

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
February 20, 2014 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

Secretary: Lavon Van Dusen

Vice Chair: Will Stice not in attendance

Also in attendance: Management –Randy and Sarah Hrabina

Public: Susan Marley, Ed Konieczny and Tony Chavez

Reflection time was observed by the Board and Public.

Agenda Item # 3 Board Member Reports

None

Agenda Item # 4 Approval of Minutes: 01/16/14 Regular Board Meeting

The minutes from the 01/16/14 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 Bob Marley and upon vote was unanimously approved.

Agenda Item # 5 Treasurer's Financial Report and Approval as of 01/31/14

Barrie Dickerson presented the financial report for the period ending 01/31/14, with beginning, ending and change balances for each account reported.

Account	Beginning	Ending	Change
General Fund	\$51,293.18	\$45,810.16	-\$5,483.02
Security Deposits	\$42,925.00	\$42,925.00	0.00
Impact/Capital Fund	\$161,167.91	\$170,210.29	\$9,042.38
Arsenic Sinking Fund	\$57,196.65	\$59,211.72	\$2,015.07
Recap/Bank of the West	\$9,281.81	\$16,443.40	\$7,161.59
Account Totals =	\$321,864.55	\$334,600.57	\$12,736.02

Cash Management: Deposits \$35,120.10

Statement not rec'd until after last Board meeting & add'l deposit for period ending 12/31/13 corrected, adjusting ending/beg bal. by

\$125.00

\$35,245.10

Disbursements \$22,509.08

Net Gain/(Loss) \$12,736.02

January billing with 834 active accounts totaled \$31,795.67. Water consumption for the month of January was reported at 3,887,000 gallons compared to 3,604,000 gallons the previous month and the January 2013 comparison of 3,444,000 gallons. Total gallons billed for the fiscal year-to-date was 33,751,000 gallons (7) months. The financials include Quick Books invoices #1782 to #1799 and In-Hance Audits #11,948 through #12,008 with the accounts receivable in both In-Hance and Quick Books balancing at \$41,774.54.

One new residential Impact Fee was recorded and collected in January 2014.

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 with Bob Marley seconding the motion. Upon vote the financial report for January was unanimously approved.

Agenda Item # 6 Operation's Report and Approval as of 02/18/2014

R Hrabina presented the Operation's Report, giving a recap of the past months activities with 24 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 8 blue stakes marked for the period and 25 pink slips were mailed out. Test results from Test America Labs for monthly Bac-t's (E-Coli & Coliform) for January were negative.

WELL STATS:

<u>Water levels:</u>	<u>LAST REPORT</u>	<u>THIS MONTH</u>
Big John #1	20' Draw to 23'	23' Draw to 25'
Big John #2	20' Draw to 26'	23' Draw to 25'
GOA #1	20' Draw to 24'	21' Draw to 23'
GOA # 2	20' Draw to 21'	21' Draw to 23'
Oasis # 1	22' Draw to 25'	23' Draw to 25'
Oasis # 2	22' Draw to 29'	23' Draw to 27'

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 January 2014.

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.

At the end of the Board meeting, Management asked to enter an "addendum" to the operations report: The GOA well site is approaching the federal limit for arsenic and will need media replacement in the next month. The arsenic sinking fund has enough money to handle this expense, which is expected to cost approximately \$45,000.00. Management will order the media immediately. As this is a maintenance item, no additional Board action was needed at this time.

Agenda Item # 7 Review and select from Letters of Intent for Open Board Position

There was only one letter of intent for the open Board position (Member-at-Large). After the Board read the letter from Susan Marley, Barrie Dickerson moved to accept Susan as the new Board member, and Lavon Van Dusen seconded the motion. Upon vote the motion was accepted unanimously and Susan Marley was sworn in to the position of Member-at-Large. Susan has previously served on the Board as secretary in 2010.

Agenda Item # 8 District's Bank Account

After much discussion both in Board meetings and with various banks it has become apparent the closure of the local Bank of the West is going to increase banking costs for the District. The District has over 800 accounts and many of those accounts are paid by check. Banks consider each check deposited to be a transaction and have a per check transaction charge after a certain number have been reached. The Bank of the West account is grandfathered on these charges. So the District can either switch banks and pay \$50.00 or more per month for the excessive transactions or stay with Bank of the West and use a check scanner that costs \$45.00 per month. The Board decided to collect more information from Mid-First Bank and leave checking in Bank of the West for now. Bank of the West has agreed to give us the check scanner for no charge for 6 months, provided the District sign a two year agreement to maintain our account with them.

It should be noted that at January's monthly Board meeting a decision had been made to open the District's master account at Chase Bank. However, interaction with Chase Bank has been terminated because of repeated failures on the bank's part to provide information and to attend scheduled meetings with staff and Board members.

No Board action was required at this time.

Agenda Item # 9 Software and Hardware upgrade

The Chair, Bob Marley, presented information regarding software and hardware upgrades he felt the District's computers needed. The primary problem is WinXP will no longer be supported after April 8, 2014. Since our system has customer data, the Chair believes the operating system has to be constantly updated by Microsoft to prevent outside intrusion. With 30% market share still for WinXP and no Microsoft protective updates he believes these systems are going to be prime targets. He suggested converting to Win7 (50% of the operating system market), updating to MS Office for Business 2013, and purchasing the most recent version of Now Backup (it is backward compatible with all of our past backups). Win7 uses more RAM so the proposal is to upgrade the installed RAM to 4 GB rather than 2 GB. There is also a problem with small hard drives and he suggested installing solid state drives to provide both additional space and performance. Lavon Van Dusen made a motion to spend up to \$700 on this upgrade. The motion was seconded by Sue Marley, and upon vote, the measure passed unanimously.

Agenda Item # 10 Establish Budget Committee and Meeting Dates

The Board discussed the 2014 Budget Committee meetings. The treasurer agreed to find a couple of members of the public to join in the discussions. Tony Chavez was in attendance and agreed to serve again. The goal is to generate a budget proposal for Board consideration in April and, if approved by the Board, submission to the public in May for final approval. The usual three meetings will be held at 9:30 AM on March 24, 25 and April 16. Sue Marley made a motion to have Barrie Dickerson chair the Budget Committee, and Lavon Van Dusen seconded the motion. Upon vote the Board unanimously approved creation of the 2014 Budget Committee.

Agenda Item # 11 Call to the Public

None

With no other business to come before the Board, the Chair adjourned the meeting at 7:20 P.M.

CERTIFICATION:

I, Sarah J. Hrabina, certify that the Agenda for the February 20, 2014 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Tuesday February, 18 2014 on or before 4:30 PM.

Sarah J. Hrabina
Sarah J. Hrabina

ATTESTED:

I, Lavon Van Dusen, Secretary 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,

Lavon Van Dusen
Lavon Van Dusen

Transcription of minutes completed on 03/13/14
A full recording is available – 49.04 minutes.