

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
November 24, 2015 REGULAR BOARD MEETING
and PUBLIC RATE HEARING**

Chair, Robert Marley called the meeting to order at 6:00 PM. Roll call showed a quorum.

Chair: Robert Marley
Vice Chair: Barrie Dickerson
Secretary: Lavon Van Dusen: not in attendance

Treasurer: David Moore
Member-at-Large: Susan Marley

Also in attendance: Management–Randy Hrabina, Sarah Hrabina
Owners/Users: Ed Konieczny, Eva Wells

Agenda Item # 3 Board Member Reports
None

Agenda Item # 4 Approval of Minutes: 10/27/15 Regular Meeting
The minutes from the 10/27/15 regular board meeting were provided to the Board. With no changes or corrections, Barrie Dickerson moved to accept the minutes, Dave Moore seconded and, upon vote the minutes for the 10/27/15 Regular Board meeting were accepted unanimously.

Agenda Item # 5 Treasurer's Financial Reports for Approval as of 10/31/2015
Dave Moore presented the financial report for the period ending 10/31/15, with beginning, ending and change balances for each account reported.

Account	Beginning	Ending	Change
General Fund	\$50,895.44	\$59,322.50	\$8,427.06
Security Deposits	\$43,935.00	\$43,935.00	\$0.00
Impact/Capital Fund	\$163,883.86	\$175,151.16	\$11,267.30
Arsenic Sinking Fund	\$32,471.64	\$37,472.43	\$5,000.79
Recap/Bank of the West	\$25,849.84	\$10,497.33	(\$15,352.51)
Account Totals =	\$317,035.78	\$326,378.42	\$9,342.64
Cash Management:	Deposits	\$45,699.97	
Less: General Journal cash account entries: monthly scanner fee		\$45.00	
	Disbursements	\$36,312.33	
	Net Gain/(Loss)	\$9,342.64	

October billing with 838 active accounts totaled \$37,428.01. Water consumption for the month of October was reported at 4,997,000 gallons compared to 5,414,000 gallons the previous month and the October 2014 comparison of 4,346,000 gallons. Total gallons billed for the fiscal year-to-date was 23,493,000 gallons (4 months) compared to last year's total gallons billed for fiscal year-to-date of 20,565,000 gallons. The financials include Quick Books invoices #2030 to #2039 and In-Hance Audits #13,101 through #13,141 with the accounts receivable in both In-Hance and Quick Books balancing at \$29,571.12.

One new Impact Fee was collected in October (previous foreclosure), \$2,500 Audit #13,140 a/c#511.

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

Agenda Item # 6 Operations Report and Approval as of 11/23/2015

Randy Hrabina presented the Operations Report, giving a recap of the month’s activities with 32 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 7 blue stakes marked for the period. There were 40 pink slips mailed out for November. Test results from Test America Labs for monthly Bac-t’s (E-Coli & Coliform) for the month were negative.

4th Quarter Arsenic, as reported to ADEQ:

	4 th Qtr	3 rd Qtr
Big John	<0.0030	<0.0030
GOA	0.0033	0.0032
Oasis	<0.0030	<0.0030

WELL STATS: No change from last month

<u>Water levels:</u>	<u>Oct 2015</u>	<u>Nov 2015</u>
Big John #1	22' Draw to 25'	22' Draw to 25'
Big John #2	22' Draw to 25'	22' Draw to 25'
GOA #1	22' Draw to 24'	22' Draw to 24'
GOA # 2	22' Draw to 24'	22' Draw to 24'
Oasis # 1	23' Draw to 25'	23' Draw to 25'
Oasis # 2	23' Draw to 27'	23' Draw to 27'

Management reported that work will begin at Big John well site on December 1 to raise the backup generator approximately 3 feet. All material is on site and the generator is scheduled to be pulled on Tuesday, December 1, with estimated completion by the end of December. During this period if there is a power outage there will be no backup generator and water pressures may be reduced at higher elevation home sites that do not have boosters. 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 October 2015.

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

Agenda Item # 7 6:15 PM Public Rate Hearing

The Public Rate Hearing commenced at 6:15 PM as scheduled. There was one question regarding how the proposed increase amount was determined. The Chair explained how the Budget committee decided this spring to take no action regarding rates and suggested the Board wait until the end of the fiscal year to determine how successful budgeting had actually been (collections are higher in the summer months). The Committee proposed and the Board accepted continuing the existing budget into the current fiscal year. When a \$50,000.00 shortfall occurred, it seemed evident this would happen again this fiscal year. At a September Board meeting the Board agreed to make up some of the expected shortfall with a \$3.00 increase in the Base Monthly Fee for all customers (increasing the fee from \$12.00 to \$15.00). With no further questions from the public (only two owner/users attending) Sue Marley made a motion to raise the base fee by \$3. The motion was seconded by Dave Moore and, upon vote, the measure passed unanimously.

Agenda Item # 8 Delinquent Accounts in Excess of Four Months Update

The Board had requested Management put pressure on nine delinquent accounts that exceeded four months. Four of the accounts satisfied their past due billings immediately and are now in compliance, a couple even with credit balances. Three non-responsive accounts are going to have their meters removed and accounts terminated on November 30, one more possibly on December 15. One account is taking action to resolve the unpaid balance and has been given 30 days to comply or the meter will be pulled. The family lives out of state and the check is supposedly in the mail, or will be shortly. One delinquent account holder has not paid for 10 months and requested a private meeting with Sarah and the Chair. The Board instructed them to offer nothing but the three month payment plan that has been offered to others. This account holder would have to pay the three payments on time and maintain monthly payments or the meter would be pulled and service discontinued immediately. If that is unacceptable to her then the meter is to be pulled and the account terminated. The taxes

on this property have been unpaid since 2012. Dave Moore made a motion to pull the meters on accounts #321, #529, and #3075 on November 30, 2015 (if accounts are not made current) and to set up the standard three payment plan on account #206. The motion was seconded by Barrie Dickerson and, upon vote, the measure passed unanimously.

Agenda Item # 9 Possible Theft of Water

After an interested party alerted Management to possible tampering of a certain meter within the district, it was found that the recording section within this meter had been disconnected from the bottom casing. This resulted in substantial reductions of the customer's readings and could be considered water theft. This owner/user may be employed in water management outside the District and as such has access to special tools required to do this. Obviously this is a violation of the Ordinance and the customer could be permanently removed from water delivery by the Board. With witnesses, civil or criminal legal action might also be possible. Management has talked to the customer, who denies knowledge of the disconnected meter face. From past billings the office staff has estimated the water that would have been metered without the tampering and assessed the property owner \$385.00 for 72,000 unrecorded gallons. A special tamperproof meter has also been installed. The Board decided Management was handling the situation appropriately and felt the office should proceed with the collection and put the owner/user on notice. Chair Bob Marley made a motion to condemn the action, which is against the intent of the Ordinance and the District Policies and Procedures, requiring the customer to make up for the cost of the estimated missing gallons used during this period, and stipulating that if this happens again the District would have to consider following the Ordinance by removing the meter and stopping service. The motion was seconded by Barrie Dickerson and, upon vote was passed unanimously.

Agenda Item # 10 Facebook BCCWID Page

Dave Moore reported on his findings regarding a District Facebook interactive account. He was able to locate several sites that were similar to what the District would be offering and all were inactive within 3 months of creation. Difficulties seen for a District site are: Who would be interacting on the District's behalf? What would he or she be able to say? Could interactions on a Facebook site undermine Management or Board prerogatives? It was felt that if owner/users wanted to see changes in the District's website to make it more interactive, or user-friendly, they needed to make suggestions to the Board. It was mentioned that there have already been changes made to the District's web page to make it more organized and easier to navigate. Dave Moore made a motion that there would be no action to create a Facebook page. The motion was seconded by Barrie Dickerson and, upon vote the motion passed unanimously.

Agenda Item # 11 Call to the Public

One member of the public expressed disappointment with the Board's Facebook decision and wished to see additional discussion but unfortunately the meeting had run long. With no time left, the Chair asked her to consider the Board discussion she had just heard regarding perceived difficulties and generate a paragraph of additional considerations that she wishes taken up at the next meeting. Upon receipt of that information the Facebook decision could be revisited.

With no other business to come before the Board, the Chair adjourned the meeting at 7:02 P.M.

CERTIFICATION:

I, Sarah J. Hrabina, certify that the Agenda for the November 24, 2015 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Friday, November 20, 2015 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 12/14/2015. A full recording is available – 62:57 minutes.