

**MINUTES FOR THE  
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
DECEMBER 19, 2013 REGULAR BOARD MEETING**

Chair, Robert Marley called the meeting to order at 6:30 PM and welcomed the public.

Roll call showed a quorum.

Chair: Robert Marley

Treasurer: Barrie Dickerson

Member-at-large: Will Stice

Vice Chair: Lavon Van Dusen

Secretary: K. Wolf not in attendance

Also in attendance: Management –Sarah Hrabina

Public: Susan Marley, Ed Konieczny and Arnold Tropf

Reflection time was observed by the Board and Public.

**Agenda Item # 3 Board Member Reports**

Sarah Hrabina, representing Management, discussed the new Chase Bank account approved by the Board last month because of the local Bank of the West branch closing in January. The Secretary MUST sign the bank documents to open the account and all Board members who will be signers on the account will have to sign the account card on the same day. There is some concern this could be a coordination problem. For example, Will Stice indicated he is going out-of-town and will not be available until after the New Year. This may delay opening the account until January. Management would like to have it open in December so an orderly conversion could occur.

**Agenda Item # 4 Approval of Minutes: 11/21/13 Regular Board Meeting**

The minutes from the 11/21/13 regular board meeting were provided to the Board. With no corrections or additions, Barrie Dickerson moved to accept the minutes. The motion was seconded by Will Stice and upon vote was unanimously approved.

**Agenda Item # 5 Treasurer's Financial Report and Approval as of 10/31/13**

The Chair suggested the discussion of a new format for the Treasurer's Report precede the report (listed as agenda item #8). The new format for accounts data will allow better reconciliation of the monthly income and the resultant account changes. In the past bank statements have been used for account information but those numbers can significantly overstate or understate the actual balance because of outstanding checks that have not cleared the bank (the float) but will clear in the following month. The Board is more interested in the accrued or actual book balances as some months the float can be ten's of thousands of dollars (with a capital improvement project in progress as an example). Will Stice moved to change the format, seconded by Lavon Van Dusen. The Board unanimously voted to have the format of the Treasurer's Report changed to reflect ledger balances rather than bank statement balances.

Barrie Dickerson then presented the financial report for the period ending 11/31/13, with beginning, ending and change balances for each account reported (the new report format was used).

Account	Beginning	Ending	Change
General Fund	\$46,847.90	\$49,606.53	\$2,758.63
Security Deposits	\$42,925.00	\$42,925.00	0.00
Impact/Capital Fund	\$143,250.34	\$151,636.12	\$8,385.78
Arsenic Sinking Fund	\$53,145.77	\$55,158.61	\$2,012.84
Recap/Bank of the West	\$10,754.47	\$6,276.64	\$(4,477.83)
Account Totals =	\$296,923.48	\$305,602.90	\$8,679.42

Cash Management:	Deposits	\$37,268.11
	Disbursements	\$28,422.98
	NSF checks and bank fees	\$165.71
	Net Gain/(Loss)	\$8,679.42

November billing with 831 active accounts totaled \$31,191.54. Water consumption for the month of November was reported at 4,017,000 gallons compared to 5,311,000 gallons the previous month and the November 2012 comparison of 4,043,000 gallons. Total gallons billed for the fiscal year-to-date was 26,260,000 gallons (5) months. The financials include Quick Books invoices #1762 to #1772 and In-Hance Audits #11,864 through #11,904 with the accounts receivable in both In-Hance and Quick Books balancing at \$42,957.37.

One new residential Impact Fee was recorded and collected in November 2013. The data was respectively submitted by Management, Sarah Hrabina, and reviewed by Treasurer, B. Dickerson, for final board approval. Lavon Van Dusen moved to accept the report in the new format with Will Stice seconding the motion. Upon vote the financial report for November was unanimously approved.

**Agenda Item # 6            Operation's Report and Approval as of 12/18/2013**

S Hrabina presented the Operation's Report, in the absence of R Hrabina, giving a recap of the past months activities with 15 work orders completed including turn-ons, turn-offs, meter re-reads, meter/valve repair/replacement, line break/leak repairs, and other service needs. There were 5 blue stakes marked for the period and 38 pink slips were mailed out. Test results from Test America Labs for monthly Bac-t's (E-Coli & Coliform) for November were negative. Letters have been sent out for the annual backflow inspections.

Management did not record new well stats since the last report but management estimates no change.  
WELL STATS

<u>Water levels:</u>	<u>LAST REPORT</u>	<u>THIS MONTH</u>
Big John #1	20' Draw to 23'	NA
Big John #2	20' Draw to 26'	NA
GOA #1	20' Draw to 24'	NA
GOA # 2	20' Draw to 21'	NA
Oasis # 1	22' Draw to 25'	NA
Oasis # 2	22' Draw to 29'	NA

System Operator, Bob Hanus, inspected the system and daily log book, as required by ADEQ, and found everything to be in order for the month of November, 2013.

Barrie Dickerson made a motion to accept the Operations Report as presented. Lavon Van Dusen seconded the motion and upon vote the operations report was unanimously approved.

**Agenda Item # 7            Special Customer Request for Waiver of Billing (a/c#35)**

The Customer Request for a penalty waiver and the reasons for his request were discussed in detail. While the Board understood the problem the Customer had with mail forwards while he was living out of State, it firmly believes it is every customer's responsibility to pay each month on time. The Chair suggested the second \$15.00 might be better treated as a credit card company would during a dispute. The Customer filed a timely appeal of the initial \$15.00 late fee so it might be argued any additional late fees should be stayed until his appeal was heard by the Board. The Chair asked if the Customer would be willing to immediately pay his account if the second \$15.00 charge was waived. The Customer found that to be satisfactory. Will Stice moved to find the initial penalty warranted and the second stayed and waived if the account balance was paid immediately. The motion was seconded by Lavon Van Dusen and passed with a unanimous vote of the Board. The customer wrote a check on the spot and gave it to Management, satisfactorily resolving the issue for both parties.

**Agenda Item # 8            Resolution of Financial Report Discrepancies and Possibly Reporting Format Change**

This item was handled prior to the Treasurer's report. See Agenda Item #5 above.

**Agenda Item # 9 Follow up to County Courtesy Inspection**

There has been no further contact by the County with regard to the well site inspections held a month ago. The Chair and Operations continue to believe the District's well sites are in total compliance with all State and County laws and it would seem the County may agree. There was discussion only and no action taken by Board.

**Agenda Item # 10 Heritage Park Water Pumping Issue/ADEQ letter**

Another short discussion of the Heritage Park Pond situation was held. Since the County appears to be totally uninterested in our town's water quality, Management and the Chair believe ADEQ (Arizona Department of Environmental Quality) is the District's last chance to get information about Pond operation and resolution if the operation is a problem. It is the Water District's belief the Heritage Park manager, Bob Cothorn, is recharging large quantities of pumped water back into the aquifer without a permit, a violation of the State's ground water charging statutes. Lavon Van Dusen moved the District should generate a letter explaining the situation and District's concerns to ADEQ. The motion was seconded by Barrie Dickerson and upon vote the Board unanimously agreed the Chair and Operations Manager should generate a letter explaining the situation and concerns to ADEQ.

**Agenda Item # 11 Call to the Public**

During public call, Arnold Troph expressed concern regarding the operation of Heritage Park pond and its possible impact on the town's water supply. The Chair assured him the Board was concerned and this item had been a monthly agenda item since early spring of this year.

**With no other business to come before the Board, the Chair adjourned the meeting at 7:13 P.M.**

**CERTIFICATION:**

I, Sarah J. Hrabina, certify that the Agenda for the December 19, 2013 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Tuesday December 17, 2013 on or before 4:30 PM.

Sarah J. Hrabina

Sarah J. Hrabina

**ATTESTED:**

I, Robert R. Marley, Chair for the Black Canyon City Water Improvement District certify that the minutes, as transcribed by myself, are true and correct to the best of my knowledge and belief.

Respectfully submitted,

Robert R. Marley

Robert R. Marley

Transcription of minutes completed on 12/19/13

A full recording is available - 42.18 minutes.