

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
MAY 26, 2020 REGULAR BOARD MEETING AND
PUBLIC BUDGET AND RATE HEARING**

Chair Dave Moore called the meeting to order at 5:47 PM, explaining that this month's meeting was being held at the Water Office since the Public Library, the usual location for the Board meeting, is closed due to the COVID-19 virus. Dave noted that the public was encouraged to attend telephonically and to email any questions they might have to the Board Chair. He did not receive any emails from the public, nor any requests to attend the meeting telephonically. He noted that the Public Budget and Rate Hearing has been advertised and will commence at 6:00PM.

Roll Call showed a quorum (5 of 5):

Dave Moore, Chair; Dorothy Moore, Treasurer

Attending Telephonically: Scott Butler, Vice Chair; Karen Gray, Secretary; Jed Carter, Member-at-Large

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 verified with Scott Butler that District information was posted on the usual Facebook pages. Dave also reported the postings to the BCCWID website.

Agenda Item #4 Approval of Minutes for 4/28/20 Regular Board Meeting

The minutes for the April 28, 2020 Regular Board Meeting were reviewed. All Board members stated they had read the minutes and found no corrections necessary. Jed Carter made the motion to accept the minutes as written. Karen Gray seconded the motion and, upon vote, the minutes from the April 28, 2020 Regular Board Meeting were approved unanimously.

Agenda Item #5 Treasurer's Financial Report for Approval as of 4/30/20

Treasurer Dorothy Moore presented the 4/30/20 Financial Report:

Account	Beginning	Ending	Change
General Fund	\$ 28,310.06	\$ 38,517.89	+\$ 10,207.83
Security Deposits	\$ 45,990.00	\$ 45,990.00	\$ 0
Impact/Capital Fund	\$104,891.76	\$110,915.15	+\$ 6,023.39
Arsenic Sinking Fund	\$ 41,559.50	\$ 44,086.10	+\$ 2,526.60
Recap/Bank of the West	\$ 18,541.67	\$ 14,330.26	-\$ 4,211.41
Account Totals =	\$239,292.99	\$253,839.40	+\$ 14,546.41
Cash Management	Deposits		+\$ 40,958.59
GJ Adjustments:			
Less: Monthly scanner fee			-\$ 45.00
Cash Management	Deductions/checks		- \$ 26,367.18
	Net Gain/(Loss)		<u>+\$ 14,546.41</u>

April billing totaled \$39,514.27. Water consumption for the month was reported at 4,185,000 gallons compared to 3,023,000 gallons the previous month and the April 2019 comparison of 4,597,000 gallons. Total gallons billed for the fiscal year-to-date was 42,214,000 gallons (10 months); with comparison to previous fiscal year-to-date of 41,025,000 gallons. The financials include Quick Books invoices #2638 to #2647 and In-Hance Audits #17,206 through #17,265 with the accounts receivable in both In-Hance and Quick Books balancing at \$24,987.06.

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 April

With no further questions or discussion, Jed Carter made a motion to accept the 4/30/20 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 5/25/20

Randy Hrabina presented the Operations Report, giving a recap of the April 28, 2020 through May 25, 2020 activities with 17 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 9 Blue Stakes marked for the period; 40 pink slips.

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

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

Water Levels:	Last Report/ April 2020	This Report/ May 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 April 2020.

Management stated that GOA #3 is still not online. Randy stated they are still waiting for ADEQ inspection.

Jed Carter asked if the ADEQ inspection of the GOA #3 well was delayed due in some way to the Corona virus. Randy stated that ADEQ had not indicated such, but they had said that they would do the inspection within two weeks after receiving the necessary paperwork from Management. It has been a least two weeks and they have not been out yet, so Randy will call them tomorrow to see when they will be out to complete the inspection.

With no further discussion or questions, Dave Moore made a motion to accept the operations report as of May 25, 2020. The motion was seconded by Karen Gray and, upon vote, the measure passed unanimously.

Agenda Item #7 Public Budget and Rate Hearing to commence at 6PM

Dave Moore began by explaining that the Budget Committee met, then presented a proposed 2020-21 budget to the Board for consideration. The proposed budget includes a \$3 per month/per customer rate increase (\$2 flat rate water sales & \$1 flat rate capital improvement). At 6:00PM Dave stated he would like to open the floor for public comment, but there was no Public in attendance, so the floor was closed to the Public at 6:00PM. He also stated that he had not received any emails from the Public concerning the meeting. With no Public attendance, Dave then opened the meeting to the Board for discussion. There were no questions, comments, or discussion from the Board concerning the proposed Budget.

With no further questions or comments, Jed Carter made a motion to approve the 2020-21 Budget and Rate Increase. The motion was seconded by Karen Gray and, upon vote the motion carried unanimously.

Agenda Item #8 Annual Consumer Confidence Report

Chair Dave Moore verified that all Board members had received a copy of both the proposed letter and the completed report Management had compiled. He stated that the letter is optional, but the report is an ADEQ requirement reporting all Water District testing. With no questions or comments from the Board, Scott Butler made a motion to approve the 2019 Consumer Confidence Report. The motion was seconded by Dave Moore and, upon vote, the measure passed unanimously.

Agenda Item #9 Management Contract Revision for Training Issues

Dave Moore reminded the Board that this agenda item had been presented last month and had been tabled to give Board members time to review the request and ask questions directly with Management if they had any

concerns. He then gave a recap of the request stating that Management has employed an individual since January on a very limited work schedule: two days per week, typically three hours per day. Management feels this person will be well qualified to be the office replacement when Randy and Sarah step down/retire. Sarah feels having a smooth transition when the time comes will be a huge benefit to the District and it would be in the District's best interest to have this person well trained. Since it is hard to learn all aspects of the position with only six hours per week, Management is requesting an additional \$1,800 per month to be used to increase this individual's hours for additional training.

When the Management Contract was renewed it only included the few part-time hours for office staff to assist in day-to-day running of the business. With the need for additional hours and funding Management is requesting a revision of the Contract for Board consideration and approval. Sarah indicated last month that if the Board feels it's an issue to be dealt with when the time comes, she understands, but feels it is in the best interest of the Water District to have someone that will be up to speed and able to take over when that time comes.

Dave asked each Board member if they had considered this request since the last Board meeting and what their thoughts were on this matter. After a brief discussion and a request by one Board member to again table this matter until the next Board meeting, Dave made a motion to table this agenda item until the July 28, 2020 Regular Board meeting. The motion was seconded by Jed Carter and, upon vote, the motion was passed unanimously.

Agenda Item #10 Upcoming Elections

Chair Dave Moore reminded Board members that this election day (Nov. 3) there will be three Board seats up for re-election: Karen, Scott, and Dorothy, whose terms expire on Dec. 31, 2020. He stated that he really hopes those Board members are wanting to run for re-election so they can continue serving on the Board. Dave offered his assistance in gathering the required ballot information as he just went through the re-election process a couple of years ago.

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 6:15 P.M.

Chair Dave Moore thanked everyone for their attendance and announced that the next Board Meeting will be held on Tuesday, July 28, 2020, as there is no Board meeting in June.

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the May 26, 2020 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on May 21, 2020, 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 6/10/2020.

A full recording is available; 30:16 in length.