

**MINUTES FOR THE  
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
September 18, 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

Member-at-Large: Susan Marley

Secretary: Lavon Van Dusen

Also in attendance: Management –Randy and Sarah Hrabina

Owner/User: Ed Konieczny, Jerry Maxwell

Public: Cindy Brannan, Bean Decker, Mitch Coury

Reflection time was observed by the Board and Public.

**Agenda Item # 3 Board Member Reports**

None

**Agenda Item # 4 Approval of Minutes: 07/17/14 Regular Board Meeting**

The minutes from the 07/17/14 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 Will Stice and, upon vote, the minutes for the 07/17/14 Regular Board meeting were accepted unanimously.

**Agenda Item # 5 Treasurer's Financial Reports for Approval as of 07/31/14 & 8/31/14**

Barrie Dickerson first presented the financial report for the period ending 07/31/14, with beginning, ending and change balances for each account reported.

Account	Beginning	Ending	Change
General Fund	\$69,079.52	\$55,990.62	(\$13,088.90)
Security Deposits	\$43,665.00	\$43,665.00	\$0.00
Impact/Capital Fund	\$217,750.54	\$227,918.88	\$10,168.34
Arsenic Sinking Fund	\$69,297.97	\$74,341.44	\$5,043.47
Recap/Bank of the West	\$4,837.62	\$31,207.97	\$26,370.35
Account Totals =	\$404,630.65	\$433,123.91	\$28,493.26

Cash Management:	Deposits	\$49,514.49
	Disbursements	\$21,189.25
	And/plus General Journal entries affecting cash accts	\$168.02
	Net Gain/(Loss)	\$28,493.26

July billing with 834 active accounts totaled \$44,101.25. Water consumption for the month of July was reported at 5,908,000 gallons compared to 6,659,000 gallons the previous month and the July 2013 comparison of 6,495,000 gallons. Total gallons billed for the fiscal year-to-date was 5,908,000 gallons (1 month). The financials include Quick Books invoices #1858 to #1867 and In-Hance Audits #12,286 through #12,343 with the accounts receivable in both In-Hance and Quick Books balancing at \$51,609.78.

Note: The total accounts receivable balance includes (3) lien'd accounts/with meter removed; a total (as of 7/31/14) of \$21,963.24. Reviewed with CPA resulting in the Agenda Item for Board discussion to write off (as of 6/30/14).

One new Impact Fee in the amount of \$2,500.00 was collected in July w/installment plan for new service Audit #12,296 a/c#452 (previous foreclosure).

**Black Canyon City Water Improvement District  
Minutes of the Regular Board Meeting**

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Barrie Dickerson then presented the financial report for the period ending 08/31/14, with beginning, ending and change balances for each account reported.

Account	Beginning	Ending	Change
General Fund	\$55,990.62	\$74,306.17	\$18,315.55
Security Deposits	\$43,665.00	\$43,665.00	\$0.00
Impact/Capital Fund	\$227,918.88	\$239,617.40	\$11,698.52
Arsenic Sinking Fund	\$74,341.44	\$79,345.37	\$5,003.93
Recap/Bank of the West	\$31,207.97	\$3,655.81	(\$27,552.16)
Account Totals =	\$433,123.91	\$440,589.75	\$7,465.84

Cash Management:	Deposits	\$40,629.83
	Disbursements	\$33,003.68
	And/less General Journal entries affecting cash accts	\$160.31
	Net Gain/(Loss)	\$7,465.84

August billing with 835 active accounts totaled \$44,267.41. Water consumption for the month of August was reported at 5,928,000 gallons compared to 5,908,000 gallons the previous month and the August 2013 comparison of 6,433,000 gallons. Total gallons billed for the fiscal year-to-date was 11,836,000 gallons (2 month). The financials include Quick Books invoices #1868 to #1877 and In-Hance Audits #12,344 through #12,401 with the accounts receivable in both In-Hance and Quick Books balancing at \$59,601.20.

Note: Agenda Item for lien accounts write-off (if approved) would total \$22,622.13. When subtracted from current balance would leave an adjusted Accounts Receivable balance of \$36,979.07

One new Impact Fee in the amount of \$2,500.00 was collected in August for new build on vacant lot; Audit #12,371 a/c#793.

The data was respectfully submitted by Management, Sarah Hrabina, and reviewed by Treasurer, Barrie Dickerson, for final board approval.

Lavon Van Dusen moved to accept the Financials reports with Susan Marley seconding the motion. Upon vote the financial reports for July and August were unanimously approved.

#### **Agenda Item # 6      Operation's Report and Approval as of 09/16/2014**

Randy Hrabina presented the Operation's Report, giving a recap of the past two months activities with 62 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 12 blue stakes marked for the period. There were 45 pink slips mailed in Aug and 54 mailed in Sept. Test results from Test America Labs for monthly Bac-t's (E-Coli & Coliform) for Aug and Sept were negative.

#### 3rd Quarter Arsenic Results:

	8/11/14 (3rd Qtr)	previous 5/9/14 (2nd Qtr)
Big John	0.0080	0.0067
GOA	0.0092	0.0080
Oasis	0.0070	0.0047

#### WELL STATS: No change

<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 27'	23' Draw to 27'
GOA #1	23' Draw to 25'	23' Draw to 25'
GOA # 2	23' Draw to 24'	23' Draw to 24'
Oasis # 1	23' Draw to 25'	23' Draw to 25'
Oasis # 2	23' Draw to 27'	23' Draw to 27'

Notices to have backflows tested were mailed to all customers with backflows. Compliance for completion by 12/18/14.

For Board information, Management provided the quote from AdEdge Technologies for the arsenic media for the GOA and Big John sites. They also provided an updated copy of the BCCWID Emergency Operation Plan.

System Operator, Bob Hanus, inspected the system and daily log book, as required by ADEQ, and found everything to be in order for the months of July and August 2014.

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

**Agenda Item # 7            Opening & Review of Bids for Capital Improvement Project-Bertha Street**

Although five packets were requested by interested parties, only one bid was submitted for this project. The bid from Mitch Coury was opened and reviewed by the Board. After discussion, the Board determined the bid for \$104,737.00 was within projected expenses. Will Stice made a motion to accept the bid submitted by Mitch Coury. The motion was seconded by Barrie Dickerson and, upon vote, the bid from Mitch Coury was unanimously approved.

**Agenda Item # 8            Flood Damage and Repairs**

Recent heavy rains and flooding caused erosion in several areas within the District, exposing water lines. Management worked to cover all exposed lines, unfortunately a subsequent storm washed away some of the repair work, which had to be re-done. Cost of these repairs totaled approximately \$11,000.00. This report was for information purposes only and no Board action was required at this time.

**Agenda Item # 9            Board Election – Nov. 4, 2014 Yavapai County Cancellation and Appointment**

The Board discussed a letter from the Yavapai County Department of Elections which addressed election cancellations approved by the County Board of Supervisors on Sept. 2, 2014. Since there was only one candidate running (Susan Marley) and two available seats on the Board of the Black Canyon City Water Improvement District, the County Supervisors opted to cancel this portion of the 2014 election. According to the letter "This action not only cancels the November 4, 2014 board member election for your district, but also appoints those candidates who filed their petitions in their respective districts and declares them elected." This report was for information purposes only and no Board action was required at this time.

**Agenda Item # 10          CPA Writing Off Liened Accounts from Previous Years.**

Management presented information regarding three liened accounts which have been on the books for several years. The actual amounts initially owed on each of these accounts was a few hundred dollars, but late fees incurred over the years have increased the totals owed to several thousand per account. Since these were unpaid accounts due to foreclosures, there is no chance these amounts will ever be collected. The District's CPA recommended the total amount for these three accounts, which are reflected in the District's Accounts Receivable, be written off as of June 30, 2014. After discussion, the Board determined that writing off these liened accounts would give a truer picture of the actual Accounts Receivable amount. Lavon Van Dusen made a motion to accept the recommendation of the CPA and write off these accounts as of June 30, 2014. Barrie Dickerson seconded and, upon vote, the measure passed unanimously.

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

One attendee asked about the condition of the wells regarding levels, and Management assured him that, at this point, water levels in the wells are normal. Another attendee asked for clarification of the arsenic referred to in the Operations Report. Management explained that tests are done quarterly to make sure our numbers are under the state acceptable limits, and when these numbers get close to those limits, new arsenic media must be used to bring these levels back down.

**With no other business to come before the Board, the Chair adjourned the meeting at 7:25 P.M.**

**CERTIFICATION:**

I, Sarah J. Hrabina, certify that the Agenda for the Sept. 18, 2014 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Tuesday, Sept. 16, 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 09/30/14

A full recording is available – 54.58 minutes.