

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
FEBRUARY 26, 2019 REGULAR BOARD MEETING**

Chair, Dave Moore called the meeting to order at 5:48 PM,

Roll Call showed a quorum (4 of 5):

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

Also in attendance: Management– Randy Hrabina, Sarah Hrabina

Public: Bob Cothorn, Ann Hutchinson, Jody Rellar, Richard Edington, Paul McAllister

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

Agenda Item #3 Oath-of-Office Yavapai Co. Board of Supervisors Appointment: Jed Carter

Chair Dave Moore asked Jed Carter to come forward to take the oath-of-office. Jed 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 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 #5 Approval of Minutes 1/22/19 Regular Board Meeting

The January 22, 2019 Regular Board and Reorganization Meeting minutes were reviewed. All Board members stated they had read the minutes. Dave Moore pointed out two minor typo corrections needed. Eva Berst made the motion to accept the minutes with the noted corrections. Dorothy Moore seconded the motion and, upon vote, the corrected minutes from the January 22, 2019 Regular Board and Reorganization Meeting were approved unanimously.

Agenda Item #6 Treasurer's Financial Report for Approval as of 1/31/19

Treasurer Dorothy Moore presented the 1/31/19 Financial Report:

Account	Beginning	Ending	Change
General Fund	\$ 87,391.54	\$ 64,903.38	-\$ 22,488.16
Security Deposits	\$ 45,540.00	\$ 45,540.00	\$ 0.00
Impact/Capital Fund	\$102,616.77	\$102,826.21	\$ 209.44
Arsenic Sinking Fund	\$ 83,595.79	\$ 86,166.87	\$ 2,571.08
Recap/Bank of the West	\$ 13,750.07	\$ 20,210.56	\$ 6,460.49
Account Totals =	\$332,894.17	\$319,647.02	-\$ 13,247.15

Cash Management	Deposits	\$ 41,509.18
GJ Adjustments:		
Monthly scanner fee		-\$ 45.00
Correction Audit#16,284 \$330.70; m,o, \$330.07 in error		-\$.63

Cash Management	Deductions/checks	-\$ 54,710.70
	Net Gain/(Loss)	-\$ 13,247.15

(Disbursements include Chandler Const. Project final 10% \$7,850 Ann Black St Project; Chandler OBC HWY Project #1 50% \$24,250; AZ Sales Tax payment is made with a DEBIT from the Bank of the West account)

January billing totaled \$36,734.01. Water consumption for the month was reported at 3,594,000 gallons compared to 3,652,000 gallons the previous month and the January 2018 comparison of 3,706,000 gallons. Total gallons billed for the fiscal year-to-date was 29,987,000 gallons (7 months); with comparison to previous fiscal year-to-date of 33,518,000 gallons. The financials include Quick Books invoices #2464 to #2471 and In-Hance Audits #16,277 through #16,339 with the accounts receivable in both In-Hance and Quick Books balancing at \$21,080.66.

Review of all audit adjustments was done with Audit#16,330 a/c#175 being adjusted for a \$250 installment payment posted incorrectly to customer's acct/receivable account.

No Impact Fees were collected in January.

Dave Moore moved to accept the Financial Report as presented. Eva Berst seconded the motion and, upon vote, the Financial Report as of 1/31/2019 passed unanimously.

Agenda Item #7 Operations Report for Approval as of 2/25/19

Randy Hrabina presented the Operations Report, giving a recap of the Jan 22, 2019 through Feb 25, 2019 activities with 18 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 January were negative.

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

Water Levels:	Last Report/ Jan 2019	This Report/ Feb 2019
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'

Black Canyon Highway Project is complete except for re-blacktopping and clean-up. All remaining work should be completed by the end of the week.

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 January 2019.

Jed Carter asked if ADEQ found any violation on the complaint filed by a customer. Randy stated that there was no violation and ADEQ has closed the case.

With no further discussion or questions, Dorothy Moore 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 Budget Committee

Chair Moore stated it was time once again to form a Budget Committee to plan for the 2019-2020 Fiscal Year. The Committee is typically comprised of 2 Board members, Sarah from Management, and, if possible, several volunteers from the public. Typically, the Treasurer is one of the Board members to serve on the Budget Committee, but since Treasurer Dorothy Moore is new to the position the Board opted to have Chair Dave Moore and Vice Chair Eva Berst fulfill those duties. Dave said he would talk with owner/user Tony Chavez to see if he would be willing to serve on the committee as he has in the past. He also had a couple other people in mind that might be willing to serve. Eva will also be considering who else might agree to be part of the Budget Committee. There was no Board action required on this agenda item.

Agenda Item #9 Open Board Position

Dave Moore stated that the open Board position was posted last month after the January Regular Board and Reorganization meeting. The Board did receive one Letter-of-Intent from a man who attended a

Board meeting several months back, and who is interested in serving on the Board. He was unable to attend the February Board meeting but verified that he is a registered voter and is very interested in serving the community. The Board chose to hold the letter and table the matter until next month when the applicant is able to attend the meeting. There was no Board action required on this item at this time.

Agenda Item #10 Appointment of Interim Acting Secretary (if needed)

Chair Dave Moore stated that since there is currently no one in the position of Board Secretary, another Board member needed to be appointed Interim Secretary until a replacement could be found. Eva Berst agreed to serve in that capacity. Dave Moore made a motion to appoint Eva Berst as Interim Secretary until the position could be filled by someone else. Dorothy Moore seconded and, upon vote, the motion passed unanimously.

Agenda Item #11 CPA Engagement Letter for 2018/2019 Fiscal Year Audit

Chair Moore explained that Alyx Cohan, the District's CPA, needs approval in the form of an Engagement Letter in order to perform the District's year-end audit. The fiscal year ends on June 30, 2019, so the audit would be for the 2018-2019 Fiscal Year. Alyx has performed the District's audits in the past and has done a good job. Dave gave a quick review of the fees that Alyx would be charging for her services and commented that they were in line with what the District had paid her in the past. Eva Berst made a motion to approve Alyx Cohan to perform the 2018-19 Fiscal Year Audit. Jed Carter seconded the motion and, upon vote the measure passed unanimously.

Agenda Item #12 Yavapai Co Planning & Zoning Major PAD Amendment Black Canyon Ranch LLC

Chair Moore explained that this agenda item was for informational purposes only. He and Randy Hrabina need to discuss it further as Randy has brought up a couple of issues that the District needs to look into. Dave stated he would call Becca, the Planner and see if she can clarify some things. No Board action was required on this agenda item.

Jody Rellar, an occupant of BC Ranch RV Resort, came to the Board meeting specifically for this agenda item. She stated that she has only heard rumors, but has not received any official notice of proposed PAD (Planned Area Development) changes. Dave offered to make her a copy of the notice received by the District.

Agenda Item #13 Heritage Park Water Ways Presentation

Bob Cothorn and Ann Hutchinson gave a presentation by Heritage Park on the upcoming Smithsonian Institutes AZ/Waterways and background information on Heritage Park, and the importance of water and how future development will have an impact on water.

Agenda Item #14 Call to the Public

None

With no other business to come before the Board, the Chair adjourned the meeting at 6:55 P.M. Chair Dave Moore thanked everyone for their attendance and announced that the next Board Meeting will be March 26, 2019.

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the February 26, 2019 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on February 19, 2019, on or before 4:30 PM.

Sarah J. Hrabina
Sarah J. Hrabina

ATTESTED:

I, Eva Berst, Acting 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,

Eva Berst

Eva Berst, Acting Secretary

Transcription of minutes completed by Lavon Van Dusen 2/8/2019.

A full recording is available; 1:08:10 in length