

**OFFICIAL MINUTES FOR THE  
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
JULY 27, 2021 REGULAR BOARD MEETING**

Chair, Dave Moore called the meeting to order at 5:03 PM.

Roll Call showed a quorum with all Board Members present:

Dave Moore, Chair; Scott Butler, Vice Chair; Dorothy Moore, Treasurer; Karen Gray, Secretary and Jed Carter, Member-at-Large

Also in attendance: Management– Sarah Hrabina, Office Management; Bob Hanus, Operations/Field Public: Bill Brady, Jeri Coslett, Tina Fehr (5:07)

Unable to attend: Randy Hrabina at K-Field Project with water off to customers

The Chair asked for **a moment of silence** for the customary Reflection Time

**Agenda Item #3 Board Member Reports**

Dave Moore reported the postings made to BCCWID website and Scott Butler reported the postings to the Black Canyon City Bulletin Board on Facebook.

**Agenda Item #4 Operations Report for Approval as of 7/26/2021**

The Chair noted Randy Hrabina was not in attendance due to the K-Field Project and was still working, not able to leave needing to get water restored to customers. Sarah Hrabina was asked to give his report. The recap for May 25, 2021 through July 26, 2021 included a total of 88 work orders completed. It was noted the above average number was, in addition to being a 2-month period (no meeting in June), it also included 18 meter replacements from the Capital Improvement K-Field Project. There were 9 Blue Stakes marked for the period; and 69 pink slips. It was noted this was the final operations report from Randy after 22 years as Operations Manager. Bob Hanus, new Operations/Field Manager has taken over as Operations/Field Management. Additional discussion followed including the Chair noting the ADEQ Inspection with -0- violations and additional explanation regarding the electrical imbalance issue. With no further discussion, Jed Carter moved to accept the Operations Report and Karen Gray seconded the motion. Upon vote, the final Operations Report from Randy Hrabina was approved unanimously.

**Agenda Item #5 Approval of Minutes 5/25/21 Regular Board Meeting & Public Budget Hearing**

The May 25, 2021 Regular Board Meeting minutes were reviewed. All Board members acknowledged they had received with board packet and read the minutes; finding no corrections necessary. Dave Moore moved to accept the minutes as written. Scott Butler seconded the motion and, upon vote, the minutes from the May 25, 2021 Regular Board Meeting were approved unanimously.

**Agenda Item #6 Approval of Minutes 7/28/21 Special Board Meeting**

The July 8, 2021 Special Board Meeting minutes were also reviewed with no correction noted. Scott Butler moved to approve as written with Karen Gray seconding the motion. Upon vote, the minutes from the July 8, 2021 Special Board Meeting were approved unanimously.

**Agenda Item #7 Letter to Board from Bill Brady**

The Chair opened the discussion indicating all Board Members had been provided a copy of the letter in their board packets. The letter was a complaint against Management (ACH/Hrabina) regarding, in his opinion, an unprofessional encounter and conduct by Management while working for the District to repair a broken water line. Mr. Brady indicated he was disappointed Randy (Hrabina) was not present to address the issue. The Chair acknowledged the complaint and apologized for the incident; and pointed out that Randy was no longer the Operations Manager (Board approved 7/8/21 retirement effectively 7/26/2021; replaced with Bob Hanus/Western Technologies, Inc.) The Chair also noted when the Board reviews Policies and Procedures it will give thought to how professional conduct can be addressed and improved upon, thanking Mr. Brady for his letter and concern.

Informational Only; No Board Action Required or Taken

**Agenda Item #8 Discussion on Meter Re-Reads & Spot Check Solutions for Policy & Procedures**

The Chair opened the discussion and suggestions previously made, included having a second person do the re-read, take a photo of the re-read or final read and have several spot checks done, were reviewed. The Chair asked Bob Hanus his thoughts on the suggestions and Bob indicated it was doable. Additional discussion followed but no action taken. The Chair indicated further follow-up at the Sept. meeting.

**Agenda Item #9 Approval of Treasurer's Financial Reports as of 05/31/2021 & 6/30/21**

Treasurer Dorothy Moore presented a recap of the 05/31/2021 Financial Management Report:

Account	Beginning	Ending	Change
General Fund	\$ 95,776.82	\$ 95,270.94	\$ (505.88) -
Security Deposits	\$ 46,250.00	\$ 46,250.00	\$ -0-
Impact/Capital Fund	\$ 136,875.75	\$ 145,336.18	\$ 8,460.43 +
Arsenic Sinking Fund	\$ 94,462.87	\$ 99,469.06	\$ 5,006.19 +
Recap/Bank of the West	\$ 19,111.59	\$ 17,806.92	\$ (1,304.67)-
<b>Account Totals =</b>	<b>\$ 392,477.03</b>	<b>\$ 404,133.10</b>	<b>\$ 11,656.07 +</b>

Cash Management	Deposits	\$ 39,412.15 +
GJ Adjustments:		
Less: NSF CK + Fee		\$ (45.40) -
Less: Monthly Scanner Fee		\$ (45.00) -
Cash Management	Deductions/checks	\$ (27,665.68) -
	<b>Net Gain/(Loss)</b>	<b>\$ 11,656.07 +</b>

May billing totaled \$46,418.08. Water consumption for the month was reported at 5,086,000 gals. compared to 4,588,000 gals. for the previous month. The May 2020 comparison was 4,892,000 gals. Total gallons billed for the fiscal year-to-date 2020/21 was 52,304,000 gallons (11 mos.) with comparison to previous fiscal year-to-date 2019/20 of 47,106,000 gallons. The financials include Quick Books invoices #2839 to #2862 and In-Hance Audits #19,037 through #19,102 with the accounts receivable in both In-Hance and Quick Books balancing at \$32,949.87.

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 May.

Attached are the monthly General Journal Entries for approval.

Respectfully submitted by Sarah J. Hrabina, Management and approved by Dorothy Moore, Treasurer.

Recap of the 06/31/2021 Financial Management Report:

Account	Beginning	Ending	Change
General Fund	\$ 95,270.94	\$ 159,221.66	\$ 63,950.72 +
Security Deposits	\$ 46,250.00	\$ 47,085.00	\$ 835.00+
Impact/Capital Fund	\$ 145,336.18	\$ 30,379.27	\$ (114,956.91) -
Arsenic Sinking Fund	\$ 99,469.06	\$ 49,502.15	\$ (49,966.91) -
Recap/Bank of the West	\$ 17,806.92	\$ 26,335.74	\$ 8,528.82 +
<b>Account Totals =</b>	<b>\$ 404,133.10</b>	<b>\$ 312,523.82</b>	<b>\$ (91,609.28)-</b>

Cash Management	Deposits	\$ 55,414.29 +
GJ Adjustments:		
Less: NSF CK + Fee		\$
Less: Monthly Scanner Fee		\$ (45.00) -
+Posting Error/Yav Co		\$ 685.00+
Cash Management	Deductions/checks	\$ (147,663.57) -
	<b>Net Gain/(Loss)</b>	<b>\$ (91,609.28) -</b>

June billing totaled \$53,927.09. Water consumption for the month was reported at 6,573,000 gals. compared to 5,086,000 gals. for the previous month. The June 2020 comparison was 6,547,000 gals. Total gallons billed for the full fiscal year 2020/21 was 58,877,000 gallons. Compared to previous fiscal year 2019/20 of 53,653,000 gals.; an increase of 5,224,000 gals. The financials include Quick Books invoices #2863 to #2880 and In-Hance Audits #19,103 through #19,163 with the accounts receivable in both In-Hance and Quick Books balancing at \$35,460.79.

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 June Audit#19,119; a/c#805 \$2,500.00  
Monthly General Journal Entries were attached to the report for approval.

Sarah Hrabina added she had a frightening call from Yavapai County stating the General Fund had a negative balance! Turned out when funds had been transferred for the K-Field Project, the County had reversed the entries causing the error. Being not only the end-of-month but end-of-year their error was corrected before closing out the month.

Respectfully submitted by Sarah J. Hrabina, Management and approved by Dorothy Moore, Treasurer.

Karen Gray moved to accept both the May 31, 2021 and the June 30, 2021 Financial Reports as presented and Jed Carter seconded the motion. Upon vote, the motion carried unanimously.

The Chair stated there was no public call tonight (due to time limits) and the meeting was adjourned at 6:02 thanking all for their attendance.

The Chair announced there is no meeting in August so the next Regular Board Meeting will be Sept. 28<sup>th</sup>, 2021.

**Certification:**

I, Sarah J. Hrabina, certify that the Agenda for the July 27, 2021 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on July 22, 2021, on or before 4:30 PM.

*Sarah J. Hrabina*  
Sarah J. Hrabina

**ATTESTED:**

I, Jed Carter, Acting-Secretary for the Black Canyon City Water Improvement District (as of 9/28/2021) certify that the minutes are true and correct to the best of my knowledge and belief.

Respectfully submitted,

*Jed Carter*  
Jed Carter, Acting-Secretary

Transcription of the minutes was completed by Sarah Hrabina on 08/6/2021.  
A full recording is available