

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
September 26, 2017 REGULAR BOARD MEETING**

Chair, Dave Moore called the meeting to order at 5:46 PM.

Roll Call showed a quorum present:

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

Not in attendance: Scott Quillen, Secretary

Also in attendance: Management– Randy Hrabina, Sarah Hrabina

Owners/Users/Public: Jed Carter

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 Eva Berst reported the postings to the Black Canyon City Bulletin Board on Facebook.

Agenda Item #4 Approval of Minutes: 07/25/17 Regular Board Meeting

The minutes were provided to all Board members for review. The Chair asked for any corrections needed and Dave Moore and Carol Ramirez both noted several minor corrections. Barrie Dickerson motioned to accept the July meeting minutes, with corrections noted. Eva Berst seconded the motion and upon vote, the motion to accept the July minutes with corrections passed unanimously.

Agenda Item #5 Treasurer's Financial Report for Approval as of 07/31/17 and 08/31/17

The Chair called upon the Treasurer to present the financial reports.

For the period ending 07/31/2017:

Account	Beginning	Ending	Change
General Fund	\$ 37,652.39	\$ 39,209.88	+ \$1,557.49
Security Deposits	\$ 45,110.00	\$ 45,110.00	+ \$ -0-
Impact/Capital Fund	\$318,531.45	\$318,669.24	+ \$ 137.79
Arsenic Sinking Fund	\$100,098.86	\$102,642.17	+ \$2,543.31
Recap/Bank of the West	\$ 21,571.91	\$ 14,694.32	- \$6,877.59
Account Totals =	\$522,964.61	\$520,325.61	-\$ 2,639.00

Cash Management	Deposits	\$41,379.47
GJ Adjustments:		
Monthly Scanner Fee		- \$45.00

Cash Management	Disbursements	-\$43,973.47
	Net Gain/(Loss)	-\$2,639.00

July billing totaled \$51,489.63. Water consumption for the month was reported at 6,487,000 gallons compared to the 5,441,000 the previous month and the July 2016 comparison of 5,656,000 gallons. Total gallons billed for the fiscal year-to-date 2017/2018 was 6,487,000 gallons (1 month); comparison to previous fiscal year-to-date 2016/17 of 5,676,000 gallons. The financials include Quick Books invoices #2258 to #2264 and In-Hance Audits #14,192 thru #15,230 with the accounts receivable in both In-Hance and Quick Books balancing at \$36,251.92.

No impact fees were collected in the month of July.

Carol Ramirez pointed out the beginning account balance total was incorrect. With correction made, Carol motioned to accept the July 31, 2017 Financial Report. Eva Berst second and upon vote passed unanimously.

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For the period ending 08/31/2017:

Account	Beginning	Ending	Change
General Fund	\$ 39,209.88	\$ 63,204.96	+ \$23,995.08
Security Deposits	\$ 45,110.00	\$ 45,110.00	+ \$ -0-
Impact/Capital Fund	\$318,669.24	\$299,110.12	- \$19,559.12
Arsenic Sinking Fund	\$102,642.17	\$105,186.69	+ \$ 2,544.52
Recap/Bank of the West	\$ 14,694.32	\$ 6,701.06	- \$ 7,993.26
Account Totals =	\$520,325.61	\$519,312.83	- \$ 1,012.78

Cash Management	Deposits	\$53,748.44
Plus deposit scanned but not entered until 9/1		+ 375.00
GJ Adjustments:		
Monthly scanner fee		- 45.00
Posting error (duplication/correction)		- 852.17
Cash Management	Deductions	<u>-54,239.05</u>
	Net Gain/(Loss)	<u>-\$1,012.78</u>

Note: Includes legal installment payment of \$5000, Hansel Const. payments #1 (Capital Improvement Project) and (annual) Philadelphia Ins/liability ins. payment. August billing totaled \$44,787.29. Water consumption for the month was reported at 4,927,000 gallons compared to 6,487,000 gallons the previous month and the August 2016 comparison of 5,020,000 gallons. Total gallons billed for the fiscal year-to-date was 11,414,000 gallons (2 months); comparison to previous fiscal year-to-date of 10,676,000 gallons. The financials include Quick Books invoices #2265 to #2278 and In-Hance Audits #15,231 through #15,284 with the accounts receivable in both In-Hance and Quick Books balancing at \$32,214.07

One impact fee was collected in August; Audit #15,250 a/c#2017 (prev. foreclosure) \$2,500.00. Carol Ramirez motioned to accept the August 31, 2017 Financial Report. Eva Berst seconded the motion and upon vote passed unanimously.

Agenda Item #6 Operations Report and Approval as of 09/25/2017

Randy Hrabina presented the Operations Report, giving a recap of the July 25 through September 25 activities with 65 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 11 blue stakes marked for the period; 39 pink slips. R Hrabina stated there was an ADEQ Inspection. Several minor issues were found but no violations. For example, the Indian Hills and School Loop tanks had dirt piled up to the top of the base ring. The Inspector requested the dirt be removed. After the inspection the dirt was removed, pictures taken and sent to the inspector the following day. The microbiological site plan was not on the new ADEQ forms. The site plan was updated and sent to ADEQ and was approved. The annual Disinfection Bi-product (TTHM/HAA5) samples were done in August with the inspector noting it is recommended testing be done in July. No violations were issued.

Test results from Test America for monthly Bac-t's (E-Coli & Coliform) for the month were negative.

Quarterly Arsenic Levels:

Site	This Qtr.	Last Qtr. comparison
Big John	2.4	2.1
GOA	7.7	7.4
Oasis	<1.0	<1.0

Annual TTHM's & HAA5's

Site:	Test Result	Limit
Cholla TTHM-	0.0086 (below limit)	0.080
HAA5-	_	0.060

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Happy Jack TTHM- 0.0330 (below limit) 0.080
HAA5- _ 0.060

Note: The HAA5 Levels were omitted in the report from the lab and will be supplied in the next few days.
All reports sent to ADEQ

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

Water Levels:	Last Report/July 2017	This Report/September 2017
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'

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 August 2017.

R Hrabina stated he received a call from Yavapai County indicating they intend to black top Old Mud Springs Rd. Water lines are shallow and will be damaged if we do not replace the lines before they blacktop. R Hrabina recommended the District should advertise for bids to replace the lines, noting it will cost a great deal more to replace lines in the future after the road is blacktopped. Additional discussion followed with Barrie Dickerson moving to authorize Management to advertise for bids for the project for approximate 1,300 feet of main line plus 11 services. Carol Ramirez second the motion and upon vote passed unanimously. Management was directed to advertise for bids with a special meeting to be held Wednesday November 8, at 5:30pm at the water office to open bids.

Concluding the operation report, Barrie Dickerson moved to accept the Operations Report as presented. Eva Berst seconded the motion and upon vote the Operations Report as of 9/25/2017 was approved.

Agenda Item #7 Computer Upgrades

Chair Dave Moore opened the discussion indicating the District's main/back up computers were purchased in June 2008. Dave stated In-Hance was updated in 2014. Memory issues have become a problem and need to be resolved. With the age of the computers he indicated in his opinion, it would make sense to upgrade the hardware. Sarah and I have both spoken to our technical support for the In-Hance billing software for hardware requirements. Dave indicated cost for hardware and migration would be \$2,300-\$2,700. After additional discussion, Carol Ramirez motioned to approve the purchase of and installation of the new computers at a cost up to \$2,700. Barrie Dickerson 2nd the motion and upon vote was approved unanimously.

Agenda Item #8 School Tank Site Road Improvements

R Hrabina opened the discussion indicating the School Tank Road is in need of grading, noting the inability to get to the top by vehicle. Re-grading has been necessary every 5 years or so and it is the lower 350 feet that needs to be addressed. R Hrabina suggested asking for bids using select AB and also pricing out using asphalt millings for a comparison. Additional discussion followed with Barrie Dickerson moving to advertise for bids. Carol Ramirez seconded the motion. Upon vote the motion was approved unanimously and Management was directed to advertise for bids with a special meeting on Wednesday November 8, at 5:30pm at the water office to open bids.

Agenda Item #9 Update on Ansel v. BCCWID Yavapai Co Superior Court #P1300CV2016-00448

The Chair indicated it would not be appropriate for a lengthy discussion on the matter but gave a brief update on the lawsuit.

Agenda Item #10 Call to the Public

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Jed Carter introduced himself and indicated he is a certified operator and has lived in Black Canyon City for 2 years. Jed stated that he has been in the industry for 5 years. The board thanked him for attending.

**With no other business to come before the Board, the Chair adjourned the meeting at 6:53 P.M.
Chair Dave Moore noted the next Regular Board Meeting will be on Tuesday October 24, 2017.**

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the September 26, 2017 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on September 22, 2017, on or before 4:30 PM.

Sarah J. Hrabina
Sarah J. Hrabina

ATTESTED:

(in the absence of, and subsequent resignation of Secretary, Scott Quillen) I, David E. Moore, Sr., Chair for the Black Canyon City Water Improvement District certify that the minutes are true and correct to the best of my knowledge and belief.

Respectfully submitted,

David E. Moore, Sr.
David E. Moore, Sr., Chair

Transcription of minutes completed by Management 10/12/2017. A full recording is available: 1:07:30 in length.