

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
SEPTEMBER 27, 2022 REGULAR BOARD MEETING**

Chair, Dave Moore called the meeting to order at 5:06 PM.

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

Dave Moore, Chair; Dorothy Moore, Treasurer, Jeremy Brueckner, Member-at-large

Jed Carter, Vice Chair/Acting-Secretary

Also in attendance from Management– Bob Hanus, Sarah Hrabina- Absent (Out of Town)

Public: None

The Chair asked for the customary **moment of silence**.

Agenda Item #3 Board Member Reports

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

Jeremy Brueckner reported he has seen contractor for I17 on Old School House Rd. maybe for Well?

Agenda Item #4 Approval of 7/26/22 Regular Board Meeting Minutes

Upon review of the July 26, 2022 Regular Board Meeting minutes, Jed Carter moved to accept as written.

The motion was seconded by Jeremy Brueckner and upon vote approved unanimously.

Agenda Item #5 Approval of Treasurer's Financial Report as of 7/31/22 and 8/31/2022

Treasurer Dorothy Moore presented a recap of the 7/31/2022 Financial Management Report:

Account	Beginning	Ending	Change
General Fund	\$ 108,478.54	\$ 103,949.46	\$ 4,529.08 -
Security Deposits	\$ 47,635.00	\$ 47,635.00	\$ -0-
Impact/Capital Fund	\$ 169,068.82	\$ 179,224.32	\$ 10,155.50
Arsenic Sinking Fund	\$ 104,722.97	\$ 109,722.97	\$ 5,000.00+
Recap/Bank of the West	\$ 15,377.04	\$ 18,210.15	\$ 2,833.11+
Account Totals =	\$ 445,282.37	\$ 458,741.90	\$ +13,459.53

Cash Management	Deposits	\$ 56,411.40
GJ Adjustments:		
Merchant Service Fees		\$ (94.50)
NSF cks & fees		\$ (316.94)
Less: Monthly Scanner Fee		\$ (45.00)
Processor paper		\$ (47.08)
Cash Management	Deductions/checks	\$ (42,448.35)
	Net Gain/(Loss)	\$ 13,459.53

July billing totaled \$55,941.05. Water consumption for the month was reported at 5,997,000 gals. compared to 6,070,000 gals. for the previous month. The July 2021 comparison was 5,997,000 gals. Total gallons billed for the fiscal year-to-date 2022/23 was 5,997,000 gallons (1 mo.) with comparison to previous fiscal year-to-date 2021/22 of 5,348,000 gallons. The financials include Quick Books invoices #3068 to #3087 and In-Hance Audits #20,037 through #20,130 with the accounts receivable in both In-Hance and Quick Books balancing at \$40,707.25
Credit & Debit Card Payments: Forty five (45) transactions were posted;.25 debit & 20 credit card payments this month. Total \$7,735.71. Batches 63 thru 80.

Review of all audit adjustments was done – delinquent & penalty fees posted; final reads/refund security deposits; re-read/corrections; turn-ons/turn-off.

Two impact fees were processed in July Audit #20,102 a/c #812 \$2,500 Audit#20,082 a/c #2085 \$2,500
Monthly General Journal entries for approval were attached.

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

Treasurer's Financial Report as of 8/31/2022

Treasurer Dorothy Moore presented a recap of the 8/31/2022 Financial Management Report:

Account	Beginning	Ending	Change
General Fund	\$ 103,949.46	\$ 75,263.09	\$ 28,686.37 -
Security Deposits	\$ 47,635.00	\$ 47,635.00	\$.0+
Impact/Capital Fund	\$ 179,224.32	\$ 194,422.81	\$ 15,198.49+
Arsenic Sinking Fund	\$ 109,722.97	\$ 114,788.69	\$ 5,065.72+
Recap/Bank of the West	\$ 18,210.15	\$ 45,944.40	\$ 27,734.25 +
Account Totals =	\$ 458,741.90	\$ 478,053.99	\$ 19,312.09 +

Cash Management	Deposits	\$ 61,434.04
GJ Adjustments:		
Merchant Service Fees		\$ (241.39)
Less: Monthly Scanner Fee		\$ (45.00)
Correction on bank stmt		\$ 5.00
Debit processed 8/31		\$ 112.09
Cash Management	Deductions/checks	\$ (41,952.65)
	Net Gain/(Loss)	\$ 19,,312.09

August billing totaled \$54,579.77. Water consumption for the month was reported at 5,650,000 gals. compared to 5,997,000 gals. for the previous month. The August 2021 comparison was 4,732,000 gals. Total gallons billed for the fiscal yr. 2022/23 was 11,647,000 gallons (2 mos.) with comparison to previous fiscal year 2021/22 of 10,080,000 gallons. The financials include Quick Books invoices #3088 to #3104 and In-Hance Audits #20,131 through #20,208 with the accounts receivable in both In-Hance and Quick Books balancing at \$35,050.68

Credit & Debit Card Payments: Fifty seven (57) transactions were posted; 38 debit & 19 credit card payments this month. Total \$6,410.87. Batches 81 thru 99.

Review of all audit adjustments was done – delinquent & penalty fees posted; final reads/refund security deposits; re-read/corrections; turn-ons/turn-off

No impact fees were collected in August

Monthly General Journal Entries for approval were attached.

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

The Chair called for a motion to approve both July and August Financial Reports and Dave Moore made the motion to accept both the Financial Reports as submitted. Jed Carter seconded the motion and upon vote, the motion carried unanimously.

Agenda Item #6 Operations Report for Approval as of 09/23/2022

Bob Hanus provided a recap of his Operations Report submitted for the two (2) month period (no regular board meeting in August) to the Board with 59 work orders completed (2 Months). Work orders completed included turn-ons, turn-offs, replacement of meters or auto-reads, main line breaks, (5) well/booster site repair/maintenance, final reads/re-reads & customer service provided. The report showed three (7) main line pipe break, leak, or repair. 19 meter box dig out or repair/replace. 60 Blue Stakes were received; and Pink Slips totaled 70 in August and 83 in September for past due accounts. Water Quality was reported good; with monthly bac-t samples negative.

Most recent water levels reported as of 9/17/22

GOA#3 is now online and they have, therefore, put GOA #1 on Standby

Date	B John 1		Oasis 1		Oasis 2		GOA 2		GOA 3			
	WL	DRW	WL	DRW	WL	DRW	WL	DRW	WL	DWR		
9/17	27'1"	27'4"	30'0"	30'3"	28'5"	28'9"			26'6"	27'0"	26'0"	30'1"

Bob reported finally receiving the APS approval for the electric meter pedestal for the GOA site. The electrician is now working to get any required permits through Yavapai County.

Bob reported that 584 meters at over 1 million gallons each recorded. This consists of 286 at 1M+, 124 over 2M and 61 over 3M. This can create an issue with the meters slowing down and recording less water than actually went through the meter. The balance are 47 hard to read due to yellowing of crystal, 25 bad auto reads, and 41 that show No water usage with home occupied. This will be a major expense; however, these meters need to be replaced. More will follow once funding is known. Grants will be looked at as well WIFA information.

Community Water System 5-Year plan was completed and sent to ADWR. They have approved the plan.

Jeremy Brueckner made a motion to approve the operations report and Dorothy Moore seconded, and upon vote, the 9/23/2022 Operations Report was approved unanimously.

Agenda Item #7 Well #2 at Oasis Electrical Issues

Bob Hanus informed the Board that over many months the breaker has been tripping for no apparent reasons that he and his team could find, including the Electrician and even Drill Tech. The only possible explanation is that there is a break in the 130 foot run of wire. This will require trenching, new wire and conduit. The costs for materials only are approximately \$1400.00. He will supply the labor @ no cost. If it turns out to be a hard dig or other obstacles, he may come back to the board to request possible compensation. After discussion, Dave Moore made a motion to approve the costs of approximately \$1400.00 for material, Jed Carter seconded, and the motion was approved unanimously.

Agenda Item #8 Big John #3 Well Budget and Bid Release Discussion

The Board discussed the information received in the board packets previously. Dave Moore briefly outlined the bid advertisement process and when the bids would be due from the bidders. This project has specific requirements of itemized pricing and totals, American Made Steel, Davis Beacon act for prevailing wage. Engineered drawings, Bid form and Instructions, and other attachments. Bids due approximately 45 days. Award based on best fit/quality and lead time. Not necessarily low bid.

Agenda Item #9 WIFA Document and Loan Discussion

The Chair opened the discussion regarding the WIFA documents and requirements that pertain to the Big John #3 New Well project. The Engineering costs for this project are being paid for by WIFA. The costs associated with the drilling of the new Well, and the Equipment needed for the new Well, will be qualified for some loan forgiveness from WIFA. The Chair then mentioned that the District has some future projects that will fall under this category as well. These projects will be larger in scope and costs and will require short term loans in order to accomplish. The first step is to have the "Tech Assessment" done by our Engineering firm on our complete system. In ground and above ground lines and facilities. These costs for the Tech Assessment will be covered by WIFA. The loans can be paid back by the District at any time with no penalty or added interest.

Agenda Item #10 Audit Requirement Discussion

The Chair opened the discussion by stating that there is no requirement for the District to have an Audit performed yearly. The Arizona Revised Statutes only require Audits if you have loan amounts in excess of 750K. This information was given to the Chair By Sarah Hrabina recently. The Chair pointed out that the District has Audits done yearly for a very long time, maybe going back 22 years or more. Chair also pointed out there are many reasons to have an Audit performed. Some of these are, it gives the board the tools to review the health of the District and have Governance on the District. It also gives the Owner/Users the ability to see how the board is acting on their behalf financially. They should also have access to this information in the Chairs opinion. After discussion it was determined that Audits should be continued. The costs are approximately 6,000.00 the Chair pointed out.

Agenda Item #11 Pubic Call -None-

With no further business to come before the Board, the Chair adjourned the meeting at 6:09 PM
The next Regular Boarding Meeting will be October 25, 2022

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the **September 27, 2022** Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on **September 23, 2022**, 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 Da/De Moore on 10/21/2022.
A full recording is available