

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

Chair, Dave Moore called the meeting to order at 5:45 PM,  
Roll Call showed a quorum (3 of 5):  
Dave Moore, Chair; Scott Butler, Vice Chair; Dorothy Moore, Treasurer  
Not in attendance: Karen Gray, Secretary; Jed Carter, Member-at-Large  
Also in attendance: Management– Randy Hrabina, Sarah Hrabina  
Public: None  
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 9/24/19 Regular Board Meeting**

The minutes for the September 24, 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. Dorothy Moore seconded the motion and, upon vote, the minutes from the September 24, 2019 Regular Board Meeting were approved unanimously.

**Agenda Item #5 Treasurer's Financial Report for Approval as of 9/30/19**

Treasurer Dorothy Moore presented the 9/30/19 Financial Report:

| Account                   | Beginning         | Ending       | Change               |
|---------------------------|-------------------|--------------|----------------------|
| General Fund              | \$ 69,175.35      | \$ 48,861.39 | -\$ 20,313.96        |
| Security Deposits         | \$ 45,990.00      | \$ 45,990.00 | \$ 0                 |
| Impact/Capital Fund       | \$125,950.81      | \$145,360.49 | +\$ 19,409.68        |
| Arsenic Sinking Fund      | \$ 26,266.21      | \$ 31,356.37 | +\$ 5,090.16         |
| Recap/Bank of the West    | \$ 19,449.67      | \$ 6,347.59  | -\$ 13,102.08        |
| Account Totals =          | \$286,832.04      | \$277,915.84 | -\$ 8,916.20         |
| Cash Management           | Deposits          |              | \$ 40,588.13         |
| GJ Adjustments:           |                   |              |                      |
| Plus: VOID ck#220017      |                   |              | +\$ 50.00            |
| Less: Monthly scanner fee |                   |              | -\$ 45.00            |
| Cash Management           | Deductions/checks |              | - \$ 49,509.33       |
|                           | Net Gain/(Loss)   |              | <u>- \$ 8,916.20</u> |

Sept billing totaled \$45,357.33. Water consumption for the month was reported at 5,290,000 gallons compared to 5,937,000 gallons the previous month and the September 2018 comparison of 4,365,000 gallons. Total gallons billed for the fiscal year-to-date was 16,622,000 gallons (3 months); with comparison to previous fiscal year-to-date of 15,232,000 gallons. The financials include Quick Books invoices #2560 to #2569 and In-Hance Audits #16,802 through #16,862 with the accounts receivable in both In-Hance and Quick Books balancing at \$38,447.78.

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 September.

With no further questions or discussion, Dave Moore made a motion to accept the 9/30/19 Financial Report as presented. Scott Butler seconded the motion and, upon vote, the motion carried unanimously.

**Agenda Item #6 Operations Report for Approval as of 10/21/19**

Randy Hrabina presented the Operations Report, giving a recap of the Sept 24, 2019 through Oct 21, 2019 activities with 21 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 10 Blue Stakes marked for the period; 46 pink slips.

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

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

| Water Levels: | Last Report/ Sept 2019 | This Report/ Oct 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'       |

Randy stated that Backflow Testing notices were sent out in August to customers with backflows, to do the annual testing. To date, Management has received the majority of customers' reports. Five customers had "failed" reports, so final notices were sent to them reminding them they need to have their backflow devices repaired and re-tested. Six other customers were given reminders to test before the Nov. 1<sup>st</sup> deadline.

System Operator, Bob Hanus inspected the daily logbook for the system, as required by ADEQ, and found everything to be in order for the month of September 2019.

With no further discussion or questions, Scott Butler made a motion to accept the operations report as of Oct 21, 2019. The motion was seconded by Dorothy Moore and, upon vote, the measure passed unanimously.

**Agenda Item #7 Vladimir/Thalhoefer Water Main Project Update**

Chair Dave Moore asked Management Randy Hrabina to discuss the progress on the Vladimir/Thalhoefer Water Main Project. Randy stated that the line has been run to the end of Vladimir and down to Bertha and also toward Thalhoefer, almost to the corner where they will turn to go to the dead end at the end of Thalhoefer. As each section of line is finished, water samples have to be taken and sent in for testing on two consecutive days. As long as tests results are good, the work can continue. If results are poor, the line has to be re-flushed and tests have to be done again before customers can be tied into the new line.

There were a couple of incidents involving the gas company when the work crew hit some unmarked gas lines. Work had to be stopped until a gas service crew could come out and verify the lines. The gas company determined the first line hit (a 3/4" service line that went under a house) was a dead line, but later the construction crew smelled gas and heard hissing, indicating it was not a dead line. The gas company had to be called out again, but before they arrived the construction crew hit a 2" unmarked line. The first gas company crew repaired the 3/4" line but they were not certified to work on a 2" line so a second gas crew had to be called out to take care of that line. There was also a third gas line that was almost hit because it was marked incorrectly. Between both gas line issues the construction crew lost over a day's worth of work time.

Other than the gas line issues which caused significant delays, the work has been going fairly well. Contractor Tony Chandler must have this project completed by the weekend of Nov 2 and 3, as he has another job starting Nov 4 in Prescott. The digging has been difficult as there are numerous enormous boulders to contend with, and the crew did hit and break two water lines that had to be repaired causing water shutdowns for about an hour each time. Despite the delays, Randy feels that, as long as the water samples all test okay, the project will be completed on time.

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

**Agenda Item #8 Control Purchases Online**

Chair Moore again called on Randy Hrabina to expound on this agenda item. Randy explained that most of the controls at the well sites are ones he installed 16-20 years ago. They have worked well for the District during this time, but they do eventually wear out and need to be replaced. As Randy researched new controls, he compared prices from local electrical suppliers with those available from online suppliers. He discovered that the Cutler Hammer brand that the District needs can be purchased much cheaper online than if bought locally, saving the District a great deal of money. He presented the Board with information showing the prices he found for the sizes he needed. Local prices for Size #1 ranged from \$690-\$800, while the online prices were in the \$225-\$232 range. Prices on Size #3 ran \$2,700-\$3,200 locally and \$830-1223 online. The Size #1 controls are used at multiple booster sites: Indian Hills, Cholla, and April (with two controls at each site), while size #3 controls are used at the Big John, GOA, and Oasis well sites (with two controls at each site).

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

**Agenda Item #9 Delinquent Accounts Receivable**

Dave Moore asked Sarah Hrabina to expound on the delinquent accounts receivable. She explained that there are two accounts in arrears at least 4 months, both of which are believed to be as a result of deaths.

Account #579 Ann Black Street Balance \$225.39

Last payment received was in January; No water used, balance is fees and monthly minimums.

Was informed in April that Owner died. May, her PO Box was closed. Tried to speak with friends to get additional information but all attempts failed. Yavapai County tax records provide no additional information.

Account #28 Albins Way Balance \$302.70

Name on account is no longer living there. Another person has been paying the bill for years, but last payment was in March. Off & locked for non-payment in June

Tax records from Yavapai County show someone else as Owner and also shows there are delinquent property taxes.

Management would like to serve notice by Certified Mail and/or post the property. In the case of a/c#579 there is no reason to send certified since the post office has already informed us the box has been closed. A/C#28, the certified mail would go to the named individual on the tax records plus we would post the property so the "occupant" would also get notice.

After 30 days, if the account is not paid the meter will be pulled. At any time in the future, the notice will clearly tell the customer/owner the fees to re-establish service are \$3,250.00.

After a brief discussion, Dave Moore made a motion to approve having Management post the property for account #579 and to both post and send certified letter on account #28 demanding payment and advising the Owner that failure to comply will result in the meter being removed from service. Dorothy Moore seconded the motion and, upon vote the measure passed unanimously.

**Agenda Item #10 Call to the Public**

None

**With no other business to come before the Board, the Chair adjourned the meeting at 6:31 P.M. Chair Dave Moore thanked everyone for their attendance and announced that the next Board Meeting will be November 26, 2019.**

**Certification:**

I, Sarah J. Hrabina, certify that the Agenda for the October 22, 2019 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on October 16, 2019, on or before 4:30 PM.

*Sarah J. Hrabina*  
Sarah J. Hrabina

**ATTESTED:**

I, Dave Moore, Chair 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,

*Dave Moore*  
Dave Moore, Chair

Transcription of minutes completed by Lavon Van Dusen 11/04/2019.  
A full recording is available; 44:22 in length