

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
DECEMBER 22, 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 and he also posted the meeting Agenda at the Harmil Plaza public bulletin board.

Item #4 **Approval of Minutes for 11/23/2020 Regular Board Meeting**

The minutes for the November 23, 2020 Regular Board Meeting were received and reviewed. All Board members stated they had read the minutes and found no corrections necessary. Karen Gray made the motion to accept the minutes as written. Scott Butler seconded the motion and, upon vote, the minutes from the November 23, 2020 Regular Board Meeting were unanimously approved.

Item #5 **Approval of Treasurer's Financial Report as of 11/30/2020**

Treasurer Dorothy Moore presented a recap of the 11/30/2020 Financial Report:

Account	Beginning	Ending	Change
General Fund	\$ 85,398.07	\$ 77,448.56	-\$ 7,949.51
Security Deposits	\$ 46,250.00	\$ 46,250.00	\$ -0-
Impact/Capital Fund	\$168,471.94	\$177,406.34	+\$ 8,934.40
Arsenic Sinking Fund	\$ 64,396.47	\$ 69,396.47	+\$ 5,000.00
Recap/Bank of the West	\$ 1,957.09	\$ 18,807.83	+\$ 16,850.74
Account Totals =	\$366,473.57	\$389,309.20	+\$ 22,835.63

Cash Management	Deposits	+\$ 53,602.94
GJ Adjustments:		
Less: Monthly scanner fee		-\$ 45.00
Less: NSF bank fee*		-\$ -0-

Cash Management	Deductions/checks	- \$ 30,722.31
	Net Gain/(Loss)	<u>+\$ 22,835.63</u>

*Note: Returned NSF checks plus fees of \$62.00 recorded on 11/30/2020 bank statement were not received or posted until December and will be reported on the 12/31/2020 financial report.

November billing totaled \$44,204.45. Water consumption for the month was reported at 4,450,000 gallons compared to 4,971,000 gallons for the previous month, and the November 2019 comparison of 3,971,000 gallons. Total gallons billed for the fiscal year-to-date 2020/21 was 27,019,000 gallons (5 months); with comparison to previous fiscal year-to-date 2019/20 of 24,711,000 gallons. The financials include Quick Books invoices #2723 to #2732 and In-Hance Audits #17,612 through #17,666 with the accounts receivable in both In-Hance and Quick Books balancing at \$31,330.85.

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 November – Audit #17,634, Account #107 – 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.

There were no additions or corrections noted for the Treasurer's Financial Report. After a brief discussion regarding the Actual vs. Budget Report income vs. expenses percentages, Jed Carter made a motion to accept the 11/30/2020 Financial Reports as presented. Scott Butler seconded the motion and, upon vote, the motion carried unanimously.

Item #6 Approval of Operations Report as of 12/21/2020

Randy Hrabina presented the Operations Report, giving a recap of the November 20, 2020 through December 21, 2020 activities with 33 work orders completed including (3) turn-ons, (2) turn-offs, (3) new/removed meters, (5) meter/valve/box repair/replacements, (4) line break/leak repairs, (3) well/pump/system repairs, (9) meter re-read/final reads, (2) water pressure/conditions and (2) other service needs.

At the Oasis well site, the chlorinator pump was replaced, the chlorinator float was replaced and, not on the report, two circuit boards were also replaced on the chlorinator. The 911 well-check done resulted in discovering the customer was in the hospital.

There were 5 Blue Stakes marked for the period; 56 pink slips issued for the period. Water Sample test results from Test America for monthly Bac-t's (E-Coli & Coliform) were negative.

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

Water Levels:	<u>Last Report/November 2020</u>	<u>This Report/December 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 – Not Online		

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.

The bids went out for the Mud Springs Road Capital Improvement Project and will be ready for acceptance at the January, 2021 meeting. The project is anticipated to cost \$100,000.00, leaving approximately \$75,000.00 in reserves for the capital improvements fund, with a projected increase to \$100,000.00 in reserves by February, 2021. Respectfully submitted by Randy Hrabina, Management.

After a brief discussion, Dave Moore made a motion to accept the operations report as of December 21, 2020. The motion was seconded by Karen Gray and, upon vote, the measure passed unanimously.

Item #7 ADEQ Report & Problem Solving Event on Lead

Chair Dave Moore asked Randy Hrabina to open the discussion. Randy stated that ADEQ water quality parameters were set for our system and that ADEQ may require more to be set throughout the year and into 2022. Randy sent ADEQ the lab test results. ADEQ sent an email to Randy that they were going to hold a problem solving meeting to figure out what our problem is. Randy responded to ADEQ's email and informed them the problem had already been identified and that the high lead readings were a result of non-water-use in two vacant buildings. ADEQ held their meeting and concurred with Randy's

assessment. ADEQ's requirement to set water quality parameters cost BCCWID approximately \$1,600.00 and ADEQ plans to require BCCWID to re-set water quality parameters two more times within the next year, maybe four more times. Randy sent another email to ADEQ opposing the excess number of times they are requiring BCCWID to set water quality parameters stating there was no need to repeat the process as the necessary water quality parameters were already set and that the lead problems had already been identified. ADEQ planned to call Randy after the beginning of the year to discuss the issue further. The reports are in the office if anyone wants to review them, however they are quite lengthy. Next year there will be six different things ADEQ is requiring BCCWID to comply with on six different dates. Randy plans to ask ADEQ to make some exceptions to the rule to keep costs down. ADEQ also asked Randy to sit on a compliance advisory committee, which he agreed to do.

Information only. No board action taken or required.

Item #8 Customer (#2038) Usage Complaint

Chair Dave Moore asked Sarah Hrabina to open the discussion. Sarah explained that a customer filed a complaint with the AZ Attorney General's office. The customer had come into the office to pay a delinquent bill and disputed the water usage on his bill, stating his water meter valve was shut off and he could not have used that much water. However, when investigated, we discovered we had not shut off his meter. At some point in conversation, the customer disclosed to us he had purchased a tool to enable himself to turn the water on and off at the meter, at his discretion. We have not heard anything back from the AZ Attorney General's office after submitting our response to the complaint. To date, the customer's meter remains unlocked and in use. Sarah does not anticipate any future problems with this complaint.

After a brief discussion, it was clarified that the water district does not allow customers to turn the meter on and off and that the customers should be calling us to shut off/turn on meters. The customers should have a shut-off valve after the meter to shut the water off on their side of the meter.

Information only. No board action taken or required.

Item #9 Call to the Public

None

With no other business to come before the Board, the Chair adjourned the meeting at 6:31 P.M. Chair Dave Moore thanked everyone for their attendance and announced that the next Board Meeting will be held on Tuesday, January 26, 2021.

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the December 22, 2020 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on December 17, 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 01/19/2021.
A full recording is available; 44:37 in length.