# OFFICIAL MINUTES FOR THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT FEBRUARY 16, 2012 REGULAR BOARD MEETING

Vice Chair Ron Lee called the meeting to order at 6:30 PM and welcomed the public.

Roll call showed a quorum with all three (3) current Board members present:

Vice-Chair: Ron Lee

Treasurer: Barrie Dickerson
Member-at-large: Doris Gosney

Also in attendance: Management - Randy and Sarah Hrabina

Owners/Users: Bob Gosney, Pat Stice and Wil Stice

Public: Cindy Brannan

The customary reflection period was observed by the Board and Public.

#### Agenda Item #3: Resignation of Harry Putman, Secretary

B. Dickerson moved to accept Harry Putman's resignation. The motion was seconded by D. Gosney and the resignation was accepted unanimously by the Board.

# Agenda Item #4: Board Vacancies (2) Positions- Review of Applicants and possible Appointments

Letters-of-intent were received from Robert Gosney and Wil Stice stating their qualifications for the Board vacancies. The Vice Chair read the letters and both candidates were asked if they were registered voters. Both confirmed they were. D. Gosney motioned to accept both applicants to serve on the Board. B. Dickerson seconded the motion and upon vote Robert Gosney and Wil Stice were unanimously approved to serve on the Board.

#### Agenda Item #5 Oaths of Office for Appointed Board Members

The Oaths of Office for both R. Gosney and W. Stice were administered and they were officially seated to the Board. Terms: R Gosney will expire 12/31/2012 and Wil Stice expires 12/31/2014.

#### Agenda Item #6 Reorganization of Board

On motion by B Dickerson, seconded by D Gosney the Board positions for the calendar year 2012 were approved unanimously as follows:

Chair, Bob Gosney Vice-Chair, Ron Lee Treasurer, Barrie Dickerson Secretary, Doris Gosney

Member-at-Large, Wil Stice

#### Agenda Item # 7 Board Member Reports

Ron Lee commented on the main line water leak that occurred under a home on Mechling Dr. It was a difficult repair but well addressed and resolved by Management.

### Agenda Item #8 Approval of Minutes: 01/19/12 Regular Board Meeting

The minutes from the January 19, 2012 regular board meeting were provided to the Board and B. Dickerson moved to accept the minutes as written. The motion was seconded by D. Gosney and upon vote approved unanimously.

#### Agenda Item # 9 Treasurer's Financial Report and Approval as of 1/31/2012

B. Dickerson presented the financial report for the period ending 1/31/2012 with beginning and ending balances for each account reported. It was noted Yavapai County corrected the transfer error reported last month.

Account	Beginning	Ending
General Fund	\$ 21,875.37	\$ 45,922.04
Security Deposits	\$ 42,425.00	\$ 42,425.00
Capital Reserve	\$100,651.19	\$ 73,364.45
Arsenic Sinking Fund	\$ 34,178.78	\$ 34,179.13
Bank of the West	\$ 6,966.29	\$ 4,841.74

January billing with 834 active accounts totaled \$25,926.45. The gallonage for the month was reported at 4,504,000 gals. (3.592M Res, 0.899M Com., 0.013M Fire); compared to 3,415.000 gals the previous month. The January 2011 comparison was 3,242,000 gallons. Total gallons billed for the fiscal year-to-date was reported at 36,938,000 gallons (7 mos.).

The (2) two monthly cash management reports are attached showing total receipts deposited (all sources) of \$28,637.69 and total disbursements for the month of \$28,294.98.

The financials include QuickBooks invoices #1458 to #1465 and In-Hance audits #10,664 through #10,702 with the accounts receivable balancing in both at \$29,128.70. No impact fees were collected in the month of January. It was noted budget vs. year to date analysis and monthly general journal entries were also attached to the report for approval. The data was respectfully submitted by Management, Sarah Hrabina, and reviewed by Treasurer, Barrie Dickerson, for final Board approval. R. Lee moved to accept the financial report. D Gosney seconded the motion and upon vote the Financial Reports for the period ending 1/31/2012 were unanimously approved.

#### Agenda Item # 10 Operations Report and Approval as of 2/14/2012

R Hrabina/Management presented a recap of the past month's activities with 21 work orders, including turn ons, turn offs, meter re-reads, meter/valve repair/replacement, line break/leak repairs, and other service needs. R Hrabina provided additional information regarding the main line leak under the home at 18842 Mechling Drive. There were no records on file for the unknown line and extensive hand digging and pot-holing was required to determine where it was tied into the system. After several days the line was able to be shut down and capped. Although the customer was unhappy upon discovering there was a main line under her newly acquired home, Management made the repair and advised the owner when there is no recorded easement AZ law provides utilities with "an easement in place". The customer was also advised it was obvious the (mobile) home was installed over top of the water line.

There were six (6) blue stakes marked for the period.

28 pink slips issued in January but were not were not completed as of this report for February. Monthly test results for E-Coli & Coliform were negative.

Well Stats as of 02/16/2012 saw no change from last report:

Water levels:	LAST REPORT	THIS MONTH
Big John #1	20' Draw to 23'	20' Draw to 23'
Big John #2	20 Draw to 36'	20' Draw to 36'
GOA #1	20' Draw to 24'	20' Draw to 24'
GOA #2	20' Draw to 36'	20' Draw to 36'
Oasis #1	21' Draw to 30'	21' Draw to 30'
Oasis #2	22' Draw to 29'	22' Draw to 29'

System operator Bob Hanus inspected the system and daily log book as required by ADEQ. He found everything to be in order for the month of January, 2012.

Management stated the work done on Wanda Dr. was completed and has been signed off by the County Inspector.

D. Gosney moved to accept the operations report as presented. B. Dickerson seconded the motion and upon vote the operations report was unanimously approved.

# Agenda Item #11 Future Capital Improvement Projects

Management presented details on the existing 4-inch line crossing under the freeway to service customers on the east side. It was estimated the line was installed in the 1960's. In the event of a problem with this line, it was estimated it would be several days or more to get water to the customers and would be a very difficult repair. Management suggested investigating a second 4-inch line that reportedly leaked and abandoned years ago, to see if a new 2-inch line could be fed through it. Management proposed digging up 4-inch abandoned line at both ends of the freeway. It would then have to be determined if a new 2-inch line could be blown through it. If possible, it would enable the Water District to supply water to the east side in the event of an emergency for a nominal cost. Boring under the freeway would not be a good option because of the high cost. It was also noted the State may not even permit boring. The Board agreed investigating the existing line was worthwhile with B Dickerson moving for Management to investigate the matter at the cost of approximately \$4,500.00. The motion

was seconded by D Gosney and unanimously approved by the Board. Upon investigating, Management should report the findings back to the Board.

#### Agenda Item #12 Website and Webmaster

R.Gosney volunteered to be webmaster and continue to maintain the BCCWID website previously created by the past chair, R. Marley.

# Agenda Item # 13 Request for New Customer Information for "Welcome Wagon" Organization

Board member Doris Gosney is developing a Welcome Wagon Organization in Black Canyon City. She spoke of finding a way to reach new people coming to our town through the water application process. Permission was asked to have new water customers be made aware of the Welcome Wagon Organization. It was agreed Welcome Wagon may provide a form to the office allowing new customers to volunteer their contact information be provided to Welcome Wagon. The information would be for the use of Welcome Wagon only and for no other purpose.

## Agenda Item # 14 Budget Committee for Fiscal Year 2012-2013.

Traditionally the Budget Committee is comprised of Management, two (2) Board Members and (at least) two (2) members of the public. B. Dickerson as Treasurer and Sarah Hrabina from Management volunteered to serve on the 2012-12 committee. In addition, Ron Lee volunteered to represent the Board and Tony Chavez and Ginger Gray were both contacted as past volunteers and both are willing represent the public on the 2012-2013Budget Committee.

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

There was no input from the floor for Public Call.

With no other business to come before the Board, the Chair thanked the public for attending and the Board meeting adjourned at 7:15 P.M.

## CERTIFICATION:

I, <u>Sarah J. Hrabina</u>, certify that the Agenda for the FEBRUARY 16, 2012 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Friday, February 10, 2012 on or before 4:30 PM.

Sarah J. Hrabina
Sarah J. Hrabina

#### ATTESTED:

	for the Black Canyon City Water Improvement District certify are true and correct to the best of my knowledge and belief.
Respectfully submitted,	
	Doris Gosney
	Doris Gosney, Secretary

Transcription of minutes completed by Cindy Brannan on <u>02/27/2012</u>

Full digital recording available: 45 minutes long.