

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

Chair, Dave Moore called the meeting to order at 6:00 PM. (one Board member was running late, and another was not in attendance, so there was a delay in starting as there was not a quorum until the third Board member arrived)

Roll Call showed a quorum (3 of 5):

Dave Moore, Chair; Eva Berst, Vice Chair; Jed Carter, Member-at-Large

Also in attendance: Management– Randy Hrabina, Sarah Hrabina

Public: Cindy Brannan, Dorothy Moore, Jeff Scholz, Jared Scholz, Tony Chandler

Not in attendance: Barrie Dickerson, Treasurer

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

Agenda Item #7 Opening of Bids for the Ann Black/K-Field Water Main Replacement Project & Possible Awarding of Bid

The Chair opted to start with agenda item number 7 so that, after the Board opened the bids and possibly awarded the contract, the contractors in attendance at the meeting could leave if they chose.

Management had advertised for bids in the Prescott Courier as well as posting information on the District website. Randy Hrabina has conducted three mandatory site visits and inspections with bidders, and Management has checked all licensing and insurance requirements. There were three acceptable bids to review from the following contractors: Chandler Construction, In-Ground Construction, and Scholz Contracting. Bidders in attendance at the meeting were Tony Chandler, Jeff Scholz, and Jared Scholz. All Board members had a copy of the Scope of Work for the project, which was briefly recapped by Chair Dave Moore as he began to open the sealed bids. The bids were opened in alphabetical order and were as follows:

Chandler Construction:	\$ 78,500
In-Ground Construction:	\$148,000
Scholz Contracting:	\$171,002

After opening the bids, the Chair asked for questions/comments from the Board and Management. Randy Hrabina stated that due to past experience working with Chandler Construction he had no doubt that Tony could do a good job and keep costs within his bid amount. All bids were higher than Randy had initially projected to the Board several months ago, but Randy felt the lowest bid was still within reason. He also stated that cost of materials (provided by the District) would be approximately \$14,000. Even with the project costs being higher than originally anticipated, Randy felt it is very important to go ahead with the work as planned. At this point there were two issues to be addressed: first, whether or not to proceed with the project, and second, which bidder, if any, would be awarded the contract.

Dave Moore made a motion to proceed with the project even though the cost will be more than originally expected. Eva Berst seconded the motion and, upon vote, the motion passed unanimously.

With the decision to proceed with the project, Eva Berst made a motion to award the project to Tony Chandler of Chandler Construction for the amount of \$78,500. Jed Carter seconded the motion and, upon vote, this measure also passed unanimously.

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. Eva also shared a Facebook message posted on the Black Canyon Bulletin Board from Scott Butler, a new owner/user who attended the Sept. 25 Board meeting. The message was complimenting the Board and Management for “keeping our water district financially sound and operating efficiently.”

Agenda Item #4 Approval of Minutes 9/25/18 Regular Board Meeting

The September 25, 2018 Regular Board Meeting minutes were reviewed. All Board members stated they had read the minutes. With no additions or corrections noted, Eva Berst made the motion to accept the minutes as written. Dave Moore seconded the motion and, upon vote, the minutes from the September 25, 2018 Regular Board Meeting were approved unanimously.

Agenda Item #5 Treasurer's Financial Report for Approval as of 9/30/18

Since Treasurer Barrie Dickerson was absent from this meeting, Chair Dave Moore asked Management Sarah Hrabina to present the 9/30/18 Financial Report:

Account	Beginning	Ending	Change
General Fund	\$ 62,509.91	\$ 78,269.06	\$ 15,759.15
Security Deposits	\$ 45,440.00	\$ 45,440.00	\$ -0-
Impact/Capital Fund	\$216,216.51	\$175,916.51	- \$ 40,300.00
Arsenic Sinking Fund	\$ 73,491.71	\$ 75,991.71	\$ 2,500.00
Recap/Bank of the West	\$ 20,213.10	\$ 22,845.78	\$ 2,632.68
Account Totals =	\$417,871.23	\$398,463.06	-\$19,408.17

Cash Management	Deposits	\$ 45,270.02
GJ Adjustments:		
Monthly scanner fee		-\$ 45.00
NSF ck & bank fees		-\$ 82.26
Cash Management	Deductions/checks	<u>-\$ 64,550.93</u>
	Net Gain/(Loss)	<u>-\$ 19,408.17</u>

(Note #1: Payment of \$40,300 for AdEdge Arsenic upgrades
 Note #2: AZ Sales Tax payment is made with a DEBIT from the Bank of the West account
 Note #3: Per an email from Yavapai Co. Chief Deputy Treasurer: Reconciliation Statements for all the Yavapai accounts have not yet been received due to some technical difficulties. The report is, nonetheless, the balances as of the District's QuickBooks records 9/30/18. The only thing missing is any interest Yavapai County would have recorded. This will be included and reported in next month's report.)

September billing totaled \$39,281.53. Water consumption for the month was reported at 4,365,000 gallons compared to 4,767,000 gallons the previous month and the September 2017 comparison of 4,781,000 gallons. Total gallons billed for the fiscal year-to-date was 15,232,000 gallons (3 months); with comparison to previous fiscal year-to-date of 16,195,000 gallons. The financials include Quick Books invoices #2411 to #2431 and In-Hance Audits #16,035 through #16,081 with the accounts receivable in both In-Hance and Quick Books balancing at \$24,935.91.

No Impact Fees were collected in September.

Dave Moore moved to accept the Financial Report, with Eva Berst seconding the motion. Upon vote the Financial Report as of 9/30/2018 passed unanimously.

Agenda Item #6 Operations Report and Approval as of 10/22/18

Randy Hrabina presented the Operations Report, giving a recap of the Sept 25, 2018 through Oct 19, 2018 activities with 22 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; 40 pink slips.

Test results from Test America for monthly Bac-t's (E-Coli & Coliform) for both August and September were negative.

Arsenic:	Last/2 nd Qtr	This/3 rd Qtr
Big John	0.0050	0.0053
GOA	0.0088	0.0010

Oasis < 0.0010 < 0.0010

WELL STATS: Due to the wet monsoon season, well levels have improved and are back in NORMAL range.

Water Levels:	Last Report/ Sept 2018	This Report/ Oct 2018
Big John #1	28' Draw to 29'	21' Draw to 23'
Big John #2	28' Draw to 29'	21' Draw to 24'
GOA #1	26' Draw to 29'	21' Draw to 23'
GOA #2	26' Draw to 29'	21' Draw to 25'
Oasis #1	28' Draw to 29'	22' Draw to 25'
Oasis #2	28' Draw to 29'	22' Draw to 25'

BACKFLOW TESTING: Randy reported that Management has received all but one customer report. The deadline is November 1, 2018.

ARSENIC UPGRADES PROJECT: The project is completed, except for AdEdge connecting the wiring. Although Management had planned on doing some of the work, as previously discussed, due to labor issues AdEdge was not able to do the installation. They have agreed to reduce their bill to \$70,000 to compensate the District and Randy has attached his bill for the installation and electrical work done on the project. Total cost was under the original estimate of \$80,000.

Dave Moore asked for an update on the new well. Randy replied that at this point we are still not even on the two month waiting list. He will be calling the well drillers and pushing them to get our project on their calendar.

Because the well levels are currently back to normal, Dave Moore made a motion to move the district from a Level 3 back to a Level 2 water conservation plan. Management agreed with this decision. Eva Berst seconded the motion and, upon vote, the motion passed unanimously.

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 September 2018.

With no further discussion or questions, Jed Carter made a motion to accept the operations report as presented. The motion was seconded by Eva Berst and, upon vote, the measure passed unanimously.

Agenda Item #8 Open Board Position/Letter(s)-of-Intent & Possible Board Appointment

Chair Dave Moore explained that the open Board position occurred in May when Secretary Vicki Zimmerman had to resign. The open position has been posted both online and at the post office. The District has received one letter-of-intent from Dorothy Moore and Board members were all given a copy of that letter. To verify for the record Dave had Dorothy confirm that she lives within the District and is a registered voter in Arizona. Both Eva Berst and Dave Moore thanked Dorothy for her willingness to serve on the Board. With no further comments or questions, Eva Berst made a motion to appoint Dorothy Moore to the Board position of Secretary. Jed Carter seconded the motion and, upon vote, the measure passed unanimously.

Following the vote, Dave Moore then administered the oath of office to Dorothy Moore, finalizing her appointment to the position of Board secretary.

Agenda Item #9 Survey/Legal Quit-Claim Deed for TPN 501-03-017Q

Chair Dave Moore explained the need for a survey of property parcel TPN 501-03-017Q. During the recent litigation, the April tank site property was surveyed, but stopped where that parcel abutted parcel TPN 501-03-017Q. Mark, the property owner of 017Q, is waiting for his designer to finish putting plans together for a home on his property. Dave asked Mark to alter the design of his home, which Mark felt was a good idea, to avoid the water line because he knows the District does not want that line under the home.

This issue needed to go before the Board for approval because the property has to be surveyed before Mark can sign a Quit Claim deed granting an easement to the District. The District has gotten a quote of \$2000 from Hubbard Engineering to complete the necessary survey, which will need to be completed within the next six months.

Eva Berst made a motion to approve the survey of parcel TPN 501-03-017Q in the amount of \$2000. Jed Carter seconded the motion and, upon vote the motion passed unanimously.

Agenda Item #10 Monument Markers for TPN 501-03-017P and Q

Once the survey of TPN 501-03-017Q is completed and the Quit Claim deed has been filed, monument markers (18 inch long #4 rebar with blue plastic caps) need to be placed along the waterline running through both easements. This will clearly mark where the water line and easement are for future reference so, years from now when there is new Management and a new Board, they will know exactly where the line and easement run. Hubbard Engineering has provided the District with a quote for \$2700 to complete the project. They have identified approximately 38 angle points that need to be monumented. The blue plastic caps will be engraved with "WL ESMT" on the top. They will be left approximately 1" above grade.

Jed Carter made a motion to approve \$2700 for monument marking of parcels 017P and 017Q. Dave Moore seconded the motion which, upon vote, passed unanimously.

Agenda Item #11 Call to the Public

None

With no other business to come before the Board, the Chair adjourned the meeting at 6:49 P.M. Chair Dave Moore thanked everyone for their attendance and announced that the next Board Meeting will be November 27, 2018.

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the October 23, 2018 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on October 18, 2018, on or before 4:30 PM.

Sarah J. Hrabina
Sarah J. Hrabina

ATTESTED:

I, Dorothy Moore, 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,

Dorothy Moore
Dorothy Moore, Secretary

Transcription of minutes completed by Lavon Van Dusen 11/1/2018.
A full recording is available; 0:49:05 in length