

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
SEPTEMBER 28, 2021 REGULAR BOARD MEETING**

Chair, Dave Moore called the meeting to order at 5:08 PM.

Roll Call showed a quorum with the following Board Members present:

Dave Moore, Chair; Dorothy Moore, Treasurer; and Jed Carter, Member-at-Large

Note: Letter of Resignation received from Karen Gray and Scott Butler

Also in attendance: Management– Sarah Hrabina, Office Management; Bob Hanus, Operations/Field

Public: None

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 to the Black Canyon City Bulletin Board on Facebook. He also noted it had been posted Public was asked to send emails or attend this meeting telephonically due to the Covid-19 Social Distancing efforts. He received no emails from the Public.

Agenda Item #4 Approval of 7/27/21 Regular Board Meeting

The July 27, 2021 Regular Board Meeting minutes were reviewed. All Board members acknowledged they had received with board packet and read the minutes. Sarah Hrabina noted, in light of Karen Gray submitting her resignation, perhaps Jed or Dorothy could attest the minutes and Dorothy Moore volunteered to attest the minutes. Dave Moore moved to accept the minutes with Jed attesting them and Dorothy Moore seconded the motion. Upon vote, the minutes from the July 27, 2021 Regular Board Meeting were approved unanimously.

Agenda Item #5 Approval of Treasurer's Financial Reports as of 07/31/2021 & 8/31/21

Treasurer Dorothy Moore presented a recap of the 07/31/2021 Financial Management Report:

Account	Beginning	Ending	Change
General Fund	\$ 159,221.66	\$ 58,036.76	\$ (101,184.90)
Security Deposits	\$ 47,085.00	\$ 47,085.00	\$ -0-
Impact/Capital Fund	\$ 30,379.27	\$ 43,482.96	\$ 13,103.69 +
Arsenic Sinking Fund	\$ 49,502.15	\$ 49,517.82	\$ 15.67 +
Recap/Bank of the West	\$ 26,335.74	\$ 26,244.74	\$ (91.00)
Account Totals =	\$ 312,523.82	\$ 224,367.28	\$ (88,156.54)

Cash Management	Deposits	\$ 53,335.74 +
GJ Adjustments:		
Less: NSF CK + Fee		\$ (138.65)
Less: Monthly Scanner Fee		\$ (45.00)
Less: Reverse adj	Posting error reversed	\$ (685.00)
Cash Management	Deductions/checks	\$ (140,623.63)
	Net Gain/(Loss)	\$ (88,156.54)

July billing totaled \$48,143.91. Water consumption for the month was reported at 5,348,000 gals. compared to 6,573,000 gals. for the previous month. The July 2020 comparison was 5,958,000 gals. Total gallons billed for the fiscal year-to-date 2021/22 was 5,348,000 gallons (1 mos.) with comparison to previous fiscal year-to-date 2020/21 of 5,958,000 gallons. The financials include Quick Books invoices #2881 to #2894 and In-Hance Audits #19,164 through #19,234 with the accounts receivable in both In-Hance and Quick Books balancing at \$37,511.99.

Review of all audit adjustments was done – delinquent & penalty fees posted; final reads/refund security deposits; re-read/corrections; turn-ons/turn-offs; Two (2) impact fees were collected in July; Audit#19,165 a/c#806 and Audit#19,167 a/c#807 for a total of \$5,000.00

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 08/31/2021 Financial Management Report:

Account	Beginning	Ending	Change
General Fund	\$ 58,036.76	\$ 40,988.78	\$ (17,047.98)
Security Deposits	\$ 47,085.00	\$ 47,085.00	\$ -0-
Impact/Capital Fund	\$ 43,482.96	\$ 57,884.04	\$ 14,401.08+
Arsenic Sinking Fund	\$ 49,517.82	\$ 54,561.70	\$ 5,043.88+
Recap/Bank of the West	\$ 26,244.74	\$ 20,596.54	\$ (5,648.20)
Account Totals =	\$ 224,367.28	\$ 221,116.06	\$ (3,251.22)

Cash Management	Deposits	\$ 52,545.70 +
GJ Adjustments:		
Less: Returned CK + Fee		\$ (171.00)
Less: Monthly Scanner Fee		\$ (45.00)
Cash Management	Deductions/checks	\$ (55,580.92)
	Net Gain/(Loss)	\$ (3,251.22)

Aug billing totaled \$45,224.46. Water consumption for the month was reported at 4,732,000 gals. compared to 5,348,000 gals. for the previous month. The Aug 2020 comparison was 5,950,000 gals. Total gallons billed for the full fiscal year 2021/22 was 10,080,000 gallons (2 mos). Compared to previous fiscal year 2020/21 of 11,908,000 gals.

The financials include Quick Books invoices #2895 to #2910 and In-Hance Audits #19,235 through #19,299 with the accounts receivable in both In-Hance and Quick Books balancing at \$31,367.22.

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 Aug.

Monthly General Journal Entries were attached to the report for approval.

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

It was noted the abnormal high disbursements was due to the K-Field/Wanda Capital Improvement Project.

Jed Carter moved to accept both the July 31, 2021 and the August 31, 2021 Financial Reports as presented and Dave Moore seconded the motion. Upon vote, the motion carried unanimously.

Agenda Item #6 Operations Report for Approval as of 9/27/2021

Bob Hanus provided the Operations Report in advance to all Board Members by email. It was noted it was a busy 2-month period with 69 work orders completed plus 65 Blue Stakes marked. Pink Slips went out to 48 customers in Aug and another 40 in September.

Bob added two items to the written report, both occurring after the report was prepared and sent. (1) the Happy Jack booster pump failed and was replaced. Additional discussion followed regarding researching cost to implement a redundancy pump (similar to the Kings Ranch booster pump stations) to prevent customers from being without water in the event of a failure. And (2) a customer leak that required Management to shut off the water because the customer was not home and could not be contacted. Bob indicated he was looking for Board direction, noting concerns about liability. Discussion followed and the Chair indicated the District position was exactly how it was handled. Attempts were made to contact the customer; the water was shut off and a notice was left at the property so the customer would know what happened upon their return home.

With no further discussion, Dave Moore moved to accept the Operations Report with Jed Carter seconding the motion. Upon vote, the Operations Report from Bob Hanus was approved unanimously.

Agenda Item #7 GOA#3 Well Update & Status

Bob Hanus indicated progress has been made but ADEQ is now requiring nitrate sampling be taken again because the samples originally taken are now more than 1-year old. The engineering work has been completed and ADEQ has been paid the additional fees due.

Informational Only; No Board Action Taken or Required

Agenda Item #8 Follow Up 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. Both Bob Hanus and Sarah Hrabina noted implementing measures to improve meter readings. Pictures have been taken and used several times and Bob said he did spot-checks this past month.

Informational Only; No Board Action Taken

Agenda Item #9 K-Field Transite Line Replacement – Final & Cost Accounting
TABLED

Agenda Item #10 Resignations and Open Board Positions (2)

The Chair announced Scott Butler, the Vice Chair resigned, having sold his property and has moved out-of-state. A resignation letter also came from Karen Gray, our Secretary. Karen has taken on new employment that will make it difficult for her to attend meetings. They will both be missed. The Board needs to look for replacements to fill the remainder of their terms. Dave noted he spoke with a couple of people and asked the other Board Members to reach out as well to find replacements to fill the vacancies. In the interim, Dave Moore asked and moved for Jed Carter to serve as Acting-Secretary for the Board. Dorothy Moore seconded the motion and upon vote Jed Carter was unanimously approved to serve as Acting-Secretary for the Board.

Agenda Item #11 Resolution 2021-09-28 for 33820 Cat Claw Annexation

The Chair opened the discussion noting the request for this annexation had first come before the Board in July 2020. The request is merely to combine two adjacent parcels into one. The property owner already has water service and no additional service will be added. The parcel currently not in the District to be annexed is TPN 502-19-004; combining it with the existing parcel in the District 02-19-004D. After review, Dave Moore moved to adopt Resolution 2021-09-28 for the annexation of parcel 502-19-004. Jed Carter seconded the motion and upon vote Resolution 2021-09-28 was approved unanimously.

Agenda Item #12 Level 3 Drought Update

Bob Hanus reported to the Board the increase in levels were significant and after additional discussion the matter was TABLED until next month.

Agenda Item #13 Big John Well Site Survey

The Chair opened the discussion indicating he felt an accurate survey was needed in the event the District should consider drilling a new well at the site. At an estimated cost of \$1,000-\$1,700 Jed Carter moved to approve the well site be surveyed. Dorothy Moore seconded the motion and upon vote the survey work was approved unanimously.

Agenda Item #14 Accounts (2) in Arrears- a/c#108 and #477

The Chair called upon Sarah Hrabina to open the discussion and she indicated both water services were off and locked at this time. Neither accounts have valid mailing or contact information. A/c#108 has had a fire & is uninhabitable. A/c#477 a family member indicated the owner had died and the property would be a foreclosure and they did not want to be responsible for any bills. Dave Moore moved to approve the properties be posted with the 30-Day Notice to bring the account current or have the meter removed.

Dorothy Moore seconded the motion and upon vote, the motion to post the 30-Day Notice was approved unanimously.

With no further business to come before the Board, the Chair announced the next Regular Board meeting will be Oct. 26th, 2021 and adjourned the meeting at 6:22 PM

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the **Sept. 28, 2021** Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on **Sept, 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 09/30/2021.
A full recording is available