

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

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

Roll Call showed a quorum present, noting the open Secretary position:

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

Also in attendance: Management– Randy Hrabina, Sarah Hrabina

Owner/Users/Public in attendance: 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: 10/24/17 Regular Board Meeting and 11/8/17 Special Meeting**

The minutes for the Oct. 24<sup>th</sup> Regular Board Meeting were provided to all Board members for review. It was noted the Nov. 8<sup>th</sup> Special Meeting were not completed in time. Without an active secretary, the minutes were, again, transcribed by Branda Welch and Management with the Chair noting both he and Eva Berst as Acting-Secretary reviewed in advance for accuracy. The Chair asked for any correction and with none noted Barrie Dickerson moved to accept the October 24, 2017 Regular Board Meeting minutes. Carol Ramirez seconded the motion and upon vote, the motion to accept the October 24, 2017 minutes passed unanimously.

The Nov 8, 2017 Special Board Meeting minutes were TABLED.

**Agenda Item #5 Treasurer's Financial Report for Approval as of 10/31/17**

The Chair called upon the Treasurer to present the financial report. Barrie Dickerson reported:

Account	Beginning	Ending	Change
General Fund	\$ 51,700.36	\$ 56,660.32	+\$ 4,959.96
Security Deposits	\$ 45,110.00	\$ 45,110.00	\$ -0-
Impact/Capital Fund	\$302,123.03	\$307,230.38	+\$ 5,107.35
Arsenic Sinking Fund	\$106,853.28	\$108,390.96	+\$ 1,537.68
Recap/Bank of the West	\$ 12,855.61	\$ 8,886.25	-\$ 3,969.36
Account Totals =	\$518,642.28	\$526,277.91	+\$ 7,635.63

Cash Management	Deposits	\$41,257.87
GJ Adjustments:		
Monthly scanner fee		- 45.00

Cash Management	Deductions/checks	<u>-33,577.24</u>
	Net Gain/(Loss)	\$ 7,635.63

October billing totaled \$43,975.12. Water consumption for the month was reported at 5,056,000 gallons compared to 4,781,000 gallons the previous month and the Oct' 16 comparison of 4,377,000 gallons. Total gallons billed for the fiscal year-to-date was 21,251,000 gallons (4 months); with comparison to previous fiscal year-to-date of 20,227,000 gallons. The financials include Quick Books invoices #2299 to #2314 and In-Hance Audits #15,362 through #15,432 with the accounts receivable in both In-Hance and Quick Books balancing at \$34,488.69.

One impact fee was assessed; Audit #15,375 a/c#3064 \$2,500.00.

Eva Berst moved to accept the October 31, 2017 Financial Report with Carol Ramirez seconding the motion. Upon vote the Financial Report as of 10/31/2017 passed unanimously. Chair Dave Moore inquired about the progress of the online sales tax reporting (board approved last month). Sarah Hrabina/Management stated it's been a slow process but has made some baby steps forward. The November report and payment had to be mailed in so as not to be late.

**Agenda Item #6 Operations Report and Approval as of 11/27/2017**

Randy Hrabina presented the Operations Report, giving a recap of the October 24<sup>th</sup> through November 27, 2017 activities with 24 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; 42 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/October 2017</u>	<u>This Report/November 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 October 2017.

Chair Dave Moore inquired about the Old Mud Springs Project with R Hrabina indicating the main line replacement was completed as of today. He stated the first water sample was taken to the lab today and if a good sample, a second sample will be taken tomorrow. ADEQ requires two good samples before the line can be activated. With no other discussion, Barrie Dickerson moved to accept the Operations Report as presented. Eva Berst seconded the motion and upon vote the Operations Report as of 11/27/2017 was approved unanimously.

**Agenda Item #7 Open Board Position**

The Chair stated notices had been posted seeking letters of intent to fill the open secretary Board position. Unfortunately, no letters have been received. The Chair encouraged Board members to speak to friends and neighbors and encourage them to serve their community.

The matter was TABLED with no action taken at this time.

**Agenda Item #8 Completion of New Computers**

Chair Dave Moore stated the good news is the work has been completed with the new computer in the office and operational. The labor estimate, however, was low taking almost twice as long as estimated. The total budget was \$2,700. The computers (two) and supplies totaled \$1,212.83 and labor was 29 ½ at \$75/hr. for a total labor of \$2,212.50 bringing the total project in at \$3,425.33 making it \$725.33 over budget. Additional discussion followed with Barrie Dickerson moving to approve the overage of \$725.33. The motion was seconded by Eva Berst and upon vote approval of the \$725.33 overage for the new computers was approved unanimously.

**Agenda Item #9 Reynolds Road**

The Chair called upon Randy Hrabina/Management to open the discussion with R Hrabina indicating Reynolds Road is the only gravel road Yavapai County intends to blacktop. In addition to having to replace the water lines, it turns out years ago the Albins quit-claimed the roadway to the District.

Yavapai County wants the District to either quit-claim it to them or give the County an easement. R Hrabina stated he would recommend quit-claiming it to the County for liability reasons. Management indicated more information and cost estimate would be worked on to present to the Board at the December meeting. Matter TABLED/No Action Taken at this time.

**Agenda Item #10      Update on: Ansel vs 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 #11      Call to the Public**

Jed Carter introduced himself and presented a letter-of-intent to serve on the Board. The board thanked him and it was noted his offer would be on the December agenda for consideration.

**With no other business to come before the Board, the Chair adjourned the meeting at 6:33 P.M. Chair Dave Moore noted the December Board meeting will be held on the 19<sup>th</sup> of December not the 26<sup>th</sup> due to the holiday.**

**Certification:**

I, Sarah J. Hrabina, certify that the Agenda for the November 28, 2017 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on November 21, 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 12/13/2017. A full recording is available: \_\_\_\_\_ min. in length.