

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
JANUARY 28, 2020 REGULAR BOARD
AND REORGANIZATION MEETING**

Chair, Dave Moore called the meeting to order at 5:50 PM

Roll Call showed a quorum (4 of 5):

Dave Moore, Chair; Scott Butler, Vice Chair; Dorothy Moore, Treasurer; Jed Carter, Member-at-Large

Also in attendance: Management– Randy Hrabina, Sarah Hrabina

Not in attendance: Karen Gray, Secretary

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.

Chair Moore then shared with the Board information concerning two different customers. The first was a customer on Albins Way who was behind on payments to the Water District. She had made no attempts to bring the account current and had received notice that the meter would be pulled. In late December she sent a check for \$75 (which was not near enough to bring the account current), but the meter had already been pulled. Sarah returned the check to the customer along with a letter of explanation, and informed Dave so he would be aware of what had happened.

The second was Mr. Garrie Prince who had previously requested (at the November Board meeting) the annexation into the Water District of a property he owned. The Board had approved a resolution to annex the specified property, with the understanding that the final disposition required the approval of Mrs. Jean Albins. Approval was obtained and the annexation has been recorded with the county and returned to the District for their files.

Finally Chair Moore explained that Yavapai County is requesting a “Statement of Meeting Notice” form to be filled out regarding where the District posts notices of the public meetings. Dave stated the form would be filled out immediately and returned to the County.

Agenda Item #4 Approval of Minutes for 12/17/19 Regular Board Meeting

The minutes for the December 17, 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. Jed Carter seconded the motion and, upon vote, the minutes from the December 17, 2019 Regular Board Meeting were approved unanimously.

Agenda Item #5 Treasurer's Financial Report for Approval as of 12/31/19

Treasurer Dorothy Moore presented the 12/31/19 Financial Report:

Account	Beginning	Ending	Change
General Fund	\$ 43,251.45	\$ 31,627.19	-\$ 11,624.26
Security Deposits	\$ 45,990.00	\$ 45,990.00	\$ 0
Impact/Capital Fund	\$ 70,579.54	\$ 77,858.50	+\$ 7,278.96
Arsenic Sinking Fund	\$ 31,380.89	\$ 33,965.04	+\$ 2,584.15
Recap/Bank of the West	\$ 6,987.14	\$ 9,584.71	+\$ 2,597.57
Account Totals =	\$198,189.02	\$199,025.44	+\$ 836.42
Cash Management	Deposits		\$ 44,605.12
GJ Adjustments:			
Less: Monthly scanner fee			-\$ 45.00
NSF check & Fees			-\$ 46.95
Cash Management	Deductions/checks		- \$ 43,676.75
	Net Gain/(Loss)		+\$ 836.42

Dec billing totaled \$34,782.31. Water consumption for the month was reported at 3,251,000 gallons compared to 3,971,000 gallons the previous month and the December 2018 comparison of 3,652,000 gallons. Total gallons billed for the fiscal year-to-date was 27,962,000 gallons (6 months); with comparison to previous fiscal year-to-date of 26,393,000 gallons. The financials include Quick Books invoices #2594 to #2606 and In-Hance

Audits #16,984 through #17,044 with the accounts receivable in both In-Hance and Quick Books balancing at \$27,210.27.

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

One Impact Fee was recorded in December a/c#162 \$2,500.00

Sarah/Management noted her new hire (Karissee Stanger) is proving to be a great employee and could be the perfect office manager replacement down the road. Currently only working a few hours a week, but going very well.

With no further questions or discussion, Jed Carter made a motion to accept the 12/31/19 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 1/27/20

Randy Hrabina presented the Operations Report, giving a recap of the Dec 17, 2019 through Jan 27, 2020 activities with 27 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 5 Blue Stakes marked for the period; 40 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

Water Levels:	Last Report/ Dec 2019	This Report/ Jan 2020
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 logbook for the system, as required by ADEQ, and found everything to be in order for the month of December 2019.

Randy gave an update on the new well at the GOA site. He explained that management has been working the past couple of days, running a four-inch line from the new well to the tanks, a distance of roughly 100 feet. The plan had originally been to tie into GOA#2, but it was decided the line would be run directly to the hydromatic tank, where the new line can be tied into a six-inch line instead of a four-inch line. The line is expected to be finished next week. The entire GOA site will need to be shut down, possibly for the whole day, while the water line tie-in is completed. Water sampling is also expected to be done next week per ADEQ requirements. It will take several weeks to get test results back. The final tie-in cannot be completed until satisfactory sample results are obtained. Due to a small amount of sand coming from well #3 (not uncommon for a new well) a sand filter will be installed, as has been done on several other wells within the District.

Dave Moore asked for clarification on the term "auto box holder" show on the list of work orders completed. Randy explained that was referring to part of the auto read device, where the auto read is done on the meter.

With no further discussion or questions, Dave Moore made a motion to accept the operations report as of Jan 27, 2020. The motion was seconded by Jed Carter and, upon vote, the measure passed unanimously.

Agenda Item #7 Reorganization for Board Positions

Chair Dave Moore stated every January the Board is required to reorganize, selecting the Chair, Vice Chair, Treasurer, Secretary, and Member-at-Large. He asked if any member was desiring to serve in a different position than the one they had held the previous year. When no one requested a change, Dave Moore offered to continue as Chair. Scott Butler stated he was willing to remain in the position of Vice Chair, Dorothy Moore stated she was comfortable in her position as the Treasurer, and Jed Carter said he was agreeable to remain in the position of Member-at-Large. Since Karen Gray was not in attendance, and the other positions were filled, it fell to her to continue in the position of Secretary. Dave Moore asked for a motion to accept the Slate of Officers for 2020 as follows: Chair: Dave Moore; Vice Chair: Scott Butler; Treasurer: Dorothy Moore; Secretary: Karen Gray; Member-at-Large: Jed Carter. Scott Butler made a motion to accept the Board positions as stated and Jed Carter seconded the motion. Upon vote, the motion was passed without opposition.

Agenda Item #8 Call to the Public

None

With no other business to come before the Board, the Chair adjourned the meeting at 6:17 P.M. Chair Dave Moore thanked everyone for their attendance and announced that the next Board Meeting will be held on Tuesday, February 25, 2020.

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the January 28, 2020 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on January 24, 2020, 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 2/10/2020.

A full recording is available; 26:47 in length.