

**MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
March 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

Vice Chair: Will Stice

Secretary: Lavon Van Dusen

Member-at-Large: Susan Marley

Also in attendance: Management –Randy and Sarah Hrabina

Public: Ed Konieczny, Tony Chavez, Cindy Malandro

Reflection time was observed by the Board and Public.

Agenda Item # 3 Board Member Reports

None

Agenda Item # 4 Approval of Minutes: 02/20/14 Regular Board Meeting

The minutes from the 02/20/14 regular board meeting were provided to the Board. With no corrections or additions, Susan Marley moved to accept the minutes. The motion was seconded by Barrie Dickerson and upon vote was unanimously approved.

Agenda Item # 5 Treasurer's Financial Report and Approval as of 02/28/14

Barrie Dickerson presented the financial report for the period ending 02/28/14, with beginning, ending and change balances for each account reported.

Account	Beginning	Ending	Change
General Fund	\$45,810.16	\$53,035.16	\$7,225.00
Security Deposits	\$42,925.00	\$42,925.00	0.00
Impact/Capital Fund	\$170,210.29	\$179,649.13	\$9,438.84
Arsenic Sinking Fund	\$59,211.72	\$61,212.10	\$2,000.38
Recap/Bank of the West	\$16,443.40	\$7,244.34	(\$9,199.06)
Account Totals =	\$334,600.57	\$344,065.73	\$9,465.16
Cash Management:	Deposits	\$27,552.91	
Plus 2/27 deposit posted 3/5 for new customer account		\$3,250.00	
		<hr/>	
		\$30,802.91	
	Disbursements	\$21,337.75	
	Net Gain/(Loss)	\$9,465.16	

February billing with 834 active accounts totaled \$31,216.27. Water consumption for the month of February was reported at 3,950,000 gallons compared to 3,887,000 gallons the previous month and the February 2013 comparison of 4,261,000 gallons. Total gallons billed for the fiscal year-to-date was 37,701,000 gallons (8) months. The financials include Quick Books invoices #1800 to #1806 and In-Hance Audits #12,009 through #12,059 with the accounts receivable in both In-Hance and Quick Books balancing at \$46,840.24.

One new Impact Fee was received at the end of February. However posting will be included and posted in March.

The data was respectively submitted by Management, Sarah Hrabina, and reviewed by Treasurer, B. Dickerson, for final board approval. Will Stice moved to accept the report with Lavon Van Dusen seconding the motion. Upon vote the financial report for February was unanimously approved.

Agenda Item # 6 Operation's Report and Approval as of 03/18/2014

R Hrabina presented the Operation's Report, giving a recap of the past months activities with 26 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 6 blue stakes marked for the period and 35 pink slips were mailed out. Test results from Test America Labs for monthly Bac-t's (E-Coli & Coliform) for January were negative.

1st Quarter Arsenic Results:

	<u>2/18/14 (1st Qtr)</u>	previous <u>10/01/13 (4th Qtr)</u>
GOA	0.0072	0.0077
Big John	0.0059	0.0054
Oasis	0.0030	0.0030

WELL STATS: No change from last month

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

Susan Marley made a motion to accept the Operations Report as presented. Will Stice seconded the motion and upon vote the operations report was unanimously approved.

Management received a quote for the arsenic media replacement at the GOA. However, the arsenic level at GOA declined somewhat and it may be several months before this replacement is absolutely necessary.

Agenda Item # 7 Software and Hardware Upgrade

The Chair, acting as the District's computer system administrator, discussed completion of the software and hardware upgrade project. Total spent on the two computers was \$651.00 (roughly split between new software and hardware upgrades). Both are now running Microsoft Windows 7, which is fully supported by Microsoft and will have security patches until 2020. The In-Hance billing program was also upgraded and the attached SQL server updated from the unsupported SQL 7 to SQL 2005. Management had just completed the billing cycle and commented that data entry speed has improved significantly. One of the big stumbling blocks of the In-Hance program was the lengthy time required to enter meter readings each month. Either the In-Hance software upgrade or the 10X Solid State Drive performance has greatly improved this. No action was required by the Board.

Agenda Item # 8 Budget Committee and Meeting Dates

Although the minutes for the 02/20/14 Regular Board meeting indicated dates were set for the Budget Committee meetings, those dates were actually finalized after the meeting had adjourned. The usual three meetings will be held at 9:30 AM on March 24, 25 and April 16. The Treasurer has found several members of the public to serve on the committee with her, management, and the Chair. The Chair asked Board members if there was any special item the Budget Committee should be focusing on for the next fiscal year. The primary concern, as usual, was creation of a budget that accounted for the Capital Improvements thought to be necessary in the coming fiscal year. The Committee's budget proposals will be presented for Board review at the April meeting.

Agenda Item # 9 Call to the Public

During public Call Cindy Malandro had a series of questions that she addressed to the operations manager. She believed some of her questions had been answered during the meeting. She was primarily interested in sampling done to maintain water quality, how many wells the District had, and why she had never seen the facilities. After generally answering her questions, management referred her to the Consumer Confidence letter that is sent annually to account holders (she is in a rental property, does not have an account with the District, and does not get the letter). The Chair suggested the District website was a valuable resource and had most of the information one might wish to know about the District, including those letters.

Tony Chavez had a question about the Budget Committee members and dates and times of meetings.

With no other business to come before the Board, the Chair adjourned the meeting at 6:56 P.M.

CERTIFICATION:

I, Sarah J. Hrabina, certify that the Agenda for the March 20, 2014 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Tuesday, March 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 04/10/14

A full recording is available – 26.43 minutes.