

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
JANUARY 23, 2018 REGULAR and REORGANIZATION BOARD MEETING**

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

Roll Call showed a quorum (5 of 5):

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

Also in attendance: Management– Randy Hrabina, Sarah Hrabina

Public: None

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

Agenda Item #3 Reorganization of Board Members

The Chair stated every January the Board is required to reorganize, selecting the Chair, Vice Chair, Treasurer, Secretary, and Member-at-Large. Dave Moore began by saying he was comfortable in any of the positions but, due to the lawsuit, felt compelled to continue as Chair. Eva Berst expressed a desire to remain in the position of Vice Chair and Barrie Dickerson was willing to continue as the Treasurer. Jed Carter requested to switch from the Secretary to the Member-at-Large position. Carol Ramirez agreed to vacate the Member-at-Large position and assume the position of Secretary. Dave Moore asked for a motion to accept the Slate of Officers for 2018 as follows: Chair: Dave Moore; Vice Chair: Eva Berst; Treasurer: Barrie Dickerson; Secretary: Carol Ramirez; Member-at-Large: Jed Carter. Barrie Dickerson made a motion to accept the Board positions as stated and Eva Berst seconded the motion. Upon vote, the motion was passed without opposition.

Agenda Item #4 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 #5 Approval of Minutes 12/19/17 Regular Board Meeting

The Dec. 19, 2017 Regular Board Meeting minutes were reviewed. Sarah/Management transcribed the minutes and realized there had been an error in the Treasurer's Report presented last month. The General Fund numbers were off and she has included the correction for a \$34.05 check voided. The correction will also be noted in the current Treasurer's report. Carol Ramirez made the motion to accept the minutes with the correction as noted. Barrie Dickerson seconded the motion and upon vote the minutes from the Dec. 19, 2017 Regular Board Meeting were approved unanimously.

Agenda Item #6 Treasurer's Financial Report for Approval as of 12/31/17 & Minor Correction to Report from 11/30/17

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

Barrie Dickerson began with the correction to the 11/30/2017 financial report. Sarah provided all Board members with a copy of the amended Financial Report with the corrected items highlighted. Eva Berst made a motion to accept the corrected report and Dave Moore seconded the motion. Upon vote, the measure passed unanimously.

Barrie then presented the 12/31/17 Financial Report:

Account	Beginning	Ending	Change
General Fund	\$ 22,744.71*	\$ 41,191.56	+\$18,446.85
Security Deposits	\$ 45,110.00	\$ 45,110.00	\$ -0-
Impact/Capital Fund	\$309,876.43	\$272,965.87	-\$36,910.56
Arsenic Sinking Fund	\$109,942.57	\$111,502.04	+\$ 1,559.47
Recap/Bank of the West	\$ 14,777.12	\$ 25,471.25	+\$10,694.13
Account Totals =	\$502,450.83*	\$496,240.72	-\$ 6,210.11

*(Note: GF correction noted last month of +\$34.05)

Cash Management	Deposits	\$41,399.58
GJ Adjustments:		
Monthly scanner fee		- \$ 45.00
Cash Management	Deductions/checks	<u>-\$47,564.69</u>
	Net Gain/(Loss)	<u>-\$ 6,210.11</u>

(Note #1: Includes legal installment payment of \$5,180.33; Chandler Const/projects \$4,620; CPA \$3,200; annual Harris Support \$4,346.76

Note#2: AZ Sales Tax payment is made with a DEBIT from the Bank of the West account)

December billing totaled \$38,658.77. Water consumption for the month was reported at 4,084,000 gallons compared to 4,477,000 gallons the previous month and the Dec. 2016 comparison of 3,730,000 gallons. Total gallons billed for the fiscal year-to-date was 29,812,000 gallons (6 months); with comparison to previous fiscal year-to-date of 28,489,000 gallons. The financials include Quick Books invoices #2323 to #2331 and In-Hance Audits #15,483 through #15,532 with the accounts receivable in both In-Hance and Quick Books balancing at \$30,350.94.

No Impact Fees were collected in December.

Carol Ramirez moved to accept the December 31, 2017 Financial Report with Eva Berst seconding the motion. Upon vote the Financial Report as of 12/31/2017 passed unanimously.

Agenda Item #7 Operations Report and Approval as of 1/22/18

Randy Hrabina presented the Operations Report, giving a recap of the December 19, 2017 through January 22, 2018 activities with 35 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; 38 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

Water Levels:	Last Report/December 2017	This Report/January 2018
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 daily log book for the system, as required by ADEQ, and found everything to be in order for the month of December 2017.

Dave Moore asked for an update on the GOA arsenic panel. Randy Hrabina responded that he expects more information, possibly by next week.

With no other discussion, Barrie Dickerson moved to accept the Operations Report as presented. Carol Ramirez seconded the motion and upon vote the Operations Report as of 1/22/2018 was approved unanimously.

Agenda Item #8 Banking Authorization-Bank of the West; Yavapai County

Chair Moore opened the discussion indicating new signature cards are needed for both Bank of the West and Yavapai County.

Bank of the West: The bank needs the 2018 Slate of Officers information and upon receipt will prepare the signature card for signing.

Yavapai County: Sarah prepared the signature page for Board members to sign.

Every BCCWID check requires 2 signatures. Ideally, the Treasurer and the Chair should be the ones to sign, but if one or both of them is unavailable, the other Board members need to be authorized signers as well.

Agenda Item #9 Transcriber for Minutes

The Board has found it somewhat difficult to fill the open Secretary position after both Sue Marley and Scott Quillen resigned. The Board appointed Jed Carter, who is willing to serve the community, but does not feel qualified to transcribe the Board meeting minutes. He was appointed with the understanding that the Board would discuss an alternative solution by approving to pay for a transcribing service. Branda Welch, Sarah Hrabina, and Management have helped out in the interim, which is appreciated by the Board. Sarah spoke to Lavon Van Dusen, who previously served as Secretary on the Board, and she is willing to transcribe for \$60 per meeting. After brief discussion it was determined that hiring Lavon would be beneficial to the Board. Eva Berst made a motion to hire Lavon to transcribe the minutes at a rate of \$60 per meeting. The motion was seconded by Dave Moore and, upon vote was passed unanimously.

Agenda Item #10 Reynolds Road Project

The Chair stated the Reynolds Road Project was discussed at last month's Board meeting at which time the Board authorized Management to advertise for bids on the project. As advertised, bidders need to submit their bids by February 6th. Since posting the advertisement, Management has sent out 13 e-mail packets to potential bidders. Randy Hrabina has done 3 site inspections from interested bidders (who indicated intentions to submit bids), and has another scheduled for tomorrow morning. Randy suggested that the bids should be scheduled to be opened at the next Regular Board meeting. Dave Moore made a motion to schedule the opening of bids for the Reynolds Road Project at the February 27th Regular Board meeting. The motion was seconded by Eva Berst and, upon vote was passed without opposition.

Agenda Item #11 Special Request-Customer a/c#82, 19350 Church St

Chair Moore called upon Sarah Hrabina/Management to open the discussion on the customer's request. Sarah conveyed both the request and history, noting the meter was pulled for non-payment May/2017 after proper notification. The Customer acknowledged receiving notice but with the death of the account holder was unable to bring the account current before the deadline. Customer is offering to bring the account current, paying everything that was in arrears plus the standby fees from the date meter was pulled until current if the Board would waive the \$3,250 new service fee. There was discussion regarding Board action in the past and it was determined there was not a case which closely matched these circumstances where the Board approved the customer's request. Some Board members expressed a concern that granting this request would set a precedent for future cases. After additional discussion Dave Moore made a motion to accept the payment plan that has already been established by the Board and to deny the customer's request to waive the \$3,250 new service fee. The motion was seconded by Carol Ramirez. Upon vote the measure passed with 4 votes in favor, and one opposed.

**Agenda Item #12 Update on: Ansel vs BCCWID Yavapai Co Superior Court
#P1300CV2016-00448**

The Chair indicated he had no new updates at this time.

Agenda Item #13 2018 Schedule for Regular Board Meetings

The Board generally meets on the 4th Tuesday of each month. The 2018 schedule would be as follows:

Today, January 23rd

February 27th

March 27th (Management would attend telephonically)

April 24th

May 22nd

No meeting in June

July 24th

No meeting in August

September 25th

October 23rd

November 27th

December 18th (since the 4th Tuesday is Christmas Day)

Dave Moore made a motion to approve the 2018 Board calendar as stated, with the change in the December meeting to the 18th. The motion was seconded by Barrie Dickerson and, upon vote, the measure passed unanimously.

Agenda Item #14 Call to the Public

Jed Carter spoke on behalf of a customer who had approached him about a matter. The customer felt he should have been notified about a paving project that was done on the easement for the school site (School Loop Road). Randy Hrabina asked Jed to give him the customer's name and phone number so he could call him concerning this matter.

With no other business to come before the Board, the Chair adjourned the meeting at 6:40 P.M. Chair Dave Moore thanked everyone for their attendance and announced the next Board Meeting would be February 27, 2018.

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the January 23, 2018 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on January 19, 2018, on or before 4:30 PM.

Sarah J. Hrabina
Sarah J. Hrabina

ATTESTED:

I, Dave Moore, 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,

Dave Moore
Dave Moore, Chair

Transcription of minutes completed by Lavon Van Dusen 02/06/2018.
A full recording is available: 56:06 min. in length