

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
FEBRUARY 28, 2017 REGULAR BOARD**

Chair, Dave Moore called the meeting to order at 5:45 PM.

Roll Call showed a quorum present:

Dave Moore, Chair; Eva Berst, Vice Chair; Carol Ramirez, Member-at-Large

Not in attendance: Barrie Dickerson, Treasurer. Barrie was unable to cross the flooded river.

The Chair noted Susan Marley had submitted a letter of resignation and was not present.

Also in attendance: Management– Randy Hrabina, Sarah Hrabina

Owners/Users/Public: Ed Konieczny

The Chair asked for a moment of silence for the customary Reflection Time

Agenda Item #3 Board Member Reports

Dave Moore reported the postings made to BCCWID website and Black Canyon City Bulletin Board Facebook. Sarah Hrabina reported on behalf of the Treasurer about the Budget/Rate Committee. It was noted no meeting has been held waiting for estimated cost figures for legal fees from the attorney. It is anticipated those costs will be received shortly and the Committee should have more to report next month.

Agenda Item #4 Approval of Minutes: 01/24/17 Regular Board Meeting

The Chair indicated the minutes were provided in the board packets and asked if everyone had a chance to read and if there were any errors or corrections. With none noted, the Chair called for a motion to accept as written. Eva Berst moved to accept the minutes as written and Carol Ramirez seconded the motion. Upon vote, the January 24, 2017 minutes were approved unanimously.

Agenda Item #5 Treasurer's Financial Report for Approval as of 01/31/17

With the absence of the Treasurer, the Chair called upon Sarah Hrabina to present the financial report for the period ending 01/31/2017.

Account	Beginning	Ending	Change
General Fund	\$42,431.20	\$39,534.25	(\$2,896.95)
Security Deposits	\$44,475.00	\$44,475.00	\$0.00
Impact/Capital Fund	\$280,732.94	\$287,680.56	\$6,947.62
Arsenic Sinking Fund	\$97,742.23	\$97,820.22	\$77.99
Recap/Bank of the West	\$4,447.73	\$9,802.15	\$5,354.42
Account Totals =	\$469,829.10	\$479,312.18	\$9,483.08

Cash Management	Deposits	\$33,938.97
GJ Adjustments:		
Monthly scanner fee		-\$45.00
NSF ck & bank charge		-\$143.11
Cash Management	Disbursements	-\$24,267.78
	Net Gain/(Loss)	\$9,483.08

Note: disbursements for the month (above and beyond the ordinary) included:
-legal service of \$5,042.50

January billing with 839 active accounts totaled \$30,710.24. Water consumption for the month of January was reported at 3,168,000 gallons compared to 3,730,000 gallons the previous month and the January 2016 comparison of 3,507,000 gallons. Total gallons billed for the fiscal year-to-date was 31,657,000 gallons (7 months) compared to previous fiscal year-to-date of 34,508,000 gallons. The financials include Quick Books invoices #2196 to #2206 and In-Hance Audits #13,875 through #13,926 with the accounts receivable in both In-Hance and Quick Books balancing at \$17,021.79.

No impact fees were collected in January.

The data was respectfully submitted by Management, Sarah Hrabina, reviewed and approved by Treasurer, Barrie Dickerson, for final board approval. Dave Moore moved to accept the financial report for the period ending 01/31/17 as submitted. The motion was seconded by Eva Berst and, upon vote, the financial report was approved unanimously.

Agenda Item #6 Operations Report and Approval as of 02/27/2017

Randy Hrabina presented the Operations Report, giving a recap of the month's activities with 26 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; 35 pink slips. Test results from Test America for monthly Bac-t's (E-Coli & Coliform) for the month were negative.

WELL STATS: Well levels remain unchanged and continue to be in the "normal" range

<u>Water Levels:</u>	<u>Jan 2017</u>	<u>Feb 2017</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 had submitted the Updated Water System Plan for the District to ADWR (Arizona Department of Water Resources) and received confirmation the report met their objectives. A copy of the ADWR letter was provided to the Board members in their packets. The next update will be due in five years. 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 January 2017. After some discussion, Eva Berst made a motion to accept the Operations Report as presented. Dave Moore seconded the motion and upon vote the Operations Report was approved.

Agenda Item #7 Resignation Letter from Sue Marley

Chair Dave Moore opened the discussion reminding everyone that Sue had submitted her letter of resignation at the conclusion of the last board meeting, effective February 1, 2017 for personal reasons. Dave indicated Sue had been a valuable board member and was proud to be known as the "grammar police". He stated she was valuable in many other ways and he would greatly miss her on the board. Everyone acknowledged their agreement. A motion to accept Sue Marley's resignation was made by Carol Ramirez and seconded by Eva Berst. Upon vote the motion passed unanimously.

The Chair stated the resignation now creates a vacancy and the District will publicly post the open position looking for a replacement. Letters-of-Intent should be submitted on or before March 17th and the Chair will put it on the March agenda to try and fill the vacancy.

Agenda Item #8 Interim "Acting Secretary"

The Chair opened the discussion regarding the now vacant Secretary position on the Board asking for a volunteer to be "temporary, Acting Secretary" until a replacement is found. Dave said Sarah (Hrabina/Management) has offered to transcribe the minutes so that is not what is needed from the "acting secretary". The minutes and, on occasion, some other documents need to be "attested" to by the Secretary so that is what it would entail. After some discussion, Eva Berst, Vice Chair volunteered to be the "Acting Secretary" until a replacement is found. Carol Ramirez moved to appoint Eva Berst as the Board's Acting Secretary and the motion was seconded by Dave Moore. Upon vote the motion carried unanimously.

Agenda Item #9 2017 Schedule for Regular Board Meetings

Chair Dave Moore opened the discussion stating this item was on the agenda last month and tabled to give everyone time to check their calendars. It was noted last month Management asked if there was a possibility to reschedule the March meeting due to a conflict, moving it to the 3rd Tuesday, March 21 instead of March 28. After a brief discussion Carol Ramirez moved to approve the March Regular Board Meeting be held on March

21, 2017. The motion was seconded by Eva Berst and upon vote approved unanimously. Looking at the other dates, the December meeting was discussed with everyone agreeing holding it on the 19th instead of the 26th would be better due to the holiday. Carol Ramirez moved to change the December meeting to the 3rd Tuesday, December 19 instead of the 26th. Eva Berst seconded the motion and upon vote the motion carried without opposition. All other dates slated for the 4th Tuesday of the month but are subject to change (with 24-hour minimum notice). There are NO regular meetings in June or August.

Agenda Item #10 Capital Improvement Expenditure for a Rodder Transmitter & Receiver System

Dave Moore deferred opening discussion to Randy (Hrabina/Management) who stated the District needs to locate exactly where the water line on the hillside this lawsuit is about. There was no wire installed when the lines were originally installed so you can't use other (locator) equipment. The only other way is to witch it and we need to be more accurate. Only other option would be to dig it up and that's not really a viable option on this (steep) hillside. The rodder transmitter and receiver system uses a fiberglass coil; either ¼", 3/8" or ½". I'm proposing 1,000-ft. of the ½" size, which is the strongest. After explaining the process it was indicated the cost to purchase would be approx. \$3,500. It was noted Dave (Moore) had received a cost from an outfit to provide the service and was only for 600-ft at a cost of about \$3,800. Buying the equipment would mean if we ever need to do this again in the future, we can. I recommend the purchase over the service because of glitches that could arise such as 90's (90-degree elbows) in the line. The service would most likely have additional fees for digging or anything not included in their quoted price. And, if it fails, it fails Dave Moore noted. The fee would still be payable. R Hrabina stated a disadvantage of using ½" over 3/8" would be 3/8" might go through 90's better but 600-ft would be the max. The ½" at 1,000-ft would be an advantage to get down the whole hill. Additional discussion followed. Dave Moore stated vacuum trucks were also considered but were ruled out as they could not traverse the hillside. They need a flat terrain. And, digging (pot holing) was also ruled out. The rodder transmitter & receiver system is our best option. 24-hr notice would be given to the property owner. The Chair indicated this would be a capital expenditure with funds available and asked for a motion to purchase the rodder transmitter and receiver system with 1,000-ft. of ½" coil at an approximate cost of \$3,800 with shipping. Eva Berst made the motion and Dave Moore seconded the motion on the floor. Upon vote the motion was approved unanimously.

Agenda Item #11 Transaction Privilege Tax Filing Requirements Online

The Chair called upon Sarah Hrabina/Management to open the discussion. Sarah stated mail was received regarding the sales tax filing requirements. It mentioned "required" to file but also said "paying online" is encouraged. An email was sent to AZDOR to confirm and a response was just received confirming payments can still be made by mail with a check. No Board Action Required

Agenda Item #12 Update on Ansel v. BCCWID Yavapai Co Superior Court #P1300CV2016-00448

Dave Moore gave a brief update on the lawsuit.

Agenda Item #13 Call to the Public

Ed Konieczny inquired about the March 2nd date mentioned (Agenda Item #12), thinking it was a Board meeting date. He was provided the information, clarifying it was not a Board meeting but a courthouse date. He asked for the reduction in water usage related to recent rains and it was confirmed precipitation always has an impact on water consumed by the customer base. He also expressed his appreciation for the Board and Management doing a great job.

**With no other business to come before the Board, the Chair adjourned the meeting at 6:27 P.M.
Chair Dave Moore noted the next Regular Board Meeting will be March 21, 2017 (3rd Tuesday).**

CERTIFICATION:

I, Sarah J. Hrabina, certify that the Agenda for the February 28, 2017 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Friday, Feb 24, 2017, on or before 4:30 PM.

Sarah J. Hrabina
Sarah J. Hrabina

ATTESTED:

I, Eva Berst, Vice Chair and "Acting" Secretary for the Black Canyon City Water Improvement District certify that the minutes, as transcribed by Sarah J. Hrabina, are true and correct to the best of my knowledge and belief.

Respectfully submitted,

Eva Berst

Transcription of minutes completed on 03/06/2017. A full recording is available: 40:32 minutes.