

**OFFICIAL MINUTES FOR THE  
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
SEPTEMBER 24, 2019 REGULAR BOARD MEETING**

Chair, Dave Moore called the meeting to order at 5:47 PM,  
Roll Call showed a quorum (5 of 5):  
Dave Moore, Chair; Scott Butler, Vice Chair; Karen Gray, Secretary; Dorothy Moore, Treasurer;  
Jed Carter, Member-at-Large  
Also in attendance: Management– Randy Hrabina, Sarah Hrabina  
Public: Tony and Lisa Chandler  
The Chair asked for a moment of silence for the customary Reflection Time

**Agenda Item #3 Board Member Reports**

Dave Moore reported the postings made by himself and Scott Butler to the Black Canyon City Bulletin Board on Facebook as well as to the BCCWID website.

**Agenda Item #4 Approval of Minutes for 7/23/19 Regular Board Meeting**

The minutes for the July 23, 2019 Regular Board Meeting were reviewed. All Board members stated they had read the minutes and found no corrections necessary. Scott Butler made the motion to accept the minutes as written. Dave Moore seconded the motion and, upon vote, the minutes from the July 23, 2019 Regular Board Meeting were approved unanimously.

**Agenda Item #5 Treasurer's Financial Report for Approval as of 7/31/19 & 8/31/19**

Treasurer Dorothy Moore first presented the 7/31/19 Financial Report:

Account	Beginning	Ending	Change
General Fund	\$ 97,722.38	\$ 74,039.16	-\$ 23,683.22
Security Deposits	\$ 45,990.00	\$ 45,990.00	\$ 0.00
Impact/Capital Fund	\$117,113.70	\$117,264.36	+\$ 150.66
Arsenic Sinking Fund	\$ 16,154.86	\$ 21,171.47	+\$ 5,016.61
Recap/Bank of the West	\$ 10,386.97	\$ 17,356.25	+\$ 6,969.28
Account Totals =	\$287,367.91	\$275,821.24	-\$ 11,546.67

Cash Management	Deposits	\$ 46,601.69
GJ Adjustments:		
+8/1 posting; Audit#16,715		
ck scanned 7/25		+\$ 3,250.00
Monthly scanner fee		-\$ 45.00
Cash Management	Deductions/checks	<u>-\$ 61,353.36</u>
	Net Gain/(Loss)	<u>-\$ 11,546.67</u>

July billing totaled \$45,772.80. Water consumption for the month was reported at 5,395,000 gallons compared to 4,806,000 gallons the previous month and the July 2018 comparison of 6,100,000 gallons. Total gallons billed for the fiscal year-to-date was 5,395,000 gallons (1 month); with comparison to previous fiscal year-to-date of 6,100,000 gallons. The financials include Quick Books invoices #2525 to #2543 and In-Hance Audits #16,626 through #16,708 with the accounts receivable in both In-Hance and Quick Books balancing at \$27,595.86.

Review of all audit adjustments was done- delinquent & penalty fees posted; Final Reads/refund Sec Deposits; re-read/corrections; turn-on;turn-off

No Impact Fees were recorded in July.

Dorothy then presented the 8/31/19 Financial Report:

Account	Beginning	Ending	Change
General Fund	\$ 74,039.16	\$ 69,175.35	-\$ 4,863.81
Security Deposits	\$ 45,990.00	\$ 45,990.00	\$ 0
Impact/Capital Fund	\$117,264.36	\$125,950.81	+\$ 8,686.45
Arsenic Sinking Fund	\$ 21,171.47	\$ 26,266.21	+\$ 5,094.74
Recap/Bank of the West	\$ 17,356.25	\$ 19,449.67	+\$ 2,093.42
Account Totals =	\$275,821.24	\$286,832.04	+\$11,010.80

Cash Management	Deposits	\$ 62,018.66
GJ Adjustments:		
8/1 posting; Audit #16,715		
ck scanned & included in		
July		-\$ 3,250.00
Monthly scanner fee		-\$ 45.00
NSF ck & fees		-\$ 3,265.00
Cash Management	Deductions/checks	- \$ 44,447.86
	Net Gain/(Loss)	<u>+\$ 11,010.80</u>

Aug billing totaled \$48,603.97. Water consumption for the month was reported at 5,937,000 gallons compared to 5,395,000 gallons the previous month and the August 2018 comparison of 4,767,000 gallons. Total gallons billed for the fiscal year-to-date was 11,332,000 gallons (2 months); with comparison to previous fiscal year-to-date of 10,867,000 gallons. The financials include Quick Books invoices #2544 to #2559 and In-Hance Audits #16,709 through #16,801 with the accounts receivable in both In-Hance and Quick Books balancing at \$32,038.78.

Review of all audit adjustments was done- delinquent & penalty fees posted; Final Reads/refund Sec Deposits; re-read/corrections; turn-on;turn-off

Four Impact Fees were recorded in August: a/c#317, #333, #801 & #116 \$10,000

Sarah Hrabina took a moment to give the new Secretary, Karen Gray, a brief explanation of the accounting and reporting process. Dave Moore also asked for clarification on the NSF check and fees in the August financial report.

With no further questions or discussion, Jed Carter made a motion to accept the 7/31/19 and the 8/31/19 Financial Reports as presented. Karen Gray seconded the motion and, upon vote, the motion carried unanimously.

**Agenda Item #6 Operations Report for Approval as of 9/23/19**

Randy Hrabina presented the Operations Report, giving a recap of the July 23, 2019 through Sept. 23, 2019 activities with 63 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; 55 pink slips.

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

3<sup>rd</sup> Quarter Arsenic:

	3 <sup>rd</sup> Qtr	2 <sup>nd</sup> Qtr comparison
GOA	0.0023	<0.0010
Big John	0.0013	0.0011
Oasis	0.0011	<0.0010

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

Water Levels:	Last Report/ July 2019	This Report/ Sept 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'

Although the Board approved at the July Board meeting to have Corpro inspect the cathodic protection in the water tanks, after further review of the contract Management realized what was proposed. They would only be looking at the control at each site to see what the output DC was. Management does that every month so at a cost of \$2,775 it was not in the District's best interest to have Corpro do this work.

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 months of July and August 2019.

Chair Dave Moore asked for more information on the Corpro cathodic protection inspection. Randy explained that initially he had thought that the inspection included an actual, physical, in-tank inspection, but upon rereading the contract found this was not the case. Since the service Corpro was offering is the same action that Management does every month, there was no need for the Corpro service. Randy pointed out that when the District has divers go into the tank for the overall tank inspection, they look at and photograph the cathodics at that time. He felt this is sufficient for monitoring the system.

With no further discussion or questions, Dave Moore made a motion to accept the operations report as of Sept. 23, 2019. The motion was seconded by Scott Butler and, upon vote, the measure passed unanimously.

**Agenda Item #7 Vladimir/Thalhoefer Water Main Project-Opening of Bids & Board Action**

Before opening bids, Management Randy Hrabina addressed concerns from Chair Dave Moore as to the financial state of the District following several large expenses, which might have an impact on the feasibility of moving forward with the Vladimir/Thalhoefer project. All Board members had been given a copy of an overview of recent expenditures. Randy explained to them what each expense was for and which ones were paid and which ones were still payment pending. The overview included funds available from the General Fund (\$11,691) and the Capital Improvement Fund (\$145,010) minus the outstanding expenses (\$33,649). There was a space to include the project bid amount (once the bid was opened) to be subtracted from the amount of total funds available, (currently \$156,701) which would then show the total balance in reserve. Randy indicated that the District generally tries to keep \$75,000 in reserve. He also stated he would prefer to do this project in October, rather than delaying until January, if possible.

As Chair Dave Moore prepared to open the one project bid that the District received (Chandler Construction), he explained that the Board's options were to accept the bid and approve the project, refuse the bid and re-bid the project, or decide to hold off on the project at this time. Sarah Hrabina confirmed that the bidder's license and insurance were current. At that point, Dave opened the bid. He announced to the Board that the bid amount was for \$79,500 which included all labor and equipment. The District will provide all pipe, fittings, service lines, and meters, while the contractor will supply all shading, AB material, concrete, slurry, and blacktop as needed. The total cost of materials supplied by the District would be approximately \$8,500, bringing the total project cost to \$88,000.

Management pointed out that the next deposit to the Capital Improvement Fund would be in October, increasing the amount of available funds by approximately \$10,000, which would bring the Capital Improvements Fund total up to the desired minimum prior to the October 21 project start date.

Chair Moore stated he was inclined to suggest moving ahead with this project because of pricing, contractor availability and potential unaccessibility of contractor in the future. There were no other comments or objections from the Board. Dave Moore made a motion to award the project contract to Chandler Construction in the amount of \$79,500. The motion was seconded by Jed Carter and, upon vote, the motion carried unanimously.

**Agenda Item #8 Authorized Signers for Yavapai County**

Chair Dave Moore explained that whenever the Board gains a new member, Yavapai County requests that a new signature page be signed by all Board members so all signatures are on one form. Management Sarah Hrabina presented the document for all members to sign, but first the Board had to vote, giving consent to

the action. Scott Butler made a motion to approve all Board members as authorized signers on behalf of the District. The motion was seconded by Jed Carter and, upon vote, the motion carried unanimously.

**Agenda Item #9 GOA#3 New Well Report**

Chair Moore asked Randy Hrabina to discuss the progress on the new GOA well. Randy explained that the well was not functioning as he had hoped and was not providing enough water with the way it had been set up. To help bring more water into the well the casing will need to be perforated from the 25 foot level to the 100 foot level. This should cause more water to flow at a faster rate into the well.

This item was for informational purposes only. No Board action was required.

**Agenda Item #10 Upgrade on Big John Wells/Pumps**

Management Randy Hrabina gave a brief recap of the problems that have been encountered at the Big John well site. He could not say for certain that the issues were specifically caused by generator malfunction as they happened during a time when there were numerous lightning strikes in the area, which could possibly have been a factor. There are lightning suppressors on all pumps in the District and Randy is not certain how a lightning strike would go past a suppressor, but the generator representative felt that the pump had been hit by lightning. Pump Tech said they have a lot of trouble up in the Mayer area with over-current and under-current issues with APS (Arizona Public Service). Randy has dealt with APS in the past in relation to pump electrical issues and has not found them to be very helpful. Randy is still working on the generator issues and will not put it back into use until he is certain all is functioning properly.

This item was for informational purposes only. No Board action was required.

**Agenda Item #11 Call to the Public**

None

**With no other business to come before the Board, the Chair adjourned the meeting at 6:44 P.M. Chair Dave Moore thanked everyone for their attendance and announced that the next Board Meeting will be October 22, 2019.**

**Certification:**

I, Sarah J. Hrabina, certify that the Agenda for the September 24, 2019 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on September 20, 2019, on or before 4:30 PM.

**Sarah J. Hrabina**  
Sarah J. Hrabina

**ATTESTED:**

I, Karen Gray, 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,

**Karen Gray**  
Karen Gray, Secretary

Transcription of minutes completed by Lavon Van Dusen 10/7/2019.  
A full recording is available; 57:30 in length