

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
January 26, 2016 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, Greg Watts, Tony Chavez
Public: Cindy Brannan

Agenda Item # 3 Annual Review of Board Member Positions

At each January Board meeting, members can make requests to change to a different Board position if they so desire. When asked, each Board member chose to keep their current position. Barrie Dickerson made a motion to accept retaining each Board member in their current position. The motion was seconded by Lavon Van Dusen and, upon vote, was passed unanimously.

Agenda Item # 4 Approval of Minutes: 12/22/15 Regular Meeting

The minutes from the 12/22/15 regular board meeting were provided to the Board. With a minor correction, Sue Marley moved to accept the minutes, Dave Moore seconded and, upon vote the minutes for the 12/22/15 Regular Board meeting were accepted unanimously.

Agenda Item # 5 Treasurer's Financial Reports for Approval as of 12/31/2015

Dave Moore presented the financial report for the period ending 12/31/15, with beginning, ending and change balances for each account reported.

Account	Beginning	Ending	Change
General Fund	\$57,206.89	\$53,403.01	(\$3,803.88)
Security Deposits	\$43,935.00	\$44,625.00	\$690.00
Impact/Capital Fund	\$185,908.52	\$189,354.75	\$3,446.23
Arsenic Sinking Fund	\$42,475.87	\$47,478.91	\$5,003.04
Recap/Bank of the West	\$13,161.61	\$15,454.93	\$2,293.32
Account Totals =	\$342,687.89	\$350,316.60	\$7,628.71

Cash Management:	Deposits	\$38,193.54
Less: General Journal cash account entries:		
monthly scanner fee		\$45.00
NSF ck & NSF bank fee		\$107.00
Plus Voided ck & correction (ck#10189)		\$120.00
	Disbursements	\$30,532.83
	Net Gain/(Loss)	\$7,628.71

December billing with 836 active accounts totaled \$33,868.87. Water consumption for the month of December was reported at 3,736,000 gallons compared to 3,772,000 gallons the previous month and the December 2014 comparison of 3,447,000 gallons. Total gallons billed for the fiscal year-to-date was 31,001,000 gallons (6 months) compared to last year's total gallons billed for fiscal year-to-date of 28,784,000 gallons. The financials include Quick Books invoices #2052 to #2064 and In-Hance Audits #13,197 through #13,260 with the accounts receivable in both In-Hance and Quick Books balancing at \$19,383.64.

No new Impact Fees were collected in December.

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

Agenda Item # 6 Operations Report and Approval as of 1/25/2016

Randy Hrabina presented the Operations Report, giving a recap of the month's activities with 27 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 5 blue stakes marked for the period. There were 30 pink slips mailed out for January. Test results from Test America Labs for monthly Bac-t's (E-Coli & Coliform) for the month were negative.

WELL STATS: Well levels have remained the same since last month (still down 2 feet from Nov levels)

<u>Water levels:</u>	<u>Dec 2015</u>	<u>Jan 2016</u>
Big John #1	23' Draw to 24'	23' Draw to 24'
Big John #2	23' Draw to 24'	23' Draw to 24'
GOA #1	23' Draw to 25'	23' Draw to 25'
GOA # 2	23' Draw to 25'	23' Draw to 25'
Oasis # 1	25' Draw to 28'	25' Draw to 28'
Oasis # 2	25' Draw to 28'	25' Draw to 28'

Management reported that the District received a letter from Supervisor Tom Thurman thanking them for the work done at Big John well site and commending them for cooperation that shows commitment to safety of the community. 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 December 2015.

Dave Moore made a motion to accept the Operations Report as presented. Lavon Van Dusen seconded the motion and upon vote the Operations report was unanimously approved.

Agenda Item # 8 Discussion of BCC Bulletin Board Facebook use over past month

Board Member, Dave Moore, discussed the use of the BCC Bulletin Board Facebook page over the past month. Postings had been limited to anything placed on the Post Office bulletin board and a Christmas greeting. It was suggested that the postings be expanded to include more information from the District website such as occasional important announcements and monthly "Did you know" type items that would be taken from the District website and linked to additional information. Dave Moore agreed to be the posting agent for the District. The policy of "information only" will continue with no Board member responses. Additional questions from Facebook users will be referred to the office management staff. Chair Bob Marley made a motion to continue the Face Book postings to include everything that is posted on the Post Office bulletin board, and to begin including announcements and "did you know" type information. The motion was seconded by Sue Marley and, upon vote the measure passed with four Board members in favor and one member abstaining.

Agenda Item # 7 Discussion of Possible FAQ's to be added to BCCWID Website

Owner/User, Eva Wells, previously agreed to generate a list of possible FAQ's to be included at the website. She arrived at a list of twelve questions that she believes frequently arise in discussions about the Water District. The Board agreed that all of the questions had merit and were worthy of inclusion in a FAQ website page. Management suggested a couple of extra ones. The Chair volunteered to expand answers to the questions and generate this website addition. Board Members, Management, and Eva would then be asked to review and suggest changes before making the FAQ information generally available. Barrie Dickerson made a motion that Chair Marley create the FAQ segment to be added to the District website. The motion was seconded by Lavon Van Dusen and, upon vote, the motion passed unanimously.

Agenda Item # 9 Water Tank Cleaning

The system operator, Randy Hrabina, discussed the need for tank cleaning. In a previous discussion with the Chair he mentioned this had happened 3 times in the past 15 years. The Board approved it last year but Randy didn't believe it was absolutely necessary at that time and deferred it to this year. Divers in heavily chlorinated

suits vacuum the bottom and sides of each of the three tanks and repair any rust spots with underwater epoxy (if the rusting is allowed to continue there is a danger of leaks, which would be much more costly to repair). There is an extra hourly charge for any rust repair work but only one very old tank is expected to need that type of treatment. Total cost will be around \$3000.00. Although the Board had previously approved this project, sufficient time had passed since that approval that Board members felt they should re-approve the measure. Barrie Dickerson made a motion to have Inland Portable Services come out to clean the District's water tanks. The motion was seconded by Lavon Van Dusen and, upon vote, the motion passed without opposition.

Agenda Item # 10 Call to the Public

There were three members of the Public at the meeting. Eva Wells asked about the office hours. Although Board members cannot answer Public Call questions, Management was able to respond that the office was usually staffed from 9:00 AM to 1:00 PM on weekdays and that there was no requirement for regular staffing hours in their contract with the District. The standpipe in the parking lot is available at all times for deposits and Management can always be reached by phone or a message left on the answering system. Greg Watts presented a number of questions/comments covering a variety of topics including equipment placement in regards to 100 year flood plain, longevity of a water tank, water quality, and District banking practices. The Chair pointed out Arizona State Law did not allow the Board to answer questions at Public Call. He suggested Greg follow the Board approved procedure of writing his questions down and giving them to office staff or a Board member for inclusion on the agenda of the next Board meeting (if the questions could not be answered by Management from the Board approved Ordinance, Policies and Procedures, or past Board Meeting minutes). In view of the nasty Flint, Michigan water problem with lead in the drinking water, Tony Chavez asked whether this was a potential problem for the District. Management responded that lead is not a problem in the District water supply. Lead levels are tested periodically as required by regulations and the results can be found in the annual Consumer Confidence Report.

With no other business to come before the Board, the Chair adjourned the meeting at 7:00 P.M.

CERTIFICATION:

I, Sarah J. Hrabina, certify that the Agenda for the January 26, 2016 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Friday, January 22, 2016 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 2/18/2016. A full recording is available – 62:06 minutes.