

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
April 26, 2016 REGULAR BOARD MEETING**

Chair, Robert Marley called the meeting to order at 5:45 PM. Roll call showed a quorum.

Chair: Robert Marley	Treasurer: David Moore
Vice Chair: Barrie Dickerson	Member-at-Large: Susan Marley
Secretary: Lavon Van Dusen	

Also in attendance: Management– Randy Hrabina, Sarah Hrabina
Owners/Users: Eva Wells, Tony Chavez, Ed Konieczny, Cary Ansel
Public: Cindy Brannan

Agenda Item # 3 Board Member Reports

Dave Moore reported on Black Canyon City Bulletin Board Facebook postings. During the month he posted the March summary, April agenda, and a reminder about the FAQ page on the District Website. The Chair reported that the office computer was upgraded to Windows 10 with no problems. The Quickbooks accounting package was 8 years old and it was updated to Quickbooks 2016. There were minor adjustments needed with that update. All software is current at this time.

Agenda Item # 4 Approval of Minutes: 3/22/16 Regular Meeting

The minutes from the 3/22/16 regular Board meeting were provided to the Board. One minor spelling error was noted. Barrie Dickerson moved to accept the minutes, Sue Marley seconded and, upon vote the minutes for the 3/22/16 Regular Board meeting were accepted unanimously.

Agenda Item # 5 Treasurer's Financial Report for Approval as of 3/31/2016

Dave Moore presented the financial report for the period ending 3/31/2016, with beginning, ending and change balances for each account reported.

Account	Beginning	Ending	Change
General Fund	\$55,209.69	\$59,690.53	\$4,480.84
Security Deposits	\$44,625.00	\$44,625.00	\$0.00
Impact/Capital Fund	\$202,705.65	\$211,971.62	\$9,265.97
Arsenic Sinking Fund	\$52,519.18	\$57,536.19	\$5,017.01
Recap/Bank of the West	\$13,738.80	\$11,857.30	(\$1,881.50)
Account Totals =	\$368,798.32	\$385,680.64	\$16,882.32

Cash Management:	Deposits	\$38,294.08
Less: General Journal cash account entries: monthly scanner fee		\$45.00

Disbursements	\$21,366.76
Net Gain/(Loss)	\$16,882.32

March billing with 837 active accounts totaled \$36,985.22. Water consumption for the month of March was reported at 4,377,000 gallons compared to 3,701,000 gallons the previous month and the March 2015 comparison of 3,006,000 gallons. Total gallons billed for the fiscal year-to-date was 42,586,000 gallons (9 months) compared to last year's total gallons billed for fiscal year-to-date of 39,393,000 gallons. The financials include Quick Books invoices #2083 to #2090 and In-Hance Audits #13,357 through #13,401 with the accounts receivable in both In-Hance and Quick Books balancing at \$22,099.41.

No new Impact Fees were collected in March.

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 March was unanimously approved.

Agenda Item # 6 Operations Report and Approval as of 4/25/2016

Randy Hrabina presented the Operations Report, giving a recap of the month's activities with 44 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 8 blue stakes marked for the period. There were 40 pink slips mailed out for April. Test results from Test America Labs for monthly Bac-t's (E-Coli & Coliform) for the month were negative.

WELL STATS: Well levels are unchanged since last month and continue to be in the "normal" range

<u>Water levels:</u>	<u>March 2016</u>	<u>April 2016</u>
Big John #1	21' Draw to 24'	21' Draw to 24'
Big John #2	21' Draw to 25'	21' 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 presented a draft of the annual Consumer Confidence Report for Board review and approval. The Board chose to table discussion and approval of the report until the May meeting so that all Board members could have a chance to read the report. This item will be on the agenda for the May 2016 Board meeting.

The annual Arizona Water Resources Report has been filed as required.

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 March 2016.

Barrie Dickerson made a motion to accept the Operations Report, noting that Board approval of the Consumer Confidence Report would be tabled until the May Board meeting. Dave Moore seconded the motion and upon vote the Operations report was unanimously approved.

Agenda Item # 7 Call of Election

Management Sarah Hrabina presented the posting that will be used for this year's Call of Election for the three Board positions open this year. She requested Board approval to proceed as required during an election year: Posting in the Prescott newspaper and at the Post Office and contacting Yavapai County elections. In addition, the Chair will post on the website the Election Notice and where to pick up election packets, and Dave Moore will post the same on the Facebook BCC Bulletin Board. Sue Marley made a motion to authorize Management to proceed with the tasks required for the election process. Dave Moore seconded the motion and, upon vote, the motion was unanimously approved.

Agenda Item # 8 Policies and Procedures Manual

Since Board members had not yet been able to review a copy of the updated Policy and Procedures Manual, this item was tabled until the next Board meeting.

Agenda Item # 9 Review Improving Drop Pipe Awareness (Eva Wells)

Owner/User, Eva Wells, presented a possible problem with the payment drop pipe. She believes its location is not obvious to newcomers and suggested four actions that could make it easier for all own/users to find. After discussion, the Board agreed that the sign on the stand pipe was difficult to read and should be repainted so owner/users would know they were using the correct deposit site. Even though it is on the building, the Board also agreed a notice should be placed on the office door with the Management phone number clearly displayed. Lastly the website mention of "outside the office" for the location should be made more specific. Chair Marley made a motion to repaint the sign on the drop pipe, post management's phone number on the office door, and

improve the website wording of the drop pipe location. Dave Moore seconded the motion and, upon vote the measure was passed unanimously.

Agenda Item #10 Past Due/Delinquent Account Review

Management reviewed eight Past Due/Delinquent Accounts, seeking Board approval to pull the meters unless action was taken by the property owners. Two of the eight have contacted the office and have either paid in full or have made payment arrangements to bring the account current. Five are scheduled to have meters pulled on June 1 and one is scheduled to have the meter pulled on August 1. Primary non-payment causes are deaths in the family and foreclosures. Barrie Dickerson made a motion to authorize Management to pull the meters as scheduled. Lavon Van Dusen seconded the motion and, upon vote the Board unanimously approved the measure.

Agenda Item #11 Capital Improvement/Generator for Cholla Site

The Cholla site serves close to 100 customers. When power is down those customers are without water service because there is no backup generator at that site. The District currently has a total of 3 generators placed at other sites which provide water during power failures. Management would like to add a 20 KW unit to the Cholla site as well so in the event of a power outage, all District customers would continue to have water. While Home Depot has a non-commercial generator for as low as \$5000, it would probably not be warranted beyond a year and the warranty might be revoked for commercial use. The best option seemed to be to choose between the \$17,488 industrial model or the \$11,628 commercial version, both being guaranteed for 5 years. Because of the low running hours, Management believes the commercial version would be adequate. Sue Marley made a motion that the Board approve the purchase of the \$11,628 commercial rated generator with the five year warranty, as well as approving the funds to cover the cost of the concrete pad and the wiring necessary to properly set up the generator. The motion was seconded by Barrie Dickerson and, upon vote, was passed unanimously.

Agenda Item #12 Call to the Public

Cary Ansel made a lengthy critical comment about his perceived inadequacy of Board meeting date notifications and his belief that he has received unfair treatment by the Board of his concerns regarding the easement improvements done on his property. He believes the Board should have given him a second opportunity to argue his case at this month's meeting. Since the Board had addressed the issues at last month's meeting and Mr. Ansel had no new information to share, the Chair refused the request. Mr. Ansel continues to believe the Board has wrongfully and detrimentally modified his property. He does not agree with the Board's decision at the March meeting that he requested and he now plans to pursue other options. Because his comments were critical of the Board and himself, the Chair responded stating that the meeting dates are always clearly posted at the District website and the Post Office as required by law so there should be no confusion. The Chair also asked Mr. Ansel if had requested and listened to the recording of the March meeting to see if all the concerns in his letter to the Board were fully addressed and he said he had not done so.

With no other business to come before the Board, the Chair adjourned the meeting at 6:40 P.M.

CERTIFICATION:

I, Sarah J. Hrabina, certify that the Agenda for the April 26, 2016 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Friday, April 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 5/10/2016. A full recording is available – 55:01 minutes.