

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

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

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

Dave Moore, Chair; Dorothy Moore, Treasurer; Jed Carter, Vice Chair/Acting-Secretary attending telephonically and Jeremy Brueckner, Member-at-large

Note: 1 Board Vacancy

Also in attendance: Management– Sarah Hrabina, Office Management; Bob Hanus, Operations/Field Manager and Tim Miller, On-site Field Technician

Public: None

The Chair asked for a **moment of silence** for the customary Reflection Time with special thoughts and prayers for the Marleys'. Bob Marley, long-time former Board Member passed away Dec. 9th; survived by his wife, Susan who was also a Board Member for a number of years.

Agenda Item #3 Board Member Reports

Dave Moore reported the postings made to BCCWID website and the BCC Bulletin Board on Facebook.

Agenda Item #4 Approval of 11/23/21 Regular Board Meeting

The Nov. 23, 2021 Regular Board Meeting minutes were reviewed. All Board members acknowledged they had received with board packet and read the minutes. Jeremy Brueckner moved to accept the minutes with Dorothy Moore seconding the motion. Upon vote, the minutes from the Nov. 23, 2021 Regular Board Meeting were approved unanimously.

Agenda Item #5 Approval of Treasurer's Financial Reports as of 11/30/21

Treasurer Dorothy Moore presented a recap of the 11/30/2021 Financial Management Report:

Account	Beginning	Ending	Change
General Fund	\$ 43,737.98	\$ 53,480.59	\$ 9,742.61+
Security Deposits	\$ 47,085.00	\$ 47,085.00	\$ -0-
Impact/Capital Fund	\$ 76,646.81	\$ 92,961.31	\$ 16,314.50+
Arsenic Sinking Fund	\$ 64,587.89	\$ 69,587.89	\$ 5,000.00+
Recap/Bank of the West	\$ 39,830.39	\$ 31,696.48	\$ 8,133.91-
Account Totals =	\$ 271,888.07	\$ 294,811.27	\$ 22,923.20+

Cash Management	Deposits	\$ 49,701.85 +
GJ Adjustments:		
Less: NSF CK + Fee		\$ (86.99)
Less: Monthly Scanner Fee		\$ (45.00)
Less:		
Cash Management	Deductions/checks	\$ (26,646.66)
	Net Gain/(Loss)	\$ 22,923.20+

Nov. billing totaled \$45,109.37. Water consumption for the month was reported at 4,559,000 gals. compared to 4,716,000 gals. for the previous month. The Nov. 2020 comparison was 4,450,000 gals. Total gallons billed for the fiscal year-to-date 2021/22 was 25,319,000 gallons (5 mos.) with comparison to previous fiscal year-to-date 2020/21 of 27,019,000 gallons. The financials include Quick Books invoices #2937 to #2957 and In-Hance Audits #19,440 through #19,500 with the accounts receivable in both In-Hance and Quick Books balancing at \$32,187.24.

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 Nov.;

Monthly General Journal Entries for approval were attached.

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

Agenda Item #5 Approval of Treasurer's Financial Reports as of 11/30/21 (con't)

Jeremy Brueckner moved to accept the Nov. Financial Report as presented and Jed Carter seconded the motion. Upon vote, the motion carried unanimously.

Agenda Item #6 Operations Report for Approval as of 12/23/2021

Bob Hanus provided a recap of his Operations Report with 29 work orders completed out of 30 total. Not completed: information was provided to a customer with interest of installing a 2" meter but no decision was reached. Cost estimate given to the customer was \$3,500 total, meter & installation. 28 Blue Stakes were marked; and 46 Pink Slips issued to past due customers.

Monthly bac-t samples were negative and the 4th quarter arsenic results were reported. It was reported water samples remain stable.

The altitude valve at the April Site is still on order; Management conducts visits twice daily to verify water level in the storage tank is sufficient to meet customer needs. It was noted the Indian Hills Tank is starting to show similar signs of altitude valve failure. Management and Board discussion resulted in Management indicating they will research Vendors and order a backup hopefully before failure occurs.

Progress has been made on getting the GOA#3 Well on-line; NCS has approved the plumbing design.

As a follow-up of previous Board discussion regarding the GOA Site electric meter pedestal, shipment of replacement is expected in March 2022.

Bob also reported he has had discussions with NCS about grant funding for potential projects for the District.

After additional discussion Dave Moore moved to accept the Operations Report. Jed Carter seconded the motion and upon vote, the Operations Report from Bob Hanus was approved unanimously.

Agenda Item #7 GOA#3 Re-plumb and Connect Well Into Water System

Bob Hanus reported the NCS design includes a Flow Meter (for production). It was noted it is not an ADEQ requirement but a good engineering design and good tool for monitoring well production.

Cost was discussed, with the Operator recommending the inclusion for the well, at \$2,950 for meter plus installation and plumbing. After discussion Jed Carter moved to have the Flow Meter installed at a cost of \$2,950. Jeremy Brueckner seconded the motion and upon vote the Flow Meter installation was approved unanimously for GOA#3. It was noted length of time will depend on how long it takes to get the meter.

Agenda Item #8 Bank of the West Merchant Services (Elavon)

The Chair called upon Sarah Hrabina/Office Management to open the discussion on the issue. Sarah indicated the issue of offering debit and credit card payments has been discussed in the past and continues to be a service customers ask about. The Elavon contact for Bank of the West has provided the information for their service, including upfront cost and fees. The card reader would initially cost \$89 and their fees for processing range from \$2.69% to 3.50% depending if the card was present or keyed-in (such as from a telephone caller payment). An additional fee of \$11 would be charged monthly. With additional discussion, it was noted a flat rate "convenience" fee of 4% would be most appropriate (credit card only; no fees charged for debit card payments). After full review, Jeremy Brueckner moved for the District to offer the services as discussed including a 4% convenience fee for all credit card payments thru Elavon the Bank of the West Merchant Services provider on a trial period. The motion was seconded by Dorothy Moore and upon vote approved unanimously.

Sarah noted it wouldn't take long to get put in place and should be completed in early January.

Agenda Item #9 Public Call -None-

With no further business to come before the Board, the Chair adjourned the meeting at 6:03 PM. The next meeting will be the Regular Board meeting and annual Re-Organization meeting Jan. 25, 2022.

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the Dec. 28, 2021 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Dec, 22 2021, on or before 4:30 PM.

Sarah J. Hrabina
Sarah J. Hrabina

ATTESTED:

I, Jed Carter, Vice Chair/Acting-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,

Jed Carter
Jed Carter, Acting-Secretary

Transcription of the minutes was completed by Sarah Hrabina on 12/30/2021.
A full recording is available