

**OFFICIAL MINUTES FOR THE  
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
July 28, 2016 REGULAR BOARD MEETING**

Vice Chair, Barrie Dickerson called the meeting to order at 5:45 PM. Roll call showed a quorum.

Vice Chair: Barrie Dickerson  
Secretary: Lavon Van Dusen

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

Not in attendance: Chair: Robert Marley

Also in attendance: Management– Randy Hrabina, Sarah Hrabina  
Owners/Users: Eva Wells  
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 unofficial summaries for the May Regular Board meeting and the July 5 Special Board meeting as well as agenda/meeting notices for the July Special meeting and the July Regular Board meeting.

**Agenda Item # 4 Approval of Minutes: 5/24/16 Regular Meeting and 7/5/16 Special Meeting**

The minutes from the 5/24/16 regular Board meeting, and the 7/5/16 Special meeting were provided to the Board. Dave Moore requested an addition of two bits of information on the Special meeting minutes. There were no corrections necessary to the May meeting minutes. Sue Marley moved to accept the minutes for the May regular Board meeting as presented, and the Special Board meeting with the requested additions. Dave Moore seconded and, upon vote the minutes for the 5/24/16 Regular Board meeting and the 7/5/16 Special Board meeting were approved unanimously.

**Agenda Item # 5 Treasurer's Financial Report for Approval as of 5/31/2016 and 6/30/16**

Since there was no Board meeting in June, there were two financial reports to review. Dave Moore first presented the financial report for the period ending 5/31/2016 with beginning, ending and change balances for each account.

Account	Beginning	Ending	Change
General Fund	\$56,289.38	\$61,245.14	\$4,955.76
Security Deposits	\$44,625.00	\$44,625.00	\$0.00
Impact/Capital Fund	\$219,484.09	\$228,922.43	\$9,438.34
Arsenic Sinking Fund	\$62,547.37	\$67,554.60	\$5,007.23
Recap/Bank of the West	\$20,669.76	\$17,961.98	(\$2,707.78)
Account Totals =	\$403,615.60	\$420,309.15	\$16,693.55

Cash Management:	Deposits	\$39,338.46
And/Less: General Journal cash account entries:		
Less monthly scanner fee		\$45.00
Plus Reversal of Bank of the West fees charged in error last month		\$45.00
	Disbursements	\$22,644.91
	Net Gain/(Loss)	\$16,693.55

May billing with 838 active accounts totaled \$37,152.13. Water consumption for the month of May was reported at 4,578,000 gallons compared to 3,891,000 gallons the previous month and the May 2015 comparison of 5,001,000 gallons. Total gallons billed for the fiscal year-to-date was 51,055,000 gallons (11 months) compared to last year's total gallons billed for fiscal year-to-date of 49,551,000 gallons. The financials include Quick Books invoices #2104 to #2111 and In-Hance Audits #13,464 through #13,514 with the accounts receivable in both In-Hance and Quick Books balancing at \$18,862.33.

There were no new Impact Fees collected in May.

Dave Moore then presented the financial report for the period ending 6/30/2016 with beginning, ending and change balances for each account.

Account	Beginning	Ending	Change
General Fund	\$61,245.14	\$80,195.40	\$18,950.26
Security Deposits	\$44,625.00	\$44,475.00	(\$150.00)
Impact/Capital Fund	\$228,922.43	\$236,710.12	\$7,787.69
Arsenic Sinking Fund	\$67,554.60	\$72,595.64	\$5,041.04
Recap/Bank of the West	\$17,961.98	\$7,282.50	(\$10,679.48)
Account Totals =	\$420,309.15	\$441,258.66	\$20,949.51

Cash Management:	Deposits	\$39,788.45
And/Less: General Journal cash account entries:		
Monthly scanner fee		\$45.00
NSF returned ck + bank fees charged		\$143.96
	Disbursements	\$18,649.98
	Net Gain/(Loss)	\$20,949.51

June billing with 838 active accounts totaled \$46,961.66. Water consumption for the month of June was reported at 6,400,000 gallons compared to 4,578,000 gallons the previous month and the June 2015 comparison of 5,969,000 gallons. Total gallons billed for the fiscal year-to-date was 57,455,000 gallons (12 months) compared to last year's total gallons billed for fiscal year-to-date of 55,520,000 gallons. The financials include Quick Books invoices #2112 to #2123 and In-Hance Audits #13,515 through #13,575 with the accounts receivable in both In-Hance and Quick Books balancing at \$31,042.99.

There were no new Impact Fees collected in June.

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 for the period ending May 31, 2016. The motion was seconded by Lavon Van Dusen and, upon vote the financial report for May was unanimously approved. Sue Marley then made a motion to accept the financial report for the period ending June 30, 2016. The motion was seconded by Lavon Van Dusen and, upon vote the financial report for June was unanimously approved.

**Agenda Item # 6      Operations Report and Approval as of 7/25/2016**

Randy Hrabina presented the Operations Report, giving a recap of the past two month's activities with 52 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 13 blue stakes marked for the period. There were 51 pink slips mailed out for July. Test results from Test America Labs for monthly Bac-t's (E-Coli & Coliform) for the month were negative.

2nd Quarter Arsenic, as reported to ADEQ:

	2nd Qtr	1st Qtr
Big John	<3.0	<3.0
GOA	4.8	3.7
Oasis	<3.0	<3.0

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

<u>Water levels:</u>	<u>May 2016</u>	<u>July 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 reports the Cholla generator work has been completed. However, there was a delay with the gas company in filling the tank. It has now been scheduled for July 29, 2016.

System Operator, Bob Hanus, inspected the system and daily log book, as required by ADEQ, and found everything to be in order for the months of May & June 2016.

Lavon Van Dusen made a motion to accept the Operations Report. Sue Marley seconded the motion and upon vote the Operations Report was unanimously approved.

**Agenda Item # 7      *Resignation of Board Member Bob Marley***

Chairman Bob Marley had previously sent all Board members a letter of resignation. Barrie Dickerson expressed the feelings of the Board when she stated he would be missed, and that his dedication to the job was greatly appreciated. Dave Moore made a motion to accept the resignation of Bob Marley as Chairman of the Black Canyon City Water Board. The motion was seconded by Lavon Van Dusen and, upon vote, was unanimously approved.

**Agenda Item # 8      *Board to Seek Letters of Intent from Public for Open Board Position***

A notice of the Board vacancy will be publically posted with a request for anyone interested in the position to submit a letter of intent, along with a brief resume, to be reviewed by the Board at the next Regular Board meeting in September. A prospective candidate must be a registered Arizona voter and live or own property within the Water District. This agenda item was for informational purposes only. No Board action was required.

**Agenda Item # 9      *Website Webmaster***

Former Chair, Bob Marley, had created the District's website and has been the webmaster, updating and modifying it as needed to keep it current and useful for all BCCWID owners/users. With his resignation from the Board it was necessary to appoint someone else to assume this task. Dave Moore volunteered to take on that role and stated that he and Bob had already been in contact concerning the website and Bob had been a tremendous help in educating Dave in how to manage the site. Sue Marley made a motion to approve Dave as the new webmaster for the BCCWID website. The motion was seconded by Lavon Van Dusen and, upon vote, the measure passed unanimously.

**Agenda Item #10      *Ratification of Engelman Berger, PC Retainer Agreement to Represent District and Chandler Construction (Agent of District) In Conjunction with Grasso Law Firm Retained by Insurance Carrier***  
***Re: Yavapai County Superior Court Case #P1300CV2016-00448 Ansel vs Black Canyon City Water Improvement District, et al.***

In the case of Ansel vs BCCWID, et al., Grasso Law firm (retained by the District's insurance carrier) required that the District also retain someone that specializes in real estate law and easement laws. Engelman Berger, PC was selected to work in conjunction with Grasso Law Firm to provide the defense, and to provide the counter-claims against the plaintiff on behalf of the District. Dave Moore made a motion for the Board to ratify the addition of Engelman Berger PC as part of the District's defense and counter-claim team. Lavon Van Dusen seconded the motion and, upon vote, the measure passed unanimously.

Dave Moore also noted that, although initially a response to the lawsuit had been required by July 15, Engelman Berger communicated with the plaintiff's attorney, Goodman, and asked for an extension to August 15, which Goodman granted.

**Agenda Item #11      Review of Management's Proposed Future 10-Year Capital Improvement Plan**

Management, Randy Hrabina, provided to each Board member a binder which outlines a proposed future 10-year Capital Improvement Plan. The projects were presented in order of current importance, with projected costs based on today's prices. Randy noted that priorities may need to be altered as needs change and/or emergencies arise. The projected costs will also rise as prices of materials/supplies increases over the years. This agenda item was for informational purposes only. No Board action was required.

**Agenda Item #12      Call to the Public**

None

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

**CERTIFICATION:**

I, Sarah J. Hrabina, certify that the Agenda for the July 28, 2016 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Friday, July 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 8/09/2016. A full recording is available--54:14 minutes.