

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
December 23, 2014 REGULAR BOARD MEETING**

Chair, Robert Marley called the meeting to order at 6:01 PM. Roll call showed a quorum.

Chair: Robert Marley

Secretary: Lavon Van Dusen

Vice Chair: Will Stice

Member-at-Large: Susan Marley

Treasurer: Barrie Dickerson

Also in attendance: Management–Randy and Sarah Hrabina

BCCWID Auditor: Alyx Cohen

Owners/Users: Ed Konieczny, Tony Chavez, Dave Moore

Reflection time was observed by the Board and Management.

Agenda Item # 3 Board Member Reports

Sue Marley reported a conversation she had with County Supervisor Tom Thurman concerning the flooding of a District well site. She inquired as to what the county is doing to address the problem and was told that the county is working on it.

Agenda Item # 4 Approval of Minutes: 11/26/14 Regular Board Meeting

The minutes from the 11/26/14 regular board meeting were provided to the Board. With no corrections or additions, Will Stice moved to accept the minutes. The motion was seconded by Sue Marley and, upon vote the minutes for the 11/26/14 Regular Board meeting were accepted unanimously.

Agenda Item # 5 Treasurer's Financial Report for Approval as of 11/30/2014

Barrie Dickerson presented the financial report for the period ending 11/30/14, with beginning, ending and change balances for each account reported.

Account	Beginning	Ending	Change
General Fund	\$107,107.37	\$90,481.46	(\$16,625.91)
Security Deposits	\$43,665.00	\$43,865.00	\$200.00
Impact/Capital Fund	\$113,783.47	\$123,961.24	\$10,177.77
Arsenic Sinking Fund	\$7,347.22	\$12,379.31	\$5,032.09
Recap/Bank of the West	\$23,058.91	\$13,351.34	(\$9,707.57)
Account Totals =	\$294,961.97	\$284,038.35	(\$10,923.62)

Cash Management:	Deposits	\$30,509.14
	Disbursements	\$41,432.76
	Net Gain/(Loss)	(\$10,923.62)

Nov billing with 839 active accounts totaled \$37,023.44. Water consumption for the month of November was reported at 4,772,000 gallons compared to 4,346,000 gallons the previous month and the November 2013 comparison of 4,017,000 gallons. Total gallons billed for the fiscal year-to-date was 25,337,000 gallons (5 months). The financials include Quick Books invoices #1893 to #1901 and In-Hance Audits #12,513 through #12,547 with the accounts receivable in both In-Hance and Quick Books balancing at \$32,181.79

One new (commercial) Impact Fee was collected in November in the amount of \$2,800. Audit #12,541 (new medical center)

The data was respectfully submitted by Management, Sarah Hrabina, and reviewed by Treasurer, Barrie Dickerson, for final board approval. Sue Marley made a motion to accept the financial report. The motion was seconded by Lavon Van Dusen and, upon vote the financial report for November was unanimously approved.

Agenda Item # 6 Operation's Report and Approval as of 12/22/2014

Randy Hrabina presented the Operation's Report, giving a recap of the month's activities with 28 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. There were 54 pink slips mailed out for Dec. Test results from Test America Labs for monthly Bac-t's (E-Coli & Coliform) for Nov. were negative.

4th Quarter Arsenic Results:

	Current 4 th Qtr	Previous 3rd Qtr
GOA	<0.0030	0.0092
Big John	0.0070	0.0080
Oasis	0.0150 (exceeds limit)	0.0070

Note: Scheduled arsenic media replacement for Big John and Oasis wells discussed later in Operations Report.

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'

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 2014.

The Oasis well site complex has exceeded the federal arsenic levels and has been shut down until replacement arsenic removal media is available (anticipated completion in January). This is not a water delivery problem as this is one of the lower producing well sites. The arsenic media at the Big John well site is getting compact ("tight") and needs to be replaced. The media is on site and scheduled to be replaced by the end of the month.

Backflow letters of compliance were previously sent out with completion required this month. All but a few have been completed and a second/final notice was mailed out to those who have not yet complied.

Electrical upgrades discussed at the previous Board meeting for the April and GOA well sites has not yet started as the project is in Engineering status.

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

Agenda Item # 7 Annual Auditor's Report (Alyx Cohen presenting)

Alyx Cohen, the BCCWID auditor presented a draft version of the fiscal year 2013-2014 financials for Board review. She stated that her audit was a clean, unmodified opinion in accordance with general accounting procedures. She found no problems with the District's finances and believes the District is being well run by both Management and the Board. The most significant adjustment that was needed was writing off some bad debt (about \$22,000 on the books, up to 90% of it being accumulated penalties and fees as the unpaid accounts were 5-10 years old). There were also less than \$500 total of uncashed checks that needed to be adjusted in the financials. By law this money has to be turned

over to the State as unclaimed property. Alyx also had some recommendations for increased Board financial oversight, one of which has already been implemented for the current fiscal year. Barrie Dickerson made a motion to accept the auditor's report as presented. Will Stice seconded the motion and, upon vote, the report was unanimously approved.

Agenda Item # 8 PSN Credit Card Processing

Management presented to the Board information on Payment Service Network (PSN) credit card processing for consideration as an additional payment option. The range of services could be extensive, including online payments and scheduled monthly payments using the In-Hance accounting program. Both the Chair and Management are concerned about how the security of our computer billing and accounting system would be affected by the full PSN program so they are reluctant to institute complete billing services like those of major companies. A more feasible option for the District would be a program that would allow Management to swipe the credit cards of customers who come in to the office and wish to pay their bill by credit card (this only requires a card reader and a phone line). As a courtesy this could also include taking phone-in payments charged to a credit card. It is Management's understanding that a VISA payment system can be implemented for around \$100 a year. Chair Bob Marley made a motion that Management be allowed to move forward in pursuing the feasibility of setting up a system that would allow in-person or phone-in credit card payments, provided there are no hidden charges that have not been discussed. Barrie Dickerson seconded the motion and, upon vote, the measure passed unanimously.

Agenda Item # 9 Call to the Public

Dave Moore asked if the proposed Credit Card system would allow customers to pay by means of automatic monthly charges. Management explained this would not be possible, but added that if the proposed VISA system was implemented, a customer could pay each month by calling in and giving Management his/her card number over the phone.

With no other business to come before the Board, the Chair adjourned the meeting at 6:52 P.M.

CERTIFICATION:

I, Sarah J. Hrabina, certify that the Agenda for the Dec. 23, 2014 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Friday, Dec. 19, 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 01/23/2015

A full recording is available – 50.51 minutes.