

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
OCTOBER 20, 2020 REGULAR BOARD MEETING**

Chair Dave Moore called the meeting to order at **5:50 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.

Agenda Items:

Item #1 **Roll Call** showed a quorum, 5 of 5, board members present:

In-Person: Dave Moore, Chair; Dorothy Moore, Treasurer
Telephonically: Scott Butler, Vice Chair; Karen Gray, Secretary; Jed Carter, Member-at-Large
Management: Randy Hrabina, Sarah Hrabina
Public: None

Item #2 The Chair asked for a **moment of silence** for the customary Reflection Time.

Item #3 **Board Member Reports**

- Dave Moore verified with Scott Butler that District information was posted on the usual Facebook pages. Scott reported no Facebook feedback was received.
- Dave reported posting the board meeting Agenda and Approved Minutes to the BCCWID website.
- Dave announced the Board's transcriptionist, Lavon Van Dusen, has resigned due to retirement. Karisse (Kris) Stanger has agreed to transcribe the minutes for this month to see if the job is a good fit for her in the future. The pay to Kris will be the standard \$60.00 per board meeting transcription fee. No board action is required.
- Dave proposed the increase to the management contract for training purposes be tabled indefinitely until the management contract is due for its normal scheduled renewal.

Item #4 **Approval of Minutes for 9/22/2020 Regular Board Meeting**

The minutes for the September 22, 2020 Regular Board Meeting were received and reviewed. All Board members stated they had read the minutes and found no corrections necessary. Dorothy Moore made the motion to accept the minutes as written. Jed Carter seconded the motion and, upon vote, the minutes from the September 22, 2020 Regular Board Meeting were unanimously approved.

Item #5 **Approval of Treasurer's Financial Report as of 9/30/2020**

Treasurer Dorothy Moore presented a recap of the 9/30/2020 Financial Report:

Account	Beginning	Ending	Change
General Fund	\$ 66,860.46	\$ 69,219.24	+\$ 2,358.78
Security Deposits	\$ 46,250.00	\$ 46,250.00	\$ 0
Impact/Capital Fund	\$146,024.76	\$155,893.86	+\$ 9,869.10
Arsenic Sinking Fund	\$ 54,252.13	\$ 59,252.13	+\$ 5,000.00
Recap/Bank of the West	\$ 14,033.71	\$ 6,566.97	-\$ 7,466.74
Account Totals =	\$327,421.06	\$337,182.20	+\$ 9,761.14

Cash Management	Deposits	+\$ 45,938.93
GJ Adjustments:		
Less: Monthly scanner fee		-\$ 45.00

Cash Management	Deductions/checks	- \$ 36,132.79
	Net Gain/(Loss)	<u>+\$ 9,761.14</u>

September billing totaled \$50,241.44. Water consumption for the month was reported at 5,690,000 gallons compared to 5,950,000 gallons for the previous month, and the September 2019 comparison of 5,290,000 gallons. Total gallons billed for the fiscal year-to-date was 17,598,000 gallons (3 months); with comparison to previous fiscal year-to-date of 16,622,000 gallons. The financials include Quick Books

invoices #2700 to #2708 and In-Hance Audits #17,505 through #17,552 with the accounts receivable in both In-Hance and Quick Books balancing at \$40,450.14.

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

No Impact Fees were recorded in September.

Dorothy reported the monthly General Journal entries and the Actual vs. Budget Report were attached for approval. Respectfully submitted by Sarah J. Hrabrina, Management and approved by Dorothy Moore, Treasurer.

There were no questions or discussions regarding the Financial Reports. Jed Carter made a motion to accept the 9/30/2020 Financial Reports as presented. Karen Gray seconded the motion and, upon vote, the motion carried unanimously.

Item #6 Approval of Operations Report as of 10/19/2020

Randy Hrabina presented the Operations Report, giving a recap of the September 22, 2020 through October 19, 2020 activities with 24 work orders completed including turn-ons, turn-offs, meter re-reads, meter/valve repair/replacement, line break/leak repairs, and other service needs.

Two of the leaks repaired were due to the County hitting a main line on K-Mine and APS drilling through a main line on Wanda. The impact fees for the new meter installed this month will not appear on the Financial Report till next month.

There were 8 Blue Stakes marked for the period; 40 pink slips, but there will be more as management is still working on them.

Water Sample test results from Test America for monthly Bac-t's (E-Coli & Coliform) were negative. Lead samples are scheduled for testing after January 2021.

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

Water Levels:	<u>Last Report/September 2020</u>	<u>This Report/October 2020</u>
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'
GOA #3 – Still Not Online		

The Hydro-pneumatic Tank at GOA approved last month and will take 6 to 8 weeks for delivery. Ordering was put on "hold" till after Randy's surgery and recovery to avoid hiring a crane twice. There was a brief discussion as to what will be done with the old hydro-pneumatic tanks. Due to costly removal, they will remain on the property, out of sight from public.

System Operator, Bob Hanus inspected the daily logbook for the system, as required by ADEQ, and found everything to be in order for this month's reporting period.

Back-flow notices were sent out for back-flow testing. Some tests are completed and the remaining are scheduled to be completed by the end of this week. Nov. 1st is deadline for completion. Respectfully submitted by Randy Hrabina, Management.

After brief discussion, Jed Carter made a motion to accept the operations report as of October 19, 2020. The motion was seconded by Dorothy Moore and, upon vote, the measure passed unanimously.

Item #7 Capital Improvements – Mud Springs Road Project Update

Chair Dave Moore asked Randy Hrabina to give the update. Randy reported the intent is to advertise for bids 30 days prior to the December 2020 board meeting and determine at that time if the job will begin in January 2021 or February 2021, depending on the available reserve funds. The goal is to have enough money to fund the project and still keep \$75K in the reserve account.

Information only. No board action required.

Item #8 Delinquent Accounts

Chair Moore asked Sarah Hrabina to open the discussion topic. Sarah indicated having two delinquent accounts, #143 (Albins Way) and #347 (Desert Cove), and is requesting approval to post notice at the property and to send certified mail to the customers giving them a 30 day notice to either pay account balance in full or their water meter will be removed. Both accounts are at least four months in arrears. Once meter is removed, customers will incur a \$3,250.00 fee (\$2,500.00 current impact fee included) to re-establish water service.

After a brief discussion, Dave Moore made a motion to approve sending the certified notifications to the two (2) delinquent customers as discussed and remove meters if not paid. Jed Carter seconded the motion and, upon vote, the motion carried unanimously.

Item #9 Call to the Public

None

With no other business to come before the Board, the Chair adjourned the meeting at 6:25 P.M. Chair Dave Moore thanked everyone for their attendance and announced that the next Board Meeting will be held on Tuesday, November 24, 2020.

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the October 20, 2020 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on October 16, 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 Karisse (Kriss) Stanger 10/22/2020.
A full recording is available; 35:48 in length.