending and the meeting adjourned at 8:15 PM.

**CERTIFICATION:**

I, Sarah J. Hrabina, certify that the Agenda for the January 17, 2008 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Friday, January 11, 2008 at 4:00 AM.

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  
Lavon Van Dusen

Transcription of minutes completed by Lavon Van Dusen on 2/18/2008

Amended:  YES  NO

Minutes of the Regular January 17, 2008 Board Meeting approved as herein transcribed by Board

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