

**OFFICIAL MINUTES FOR THE  
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
MARCH 23, 2021 REGULAR BOARD MEETING**

Chair Dave Moore called the meeting to order at **5:04 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 the usual District information was posted on the 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 02/23/2021 Regular Board Meeting**

The minutes for the February 23, 2021 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 February 23, 2021 Board Meeting were unanimously approved.

**Item #5                    Approval of Treasurer's Financial Reports as of 02/28/2021**

Treasurer Dorothy Moore presented a recap of the 02/28/2021 Financial Management Report:

<b>Account</b>	<b>Beginning</b>	<b>Ending</b>	<b>Change</b>
General Fund	\$ 51,919.38	\$ 98,579.20	+\$ 46,659.82
Security Deposits	\$ 46,250.00	\$ 46,250.00	\$ -0-
Impact/Capital Fund	\$198,757.79	\$118,594.85	-\$ 80,162.94
Arsenic Sinking Fund	\$ 79,427.86	\$ 84,429.08	+\$ 5,001.22
Recap/Bank of the West	\$ 11,557.93	\$ 11,550.70	-\$ 7.23
<b>Account Totals =</b>	<b>\$387,912.96</b>	<b>\$359,403.83</b>	<b>-\$ 28,509.13</b>
Cash Management	Deposits		+\$ 41,285.74
GJ Adjustments:			
Less: Monthly scanner fee			-\$ 45.00
Less: NSF CKs + bank fee			-\$ 41.56
Cash Management	Deductions/checks		<u>-\$ 69,708.31</u>
	Net Gain/( <b>Loss</b> )		<u>-\$ 28,509.13</u>

February billing totaled \$44,541.87. Water consumption for the month was reported at 4,635,000 gallons compared to 3,227,000 gallons for the previous month, and the February 2020 comparison of 3,448,000 gallons. Total gallons billed for the fiscal year-to-date 2020/21 was 39,046,000 gallons (8 months); with comparison to previous fiscal year-to-date 2019/20 of 35,006,000 gallons. The financials include Quick Books invoices #2763 to #2773 and In-Hance Audits #17,797 through #17,848 with the accounts receivable in both In-Hance and Quick Books balancing at \$30,520.68.

Review of all audit adjustments was done – delinquent & penalty fees posted; final reads/refund security deposits; re-read/corrections; turn-ons/turn-offs; no impact fees were collected in February. Attached are the monthly Financial Reports 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. Jed Carter made a motion to accept the 02/28/2021 Financial Reports as presented. Dave Moore seconded the motion and, upon vote, the motion carried unanimously.

**Item #6 Approval of Operations Report as of 03/22/2021**

Randy Hrabina presented the Operations Report, giving a recap of the February 23, 2021 through March 22, 2021 activities with 38 work orders completed including turn-ons, turn-offs, new/removed meters, meter/valve/box repair/replacements, line break/leak repairs, well/pump/system repairs, meter re-read/final reads, water pressure/conditions and other service needs.

There were 6 Blue Stakes marked for the period; 49 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 have dropped again.

Water Levels:	<u>Last Report/February 2021</u>	<u>This Report/March 2021</u>
Big John #1	22' Draw to 24'	25'4" Draw to 28'
Big John #2	22' Draw to 24'	25'4" Draw to 28'
GOA #1	23' Draw to 25'	25'4" Draw to 28'
GOA #2	23' Draw to 25'	25'4" Draw to 28'
Oasis #1	24' Draw to 27'	25'4" Draw to 28'
Oasis #2	24' Draw to 27'	25'4" Draw to 28'
GOA #3 – Not Online		

Randy found an engineer to certify the GOA #3 well and the engineer is working up a price, which is anticipated to be received within the next few days.

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.

Discussions were held, for information only purposes, regarding meter replacements and the main line water leaks, for which the infrastructure is especially bad on Lisa Dr. and will need upgraded at some point in the future from a 2-inch line to a 4-inch line. Also, an extensive discussion was held on well water levels continuing to drop. Randy briefed the board of the 2002 drought plan and discussed that board approval may be needed next month to begin the enactment of the 2002 drought plan. In addition, AZDOT requested water from our aquifer to build the 5th lane on I-17 and the Albin's may sell water to AZDOT, which may cause the District well levels to drop even further. Randy suggested that if our water levels get too low, perhaps we could re-drill our wells to rehab them to possibly get more water from them.

After the information only discussions, Dave Moore made a motion to accept the operations report as of March 22, 2021. The motion was seconded by Jed Carter and, upon vote, the measure passed unanimously.

**Item #7 Budget Committee Meeting**

Chair Dave Moore announced that the District's budget for year 2021/2022 must be submitted to Yavapai County by July 10, 2021. Typically, a budget committee is formed and is comprised of two board members, the Treasurer being one of the board members, Sarah from management who prepares the financial information, and one member of the public. Scott Butler has agreed to be the second board member on the budget committee this year. Sarah briefly discussed the financial information she prepared for the budget committee meeting and how to use that information to project next year's budget. Randy requested that \$3K be added to the budget to clean the water tanks for this coming year.

Information only. No board action taken or required.

**Item #8 Update on Possible Engineer for GOA #3 Well**

Chair Dave Moore noted that this topic was already discussed during the Operations Report, Item #6, of this board meeting. Information only. No board action taken or required.

**Item #9 New Office Signage**

Chair Dave Moore thanked the management team for purchasing and installing a new sign with the BCCWID name on it at the BCCWID office building, visible to the public from the street. The cost of the sign was just below \$300.00, a very good price, and it is the responsibility of the District to pay for it, not the management team.

Dave Moore made a motion to approve the new signage and reimburse the management team for the cost to purchase and install the sign. Jed Carter seconded the motion, and upon vote, motion carried unanimously.

**Item #10 Call to the Public**

None

**With no other business to come before the Board, the Chair adjourned the meeting at 5:54 P.M. Chair Dave Moore thanked everyone for their attendance and announced that the next Board Meeting will be held on Tuesday, April 27, 2021.**

**Certification:**

I, Sarah J. Hrabina, certify that the Agenda for the **March 23, 2021** Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on **March 18, 2021**, 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 the minutes was completed by Karisse (Kriss) Stanger on 04/15/2021.  
A full recording is available; 49:41 in length.