

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
December 22, 2015 REGULAR BOARD MEETING**

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

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

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

Agenda Item # 3 Board Member Reports

The Chair reported that he has arranged with the District auditor to conduct a finance training session for the Board from 5:00-6:00 PM prior to the February meeting. Since the whole Board is expected to attend, the session is covered by the AZ Open Meeting Law and necessarily open to the public. Board questions will be entertained during and after the presentation and if time remains some questions may be taken from the public. Questions from the public will be limited to auditing and accounting practices only. No financials from the current or previous fiscal year will be discussed. Questions of that type will need to be asked during public call during the normal business meeting, which will occur 6:00-7:00 PM. Management was also made aware that the web hosting for the District was due in late January and the sense of the Board was the website should continue.

Agenda Item # 4 Approval of Minutes: 11/24/15 Regular Meeting

The minutes from the 11/24/15 regular board meeting were provided to the Board. With minor corrections, Sue Marley moved to accept the minutes, Barrie Dickerson seconded and, upon vote the minutes for the 11/24/15 Regular Board meeting were accepted unanimously.

Agenda Item # 5 Treasurer's Financial Reports for Approval as of 11/30/2015

Dave Moore presented the financial report for the period ending 11/30/15, with beginning, ending and change balances for each account reported.

Account	Beginning	Ending	Change
General Fund	\$59,322.50	\$57,206.89	(\$2,115.61)
Security Deposits	\$43,935.00	\$43,935.00	\$0.00
Impact/Capital Fund	\$175,151.16	\$185,908.52	\$10,757.36
Arsenic Sinking Fund	\$37,472.43	\$42,475.87	\$5,003.44
Recap/Bank of the West	\$10,497.33	\$13,161.61	\$2,664.28
Account Totals =	\$326,378.42	\$342,687.89	\$16,309.47

Cash Management:	Deposits	\$38,743.22
Less: General Journal cash account entries:		
monthly scanner fee		\$45.00
Plus General Journal entries to re-process outstanding checks		\$487.55
	Disbursements	\$22,876.30
	Net Gain/(Loss)	\$16,309.47

November billing with 838 active accounts totaled \$31,750.23. Water consumption for the month of November was reported at 3,772,000 gallons compared to 4,997,000 gallons the previous month and the November 2014 comparison of 4,772,000 gallons. Total gallons billed for the fiscal year-to-date was 27,265,000 gallons (5 months) compared to last year's total gallons billed for fiscal year-to-date of 25,337,000 gallons. The financials include Quick

Books invoices #2040 to #2051 and In-Hance Audits #13,142 through #13,196 with the accounts receivable in both In-Hance and Quick Books balancing at \$22,849.35.

No new Impact Fees were collected in November.

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

The Chair had suggested to Management that they might consider cancelling the \$4000+ that is being paid for accounting software support. He thought this was a huge expense for a couple of calls annually. Management pointed out the District has no Information Technology department and the Chair is the only one able to fix software or hardware problems that occasionally arise. He also travels and is not always available. Management is concerned that if a problem cropped up, they might be unable to complete a billing cycle or some other critical action for days to weeks. They see purchasing annual In-Hance support as a form of insurance and highly recommend continuing this payment. When viewed in that light, the Chair and Board agreed and directed support payments to continue.

Agenda Item # 6 Operations Report and Approval as of 12/18/2015

Randy Hrabina presented the Operations Report, giving a recap of the month’s activities with 22 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 9 blue stakes marked for the period. There were 40 pink slips mailed out for December. Test results from Test America Labs for monthly Bac-t’s (E-Coli & Coliform) for the month were negative.

WELL STATS: Well levels have dropped 1 to 2 feet this past month

<u>Water levels:</u>	<u>Nov 2015</u>	<u>Dec 2015</u>
Big John #1	22' Draw to 25'	23' Draw to 24'
Big John #2	22' Draw to 25'	23' Draw to 25'
GOA #1	22' Draw to 24'	23' Draw to 25'
GOA # 2	22' Draw to 24'	23' Draw to 25'
Oasis # 1	23' Draw to 25'	25' Draw to 28'
Oasis # 2	23' Draw to 27'	25' Draw to 28'

Management reported that work at Big John well site has been completed and an email with photo has been sent to Supervisor Thurman verifying completion. 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 2015.

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

Agenda Item # 7 Customer Request for BCCWID Facebook Page

Eva Wells, an in-district Black Canyon City property owner and user, presented ideas to the Board that she felt would improve the community’s understanding of the District Board and Management operations. She is concerned that the rumor mill thrives because the District inadequately answers owner/user questions and insufficiently communicates with the community. The District does post information a couple of times monthly at the Post Office on the District bulletin board and also regularly posts on the District website. However, although the website address is mentioned on all of the District communication with owner/users, as well as every monthly bill, many people are unaware of the site. Those who do navigate to the District website often find it difficult to locate the information they want. After much discussion, it became apparent two of Eva’s suggestions might improve the Water District’s image.

- 1) Positive community impact might be gained by posting information (similar to what is on the website) to the Black Canyon City Bulletin Board Facebook site.
- 2) Addition of a FAQ page to the District’s website might facilitate access to requested information.

**Black Canyon City Water Improvement District
Minutes of the Regular Board Meeting & Public Rate Hearing**

The Chair offered a motion to have Dave Moore look into announcement type information that could be posted to the BCC Bulletin Board Facebook site and try it for a month or so and to have Eva generate a list of questions that she senses people in the community need to have answered. The Chair will then create an additional page at the website to answer those questions with links to site areas with additional detail. The motion was seconded by Sue Marley and, upon vote, the Board unanimously agreed to proceed as motioned.

Agenda Item # 8 Call to the Public

There was only one member of the Public at the meeting and the meeting had used all the time available in previous discussions with that person, so there was no official call to the public.

With no other business to come before the Board, the Chair adjourned the meeting at 6:57 P.M.

CERTIFICATION:

I, Sarah J. Hrabina, certify that the Agenda for the December 22, 2015 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Friday, December 18, 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 1/21/2016. A full recording is available – 58.49 minutes.