

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
JANUARY 22, 2019 REGULAR BOARD AND REORGANIZATION MEETING**

Vice Chair, Eva Berst called the meeting to order at 5:45 PM, explaining that she would be officiating until the Board completed the reorganization and appointing of a Chair for this calendar year.

Roll Call showed a quorum (3 of 5):

Eva Berst, Vice Chair; Dorothy Moore, Secretary; Dave Moore, Newly appointed to Board by Yavapai County Board of Supervisors, incumbent/unopposed board member

Also in attendance: Management– Randy Hrabina, Sarah Hrabina

Public: Wil Tounshendeaux, Cindy Brannen, Diana Butler, Gregg Watts

Not in Attendance: Jed Carter, Newly appointed to Board by Yavapai County Board of Supervisors, incumbent/unopposed board member

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

Agenda Item #3 Oaths-of-Office Yavapai Co. Board of Supervisors Appointments: Dave Moore and Jed Carter

Vice Chair Eva Berst asked Dave Moore to come forward to take the oath-of-office, noting that Jed Carter was not present at the meeting to also take his oath. Dave came forward and was sworn in as a newly appointed to the Board by Yavapai County Board of Supervisors, incumbent/unopposed Board member.

Agenda Item #4 Resignation Letter from Barrie Dickerson

At this time Eva Berst read the resignation letter submitted by Barrie Dickerson in which she expressed her appreciation to the Board and Management and explained she was moving out of the District so was no longer able to serve on the Board. Dave Moore noted that Barrie had served on the Board continuously for 9 years and 2 months. Sarah Hrabina commented that Barrie had been a wonderful asset to the Board and a great person. Dave Moore made a motion to accept Barrie Dickerson’s letter of resignation from the Board. The motion was seconded by Dorothy Moore and, upon vote, the measure passed unanimously.

Agenda Item #5 Reorganization of Board Members

Vice Chair Eva Berst explained that, every January, the Board is required to reorganize, selecting who will serve in each position: Chair, Vice Chair, Secretary, Treasurer, and Member-at-Large. Eva stated she was comfortable serving as Vice Chair and would like to remain in that position. Dave Moore stated he would be happy to serve as the Chair for the district (continuing his previous role as Chair). Dorothy Moore chose to serve in the position of Treasurer. Since Jed Carter was absent and thus unable to state his desire for a position, Eva Berst nominated him to serve in the position of Member-at-Large, as he had seemed comfortable serving in that position in the past. Dorothy Moore made a motion to accept the Slate of Officers for 2019 and Dave Moore seconded. Upon vote the measure passed unanimously. At this point, Eva turned the meeting over to Dave Moore, Chair.

Agenda Item #6 Board Member Reports

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

Agenda Item #7 Approval of Minutes 12/18/18 Regular Board Meeting

The December 18, 2018 Regular Board Meeting minutes were reviewed. All Board members stated they had read the minutes. With no additions or corrections noted, Dave Moore made the motion to accept the minutes as written. Eva Berst seconded the motion and, upon vote, the minutes from the December 18, 2018 Regular Board Meeting were approved unanimously.

Agenda Item #8 Treasurer's Financial Report for Approval as of 12/31/18

At this point Chair Dave Moore requested that Sarah Hrabina present the 12/31/18 Financial Report:

Account	Beginning	Ending	Change
General Fund	\$134,390.32	\$ 87,391.54	-\$ 46,998.78
Security Deposits	\$ 45,540.00	\$ 45,540.00	\$ 0.00
Impact/Capital Fund	\$100,116.77	\$102,616.77	\$ 2,500.00
Arsenic Sinking Fund	\$ 81,095.79	\$ 83,595.79	\$ 2,500.00
Recap/Bank of the West	\$ 22,415.10	\$ 13,750.07	-\$ 8,665.03
Account Totals =	\$383,557.98	\$332,894.17	-\$ 50,663.81

Cash Management	Deposits	\$ 35,679.03
GJ Adjustments:		
Monthly scanner fee		-\$ 45.00
NSF cks & bank fees; (+voided ck- net adj)		-\$ 200.00
Cash Management	Deductions/checks	<u>-\$ 86,097.84</u>
	Net Gain/(Loss)	-\$ 50,663.81

(Disbursements include Const. Project materials \$21,645.18; ADEQ annual Map Testing \$2,408.80; Chandler Construction second installment (40%) \$31,400; Harris Computers annual support fee \$4,773.79; AZ Sales Tax payment is made with a DEBIT from the Bank of the West account)

December billing totaled \$36,812.65. Water consumption for the month was reported at 3,652,000 gallons compared to 3,539,000 gallons the previous month and the December 2017 comparison of 4,084,000 gallons. Total gallons billed for the fiscal year-to-date was 26,393,000 gallons (6 months); with comparison to previous fiscal year-to-date of 29,812,000 gallons. The financials include Quick Books invoices #2455 to #2463 and In-Hance Audits #16,208 through #16,276 with the accounts receivable in both In-Hance and Quick Books balancing at \$24,139.85.

No Impact Fees were collected in December.

Eva Berst moved to accept the Financial Report as presented. Dave Moore seconded the motion and, upon vote, the Financial Report as of 12/31/2018 passed unanimously.

Agenda Item #9 Operations Report for Approval as of 1/21/19

Randy Hrabina presented the Operations Report, giving a recap of the Dec 17, 2018 through Jan 21, 2019 activities with 36 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; 39 pink slips.

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

WELL STATS: Well levels continue to be in the NORMAL range

<u>Water Levels:</u>	<u>Last Report/ Dec 2018</u>	<u>This Report/ Jan 2019</u>
Big John #1	21' Draw to 23'	21' Draw to 23'
Big John #2	21' Draw to 24'	21' Draw to 24'
GOA #1	21' Draw to 23'	21' Draw to 23'
GOA #2	21' Draw to 25'	21' Draw to 25'
Oasis #1	22' Draw to 25'	22' Draw to 25'
Oasis #2	22' Draw to 25'	22' Draw to 25'

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 2018.

Dave Moore inquired as to whether or not the District is required to do testing of copper. Randy Hrabina replied that, yes, it is required every 3 years, and Management did the testing last year.

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

Agenda Item #10 Bid Opening for Old Black Canyon Hwy Road Project and Possible Award of Bid

Before the bids were opened, Randy Hrabina took a moment to describe to the members of the public what the project entails. He explained that it involves running a new water line alongside Old Black Canyon Hwy from Beni's Pizza down to K-Mine Rd, as well as tying in to a line that runs under the highway and goes into the parking lot at 4-B's and then down an alley. It also includes a new service meter for the pizza shop, replacement of an old line in the alley behind the bar with a new PVC line, new service to the bar and to the RV park behind the bar. This will eliminate all the Water District's galvanized lines that run through the RV park.

Chair Dave Moore thanked Randy for the information. He added that, despite the District advertising for bids in The Prescott Courier, there was only one bid submitted, and only one mandatory site inspection completed with Management. Randy stated that this was the first time the District had received only one bid. There was one other company who had expressed an interest and had scheduled a site inspection, but they cancelled the inspection and decided not to submit a bid.

Before opening the bid, Dave was required to state that the Board reserves the right to select the best bid or to reject all bids, or to review only, approving to make the final selection at a future regular or special Board meeting. At that point, Chair Moore opened the bid which had been submitted by Chandler Construction and announced that the bid is in the amount of \$48,500. Randy Hrabina stated he felt that was a fair bid, but it was up to the Board to decide whether or not to accept the bid and award the contract.

After a brief discussion, Dave Moore made the motion to award the contract for this project to Chandler Construction in the amount of \$48,500. Eva Berst seconded the motion and, upon vote the measure passed unanimously.

Agenda Item #11 Banking Authorization for Yavapai County

Chair Dave Moore stated that Sarah Hrabina had prepared the signature page which all Board members needed to sign. The District requires two signatures on all checks. Generally, the Treasurer and Chair are the signers, but all Board members are listed as authorized signers. Completion of the paperwork for the Bank of the West will be postponed until the Board vacancy is filled. Dave stated that signing of the signature page would be done by the end of the meeting. No further action was required on this item.

Agenda Item #12 Open Board Position

Chair Moore explained that there is currently an open Board position because former Board Treasurer Barrie Dickerson had to resign as she no longer lives or owns property within the District. Dave stated that notice of the vacancy would be posted online as well as at the post office with a request for members of the public to submit Letters-of-Intent to serve the community. It is hoped that someone will come forward to fill the vacancy by next month. No Board action was required on this agenda item.

Agenda Item #13 Call to the Public

Wil Tounshendeaux asked several questions regarding water testing, hook-up fees, project cost over-runs by contractors, existence of fire hydrants on Old Black Canyon Hwy, and bank verification of signatures. Randy Hrabina responded to most of the inquiries with Sarah Hrabina speaking to the bank signature verification question.

Greg Watts expressed concern about bulk water sales to highway construction contractors, but Randy assured him the District has not done such sales for over 15 years. Gregg also stated problems he'd had in the past regarding lack of clean-up during District construction projects. Randy stated that he would take responsibility to see that was addressed.

With no other business to come before the Board, the Chair adjourned the meeting at 6:37 P.M. Chair Dave Moore thanked everyone for their attendance and announced that the next Board Meeting will be February 26, 2019.

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the January 22, 2019 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on January 16, 2019, 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 1/30/2019.
A full recording is available; 0:52:13 in length