

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
NOVEMBER 23, 2020 REGULAR BOARD MEETING**

Chair Dave Moore called the meeting to order at **5:48 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.

Item #4 **Approval of Minutes for 10/20/2020 Regular Board Meeting**

The minutes for the October 20, 2020 Regular Board Meeting were received and 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 October 20, 2020 Regular Board Meeting were unanimously approved.

Item #5 **Approval of Treasurer's Financial Report as of 10/31/2020**

Treasurer Dorothy Moore presented a recap of the 10/31/2020 Financial Report:

Account	Beginning	Ending	Change
General Fund	\$ 69,219.24	\$ 85,398.07	+\$ 16,178.83
Security Deposits	\$ 46,250.00	\$ 46,250.00	\$ -0-
Impact/Capital Fund	\$155,893.86	\$168,471.94	+\$ 12,578.08
Arsenic Sinking Fund	\$ 59,252.13	\$ 64,396.47	+\$ 5,144.34
Recap/Bank of the West	\$ 6,566.97	\$ 1,957.09	-\$ 4,609.88
Account Totals =	\$337,182.20	\$366,473.57	+\$ 29,291.37

Cash Management	Deposits	+\$ 59,162.80
GJ Adjustments:		
Less: Monthly scanner fee		-\$ 45.00
Less: NSF bank fee		-\$ 15.00

Cash Management	Deductions/checks	- \$ 29,811.43
	Net Gain/(Loss)	<u>+\$ 29,291.37</u>

October billing totaled \$46,864.19. Water consumption for the month was reported at 4,971,000 gallons compared to 5,690,000 gallons for the previous month, and the October 2019 comparison of 4,118,000 gallons. Total gallons billed for the fiscal year-to-date 2020/21 was 22,569,000 gallons (4 months); with comparison to previous fiscal year-to-date 2019/20 of 20,740,000 gallons. The financials include Quick Books invoices #2709 to #2722 and In-Hance Audits #17,553 through #17,611 with the accounts receivable in both In-Hance and Quick Books balancing at \$32,976.70.

Review of all audit adjustments was done – delinquent & penalty fees posted; final reads/refund security deposits; re-read/corrections; turn-ons/turn-offs; one impact fee was collected in October – Audit #17,561, Account #803 – of \$2,500.00.

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

After a brief discussion regarding the font size of the Actual vs. Budget report, Dave Moore made a motion to accept the 10/31/2020 Financial Reports as presented. Scott Butler seconded the motion and, upon vote, the motion carried unanimously.

Item #6 Approval of Operations Report as of 11/20/2020

Randy Hrabina presented the Operations Report, giving a recap of the October 20, 2020 through November 20, 2020 activities with 47 work orders completed including turn-ons, turn-offs, new/removed meters, meter/valve repair/replacements, line break/leak repairs, meter re-read/final reads, water pressure/conditions and other service needs.

One new meter was installed on Gregory Street. One main line service break was repaired at Mud Springs Rd., again. Seven of the 14 meter re-reads resulted in corrected bills. The one water pressure/condition issue was due to the customer's water softener.

There were 11 Blue Stakes marked for the period; 42 pink slips issued for the period.

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

<u>Arsenic Levels:</u>	<u>1st Qtr.</u>	<u>2nd Qtr.</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>
Oasis	<0.0010	<0.0010	<0.0010	<0.0010
GOA	0.0031	0.0048	0.0062	0.0067
Big John (BJ)	<0.0010	<0.0010	0.0010	0.0014

Randy estimated the GOA arsenic filters will need to be replaced by the end of next year as levels continue to rise.

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

<u>Water Levels:</u>	<u>Last Report/October 2020</u>	<u>This Report/November 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		

For the backflow testing, all customers have had their backflows tested. Several repairs were done and there are only two (2) customers still waiting for parts for repairs before re-testing can be completed.

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.

Respectfully submitted by Randy Hrabina, Management.

After a brief discussion, Jed Carter made a motion to accept the operations report as of November 20, 2020. The motion was seconded by Scott Butler and, upon vote, the measure passed unanimously.

Item #7 2019/2020 Pre-Audit Board Review

Board reviewed, information only. No board action taken or required.

Item #8 Call to the Public

None

With no other business to come before the Board, the Chair adjourned the meeting at 6:18 P.M. Chair Dave Moore thanked everyone for their attendance and announced that the next Board Meeting will be held on Tuesday, December 22, 2020.

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the **November 23, 2020** Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on **November 18, 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 12/18/2020.
A full recording is available; 31:11 in length.