

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
OCTOBER 24, 2017 REGULAR BOARD MEETING**

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; Barrie Dickerson, Treasurer

Not in attendance: Scott Quillen, Secretary

Also in attendance: Management– Randy Hrabina, Sarah Hrabina

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: 09/26/17 Regular Board Meeting

The minutes were provided to all Board members for review. With the resignation of Scott Quillen, the minutes were transcribed by Branda Welch and Management. The Chair asked for any corrections needed. Barrie Dickerson motioned to accept the September meeting minutes. Carol Ramirez seconded the motion and upon vote, the motion to accept the September minutes passed unanimously.

Agenda Item #5 Treasurer's Financial Report for Approval as of 09/30/17

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

For the period ending 09/30/2017:

Account	Beginning	Ending	Change
General Fund	\$ 63,204.96	\$ 51,700.36	- \$11,504.60
Security Deposits	\$ 45,110.00	\$ 45,110.00	\$ -0-
Impact/Capital Fund	\$299,110.12	\$302,123.03	+\$ 3,012.91
Arsenic Sinking Fund	\$105,186.69	\$106,853.28	\$ 1,666.59
Recap/Bank of the West	\$ 6,701.06	\$ 12,855.61	+\$ 6,154.55
Account Totals =	\$519,312.83	\$518,642.28	-\$ 670.55

Cash Management	Deposits	\$51,376.65
Deposits reported last month		- 375.00
GJ Adjustments:		
Monthly scanner fee		- 45.00

Cash Management	Deductions/checks	<u>-51,627.20</u>
	Net Gain/(Loss)	<u>-\$ 670.55</u>

Note: Includes legal installment payment of \$23,308.72, Hansel Const. payments #3. September billing totaled \$41,151.52. Water consumption for the month was reported at 4,781,000 gallons compared to 4,927,000 gallons the previous month and the Sept' 16 comparison of 5,174,000 gallons. Total gallons billed for the fiscal year-to-date was 16,195,000 gallons (3 months); comparison to previous fiscal year-to-date of 15,850,000 gallons. The financials include Quick Books invoices #2279 to #2298 and In-Hance Audits #15,285 through #15,361 with the accounts receivable in both In-Hance and Quick Books balancing at \$30,151.64.

Two impact fee was collected; Audit #15,326 a/c#3008 \$2,500.00.
Audit #15,336 a/c#3032 \$2,500.00

Eva Berst motioned to accept the September 30, 2017 Financial Report. Carol Ramirez seconded the motion and upon vote passed unanimously.

Agenda Item #6 Operations Report and Approval as of 10/23/2017

Randy Hrabina presented the Operations Report, giving a recap of the September 26, 2017 through October 23, 2017 activities with 29 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 9 Blue Stakes marked for the period; 46 pink slips.

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

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

<u>Water Levels:</u>	<u>Last Report/September 2017</u>	<u>This Report/October 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'

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 September 2017. Concluding the operation report, Barrie Dickerson moved to accept the Operations Report as presented. Carol Ramirez seconded the motion and upon vote the Operations Report as of 10/23/2017 was approved.

Agenda Item #7 Authorization for Online Sales Tax Payments

The Chair called upon Sarah Hrabina/Management to open the discussion. Board members received a copy of the letter Management received regarding the State mandating all sales tax be paid electronically. Although the District is still well below the threshold indicated in the letter, Management suggested it might be prudent to pay online. It was also noted Sarah/Management should be designated as an authorized contact for the District. Carol Ramirez motioned to approve Sarah Hrabina/Management to be an authorized contact with the State for the District and to approve sales tax payments be made electronically rather than by paper check. Eva Berst seconded the motion and upon vote passed unanimously.

Agenda Item #8 Resignation of Secretary Scott Quillen

The Chair indicated he received Scott's resignation letter, citing personal reasons for his resignation. The Chair expressed his appreciation for the time and commitment he made while serving in the position of Secretary. Asking for a motion to accept the resignation, Carol Ramirez so moved. Eva Berst seconded the motion and upon vote the resignation of Scott Quillen as Board Secretary passed unanimously.

Agenda Item #9 Appointment of Interim Acting-Secretary

With the resignation of Secretary, Scott Quillen, the Chair called upon Eva Berst asking to volunteer to be the Acting-Secretary until the position of Secretary is filled. Eva Berst accepted. Carol Ramirez motioned to accept Eva Berst as Acting-Secretary and Barrie Dickerson seconded the motion. Upon vote the motion appointing Eva Berst as Acting-Secretary passed unanimously.

Agenda Item #10 Transcriber

The Chair opened the discussion of whether the Board should consider the possibility of paying to have minutes transcribed. Discussion included a period of time in 2013 when a flat-rate fee of \$40 per meeting was paid for a transcriber when the Secretary at that time was unable to do transcription work. Management indicated their willingness to assist Branda Welch on a short-term basis under the current arrangement. The Chair indicated he

liked that idea with the hope an appointment to fill the open position would resolve the issue. The matter was TABLED and will be reviewed again in a few months, if need be.

Agenda Item #11 Open Board Position

The Chair indicated with Scott's resignation there is now an open Board position. Chair suggested to post the vacancy asking any Owner/User interested in serving on the Board to submit their letters of intent.
INFORMATIONAL ONLY; NO ACTION NEEDED OR TAKEN

Agenda Item #12 Update on New Computers

Dave Moore provided a brief update on the new computers. He indicated he is working with Bob Marley on the installation work and should be completed in the next couple of weeks.
INFORMATIONAL ONLY; NO ACTION NEEDED OR TAKEN

Agenda Item #13 Update on: Ansel vs BCCWID Yavapai Co Superior Court #P1300CV2016-00448

Dave Moore indicated that there will be no further discussion of the case but noted that the next court date will be on November 20th.

**With no other business to come before the Board, the Chair adjourned the meeting at 6:23 P.M.
Chair Dave Moore noted the next meeting is the Special Board Meeting scheduled for Wed., November 8th at 5:30 PM at the Water Office to open bids on the two advertised projects.
Next Regular Board Meeting will be on Tuesday November 28, 2017.
As always, all Board meetings are open to the Public.**

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the October 24, 2017 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on October 20, 2017, on or before 4:30 PM.

Sarah J. Hrabina
Sarah J. Hrabina

ATTESTED:

I, Eva Berst, Acting-Secretary 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,

Eva Berst
Eva Berst, appointed Acting-Secretary

Transcription of minutes completed by Management 10/17/2017. A full recording is available: 37:22 min. in length.