

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

Acting Chair, Dave Moore called the meeting to order at 5:45 PM. As of right now, Dave indicated there are only two (2) "seated" Board Members a result of the recent 2016 election with no one on the ballot. Roll Call showed both Dave Moore and Susan Marley present, making the required quorum.

Also in attendance: Management– Randy Hrabina, Sarah Hrabina  
Owners/Users/Public: Eva Berst, Barrie Dickerson, Carol Ramirez and Cindy Brannan

**Agenda Item #2      Board Vacancies (3)/Appointments**

Dave indicated the public notice for the three vacancies was posted asking for Letters of Intent to be sent no later than January 20<sup>th</sup> (2017). The District received three letters; one each from Barrie Dickerson, Eva Berst and Carol Ramirez. It was confirmed all three were in attendance and all three resided within the District and were registered voters. Dave moved to appoint the three candidates to the Board. Susan Marley seconded the motion and upon vote Barrie Dickerson, Eva Berst and Carol Ramirez were duly appointed to serve on the Black Canyon City Water Improvement Board.

**Agenda Item #3      Oaths-of-Office and Seating of Appointees**

Dave administered the oaths-of-office to the three appointees and the newly sworn in appointees were seated. (Note: All three terms are for a 4-year term, expiring Dec. 31, 2020).

**Agenda Item #4      Reorganization of the Board**

Now that we have a full roster, annually the Board appoints the positions of Chair, Vice Chair, Secretary, Treasurer and Member-at-Large. After some discussion, Susan Marley moved to appoint:

Dave Moore as Chair

Eva Berst as Vice Chair

Susan Marley as Secretary

Barrie Dickerson as Treasurer

Carol Ramirez as Member-at-Large

Barrie Dickerson seconded the motion and upon vote the motion carried unanimously.

Dave Moore continued as Chair asking that the customary **Reflection Time** be observed (**Agenda Item #5**)

**Agenda Item #6      Board Member Reports**

Dave Moore reported the postings made to BCCWID website and Black Canyon City Bulletin Board Facebook.

**Agenda Item #7      Approval of Minutes: 12/27/16 Regular Meeting and 12/31/16 Special Meeting**

The Chair asked the new Board members to take time to read the minutes, noting Barrie and Eva were both present at the meetings and could participate in the vote. Carol Ramirez, however, was not present and would have to abstain.

Susan Marley noted a spell check error in the minutes from the 12/27/16 Regular Board Meeting. With no other errors or corrections Barrie moved to accept the minutes with the minor correction as noted. Susan Marley seconded the motion and upon vote, the minutes for the 12/27/16 Regular Board Meeting were approved.

Minutes for the 12/31/16 Special Board meeting were reviewed with Dave Moore and Susan Marley each pointing out a minor correction. With the corrections noted, Barrie Dickerson moved to accept and Dave Moore seconded the motion. Upon vote, the minutes from the Special 12/31/16 Board Meeting were approved

**Agenda Item #8      Treasurer's Financial Report for Approval as of 12/31/16**

Dave Moore (Treasurer as of 12/31/16) presented the financial report for the period ending 12/31/2016 with beginning, ending and change in balances for each account.

| Account      | Beginning   | Ending      | Change     |
|--------------|-------------|-------------|------------|
| General Fund | \$42,641.44 | \$42,431.20 | (\$210.24) |

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|                                |              |              |               |
|--------------------------------|--------------|--------------|---------------|
| Security Deposits              | \$44,475.00  | \$44,475.00  | \$0.00        |
| Impact/Capital Fund            | \$289,497.80 | \$280,732.94 | (\$8,764.86)  |
| Arsenic Sinking Fund           | \$97,675.24  | \$97,742.23  | \$66.99       |
| Recap/Bank of the West         | \$8,781.26   | \$4,447.73   | (\$4,348.53)  |
|                                |              |              | (\$13,256.64) |
| 1/6/17 bank entry posted 12/30 |              |              | \$15.00       |
| Account Totals =               | \$483,070.74 | \$469,829.10 | (\$13,241.64) |

|                           |                 |               |
|---------------------------|-----------------|---------------|
| Cash Management:          | Deposits        | \$45,139.63   |
| And/Less: General Journal |                 |               |
| cash account entries:     |                 |               |
| Monthly scanner fee       |                 |               |
| NSF returned check        |                 | \$45.00       |
| NSF ck & bank charge      |                 | \$69.34       |
|                           | Disbursements   | \$58,266.93   |
|                           | Net Gain/(Loss) | (\$13,241.64) |

Note: disbursements for the month (above and beyond the ordinary) included:

- legal service of \$11,638.60
- Capital Improvement/Elrod Fence for screening sites of \$2,459.00
- Annual Harris Computer Support of \$4,413.64
- ADEQ annual Map Testing fee of \$2,398.52

December billing with 839 active accounts totaled \$33,211.74. Water consumption for the month of December was reported at 3,730,000 gallons compared to 4,532,000 gallons the previous month and the December 2015 comparison of 3,736,000 gallons. Total gallons billed for the fiscal year-to-date was 28,489,000 gallons (6 months) compared to last year's total gallons billed for fiscal year-to-date of 31,001,000 gallons. The financials include Quick Books invoices #2181 to #2195 and In-Hance Audits #13,813 through #13,874 with the accounts receivable in both In-Hance and Quick Books balancing at \$18,920.51.

No impact fees were collected in December.

The data was respectfully submitted by Management, Sarah Hrabina, reviewed and approved by Treasurer, Dave Moore, for final board approval. Susan Marley made a motion to accept the financial report for the period ending 12/31/16 as submitted. The motion was seconded by Eva Berst and, upon vote, the financial report was approved.

**Agenda Item #9 Operations Report and Approval as of 1/23/2017**

Randy Hrabina presented the Operations Report, giving a recap of the month's activities with 31 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 6 blue stakes marked for the period; 37 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>Dec 2016</u> | <u>Jan 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 December 2016.

After some discussion Barrie Dickerson made a motion to accept the Operations Report as presented. Susan Marley seconded the motion and upon vote the Operations Report was approved.

**Agenda Item #10 Banking Authorization- Bank of the West; Yavapai County**

The Chair called upon Sarah Hrabina/Management to provide the background information on the matter. Sarah stated whenever there is a change, Bank of the West requires all authorized signers complete their information cards. Blank forms were given to each Board member with instructions to return them to the management office. In addition, a signature page for Yavapai County (General Fund checking account) must also be processed, noting two (2) Board signatures are required for all disbursements. The Chair called for a motion for all Board members to be authorized signers with Susan Marley so moving. Eva Berst seconded the motion and upon vote the motion authorizing all Board members to be able to sign checks on behalf of the District was approved.

**Agenda Item #11 Management Contract Renewal**

The Chair opened the discussion noting the management contract has been reviewed at the last two meetings and revisions, including typos previously noted have been made. The renewal contract is with American Country Homes, Inc. beginning July 26, 2017 and is for five (5) years. After Board and Management discussion Susan Marley moved to accept the five year management contract as presented and discussed. Dave Moore seconded the motion and upon vote the five year management contract renewal was approved.

**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 Rate Committee**

The Chair asked Sarah Hrabina/Management to open the discussion. Sarah indicated the need to address a rate increase due to the amount of money being disbursed for the legal defense. It was noted the Budget Committee is usually formed in February or March and the Budget Committee typically reviews the rates as well. The committee is usually comprised of two (2) board members, one the Treasurer, Sarah from Management and a few members from the public. The Chair indicated he would like Barrie Dickerson as Treasurer to head this up and Susan Marley moved to create a Rate Committee headed by the Treasurer. Eva Berst seconded the motion and upon vote the motion to create a Rate Committee was approved. Dave Moore noted the Chair typically is involved and volunteered to participate (as the 2<sup>nd</sup> Board member) on the Committee.

**Agenda Item #14 2017 Schedule for Regular Board Meetings**

This item was TABLED for the February meeting

**Agenda Item #15 Call to the Public**

None

At the conclusion of the meeting, Susan Marley tendered her resignation from the Board effective February 1, 2017.

***With no other business to come before the Board, the Chair adjourned the meeting at 6:45 P.M.***

**CERTIFICATION:**

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

*Sarah J. Hrabina*  
Sarah J. Hrabina

**ATTESTED:**

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I, Susan C. Marley, 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,

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Susan C. Marley

Transcription of minutes completed on 01/27/2017. A full recording is available—60:12 minutes.