

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
DECEMBER 17, 2019 REGULAR BOARD MEETING**

Chair, Dave Moore called the meeting to order at 5:53 PM,
Roll Call showed a quorum (5 of 5):
Dave Moore, Chair; Scott Butler, Vice Chair; Dorothy Moore, Treasurer; Karen Gray, Secretary; Jed Carter, Member-at-Large
Also in attendance: Management– Randy Hrabina, Sarah Hrabina
Public: Alyx Cohan
The Chair asked for a moment of silence for the customary Reflection Time

Agenda Item #3 Board Member Reports

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

Agenda Item #4 Approval of Minutes for 11/26/19 Regular Board Meeting

The minutes for the November 26, 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. Karen Gray seconded the motion and, upon vote, the minutes from the November 26, 2019 Regular Board Meeting were approved unanimously.

Agenda Item #5 Treasurer's Financial Report for Approval as of 11/30/19

Treasurer Dorothy Moore presented the 11/30/19 Financial Report:

Account	Beginning	Ending	Change
General Fund	\$ 66,999.39	\$ 43,251.45	-\$ 23,747.94
Security Deposits	\$ 45,990.00	\$ 45,990.00	\$ 0
Impact/Capital Fund	\$ 63,443.63	\$ 70,579.54	+\$ 7,135.91
Arsenic Sinking Fund	\$ 31,380.89	\$ 31,380.89	\$ 0
Recap/Bank of the West	\$ 13,676.78	\$ 6,987.14	-\$ 6,689.64
Account Totals =	\$221,490.69	\$198,189.02	-\$ 23,301.67
Cash Management	Deposits		\$ 37,778.41
GJ Adjustments:			
Less: Monthly scanner fee			-\$ 45.00
NSF check & Fees			-\$ 115.00
Posting error from audit #16,952 corrected			-\$ 23.40
Cash Management	Deductions/checks		- \$ 60,896.68
	Net Gain/(Loss)		<u>-\$ 23,301.67</u>

Nov billing totaled \$38,545.22. Water consumption for the month was reported at 3,971,000 gallons compared to 4,118,000 gallons the previous month and the November 2018 comparison of 3,539,000 gallons. Total gallons billed for the fiscal year-to-date was 24,711,000 gallons (5 months); with comparison to previous fiscal year-to-date of 22,741,000 gallons. The financials include Quick Books invoices #2583 to #2593 and In-Hance Audits #16,936 through #16,983 with the accounts receivable in both In-Hance and Quick Books balancing at \$31,798.94.

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 November.

With no further questions or discussion, Jed Carter made a motion to accept the 11/30/19 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 12/16/19

Randy Hrabina presented the Operations Report, giving a recap of the Nov 26, 2019 through Dec 16, 2019 activities with 20 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 7 Blue Stakes marked for the period; pink slips have not yet been sent out.
Test results from Test America for monthly Bac-t's (E-Coli & Coliform) for November were negative.

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

Water Levels:	Last Report/ Nov 2019	This Report/ Dec 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'

Regarding the GOA#3 well site, Randy stated that Pump Tech had come and installed the new pump. The well turned out fabulous and is pumping 150 gallons per minute, which is better than had been expected. Randy showed a video of the water being pumped at the new site.

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 November 2019.

With no further discussion or questions, Dave Moore made a motion to accept the operations report as of Dec 16, 2019. The motion was seconded by Scott Butler and, upon vote, the measure passed unanimously.

Agenda Item #7 2018-19 Fiscal Year-End Audit/CPA Alyx Cohan

CPA Alyx Cohan gave a recap of the audit indicating there was no fraud; all related party transactions were provided; and explained the Management Representation Letter is an attestation from the District and Management to the CPA that all information was provided. She also indicated there were no questionable items, however, there were some bookkeeping adjustments needing to be made. During the audit, Alyx had to make some material adjustments to the District's financial statements which led to an internal control deficiency. She explained to the Board and Management what had been done and what needed to be done to prevent the need for adjustments in the future. Alyx recommended that a year-end checklist be created so all of the items that belong on the balance sheet are put on the balance sheet prior to submission for audit. After Board discussion with the auditor, Karen Gray moved to accept the draft of the 2018-2019 audit with Scott Butler seconding the motion. Upon vote the motion was approved unanimously.

Agenda Item #8 Special Request-33680 S Old Mud Springs Road with Possible Resolution

Chair Dave Moore discussed the Special Request from Mr. Garrie Prince. Mr. Prince came before the Board last month seeking Board approval to annex a parcel of land adjoining the property on which he resides (he owns both parcels). He currently resides at 33860 S Old Mud Springs Rd and has water service with the District. Mr. Prince is a Veteran in need of a caregiver. He would like to set up housing for his caregiver on the adjoining parcel. As previously stated he has been to the County and they are requesting he combine the two parcels into one in order for them to issue a permit. The adjoining parcel, however, is NOT within the Water District which is why he is seeking annexation. The caregiver's permit is considered "temporary" and any dwelling would have to be removed when the caregiver is no longer needed. There will be NO additional meter needed: he will supply water from his current meter.

Yavapai County has indicated the District approval by Resolution is required before they can proceed. Last month the Board was in agreement to give Mr. Prince the approval he is seeking provided they get approval from Jeanne Albins (a stipulation in the leased well agreement between Mrs. Albins and the District). Mr. Prince would pay any and all costs, including legal fees charged to draft the District Resolution.

Dave then confirmed with Randy Hrabina that Randy had spoken to Dave Albins and was given a “verbal” okay but had not yet received a written agreement. It was noted that the Resolution to approve the annexation request was contingent on the approval from Jeane Albins.

Dorothy Moore made a motion to approve Resolution 2019-12-17 declaring the territory annexed to Black Canyon City Water Improvement District as explained in the resolution, on the condition that approval is obtained from Jeane Albins. Jed Cater seconded the motion and, upon vote, the measure passed unanimously.

Agenda Item #9 Update on New GOA#3 Well & Pump

Randy Hrabina pretty well had summarized this agenda item in the Operations Report. He did add that he will continue flushing the well for another week or two. After that, there is testing to be completed for ADEQ which is required for a new well site. A concrete slab also needs to be poured around the site. Once satisfactory sample results are received, the well will be plumbed and tied into an existing line and then tied into the system. When asked about an estimated time frame, Randy stated it would probably be February before all the testing and results were completed and the well could go online.

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

Agenda Item #10 Call to the Public

None

With no other business to come before the Board, the Chair adjourned the meeting at 6:42 P.M. Chair Dave Moore thanked everyone for their attendance and announced that the next Board Meeting will be the first meeting in 2020 and is the Reorganization Board Meeting to be held on Tuesday, January 28, 2020.

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the December 17, 2019 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on December 13, 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 12/19/2019.

A full recording is available; 49:17 in length.