

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
JANUARY 24, 2023 REGULAR and REORGANIZATION BOARD MEETING**

Chair, Dave Moore called the meeting to order at 5:00 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, Operations; Sarah Hrabina, attending telephonically

The Chair welcomed from the Public: Elaine Clayton, Greg Watts and Alan Northcott

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

Agenda Item #3 Board Member Reports

Jeremy Brueckner reported Kewit (Freeway Contractor) traffic on Schoolhouse Road; 3 to 5 trucks/5days a week; Dorothy Moore reported the Post Office removed ALL public notice boxes down. Dave Moore added he spoke with the Postmaster and he was required to remove them stemming from a regional inspection. Dave pointed out to him the importance and, being a government entity if additional consideration could be give and the Postmaster said he would inquire.

Dave Moore also reported the postings made to BCCWID website and the BCC Bulletin Board on Facebook. He also mentioned a posting he saw by a member of the public stating being illegally recorded (at a previous meeting). To correct the false statement, Dave indicated meetings are recorded for transcribing purposes, but is NOT illegal.

Before continuing, the Chair announced the agenda items may be taken out of order

**Agenda Item #4 Oaths-of-Office Yavapai Co. Board of Supervisors Appointments:
Dave Moore and Jed Carter**

Dave Moore explained both he and Jed had submitted the required paperwork to run for the board positions through Yavapai County and were unopposed. Being unopposed, the District was notified the County Board of Supervisors cancelled the election and have already duly appointed them to fill the 4-year terms. The swearing in, is a formality and Dave Moore asked Jeremy Brueckner to officiate.

Agenda Item #5 Reorganization of Positions of Board Members

Dave Moore inquired of the Board members if anyone wanted to change their position from last year. With everyone happy to continue in their same positions, Dave announced the 2023 Slate of Officers for the District would be: Chair: Dave Moore, Vice Chair: Jed Carter (also temporarily) Acting-Secretary, Treasurer: Dorothy Moore, and Member-at-large: Jeremy Brueckner. On motion by Jed Carter, seconded by Jeremy Brueckner the 2023 Slate of Officers was approved unanimously.

Agenda Item #6 Approval of 12/27/22 Regular Board Meeting Minutes

Upon review of the December 27, 2022 Regular Board Meeting minutes provided in the Board packets, Dave Moore noted the time the meeting was started was 5:08 PM, not 5:05 and moved to accept with the correction noted. The motion was seconded by Jed Carter and upon vote approved unanimously.

At this point, the Chair announced he would be moving to Agenda Item #9

Agenda Item #9 Questions from Elaine and Community Pertaining to BCCWID

The Chair read the questions submitted by email: 1) Is there a plan to switch to an online bill pay option? If yes, when? If no, why: 2) There is still an open position of the Board. Is there a plan to fill it: 3) Are there any restrictions on the number of wells that can be drilled in BCC? 4) Does BCCWID plan on applying to the AZ Dept of Resources (ADWR) to become a part of its Active Management Area (AMA)? This would allow for better regulation and oversight of BCC's water resources.

Responding, the Chair indicated Question #1, there is a plan to investigate online bill pay. Has been told it could be as easy as adding a link but additional information and security needs to be investigated.

Agenda Item #9 Questions from Elaine and Community (con't)

Question #2, Open board position- we do want to fill it. Feel free to submit a letter-of-intent to the office or by email. Question #3, Wells, there are no restrictions; it is up to the County. Question #4, ADWR and Active Management- no plans; after additional discussion it was pointed out it is up to the State Legislature.

With additional time allotted, the Chair opened the floor for the Public and additional comments regarding the questions were discussed. Closing the floor, the Chair thanked the Public.

The Chair closed this segment of the open board meeting (time not noted) but was approximately 5:30 PM) to go into Executive Session as permitted by A.R.S. 38-431.03(A)(7)

Agenda Item #10 BJ#3 Well, Property Boundaries, Equipment and Lease of Existing Well

Upon return at 5:52 PM, the Chair re-convened the regular board meeting, opening with

Agenda Item #7 Treasurer's Financial Report for Approval as of 11/30/22 (revised) and 12/31/22

Dorothy noted the Nov report was submitted last month prior to the bank statements being completed and was so noted at the time. The completed/updated 11/30/2022 Financial Report is as follows:

Account	Beginning	Ending	Change
General Fund	\$ 69,811.99	\$ 80,721.29	\$ 10,909.31 +
Security Deposits	\$ 47,635.00	\$ 48,760.00	\$ 1,125.00+
Impact/Capital Fund	\$ 216,372.37	\$ 224,601.17	\$ 8,228.80 +
Arsenic Sinking Fund	\$ 125,012.09	\$ 125,012.09	\$ -0-
Recap/Bank of the West	\$ 18,541.59	\$ 8,984.06	\$ 9,557.53 -
Account Totals =	\$ 477,373.03	\$ 488,078.61	\$ 10,705.58 +

Cash Management	Deposits/Cash Receipts Report	\$ 52,976.92
GJ Adjustments:		
Less: BofW	Merchant Service Fees	\$ (167.34)
BofW	Monthly Scanner Fee	\$ (45.00)
BofW	Card reader replaced	\$ (55.00)
BofW	Returned cks & fees	\$ (45.82)
Cash Management	Check Disbursement Report	\$ 41,958.18
	Net Gain/(Loss)	\$ 10,705.58

Nov billing totaled \$49,221.36. Water consumption for the month was reported at 4,554,000 gals. compared to 4,228,000 gals. for the previous month. The Nov 2021 comparison was 4,559,000 gals. Total gallons billed for the fiscal yr. 2022/23 to date is 25,799,000 gallons (5 mos.) with comparison to previous fiscal year 2021/22 of 25,319,000 gallons. The financials include Quick Books invoices #3151 to #3171 and In-Hance Audits #20,354 through #20,419 with the accounts receivable in both In-Hance and Quick Books balancing at \$43,933.27

Credit & Debit Card Payments: Sixty-five (65) transactions were posted; 40 debit & 25 credit card payments for a total \$5,016.54. Batches 137 thru 153.

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

One (1) impact fee was collected in Nov- Audit#20,369 a/cT3069 \$2,500.00

Monthly General Journal Entries were attached for approval

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

Agenda Item #7 Treasurer’s Financial Report for Approval as of 12/31/22 (con’t)

Continuing to the Dec. 31, 2022 Financial Report for approval

Account	Beginning	Ending	Change
General Fund	\$ 80,721.29	\$ 88,617.81	\$ 7,896.52 +
Security Deposits	\$ 48,760.00	\$ 48,760.00	\$ -0-
Impact/Capital Fund	\$ 224,601.17	\$ 236,675.58	\$ 12,074.41 +
Arsenic Sinking Fund	\$ 125,012.09	\$ 125,658.10	\$ 646.01 +
Recap/Bank of the West	\$ 8,984.06	\$ 36,847.41	\$ 27,863.35 +
Account Totals =	\$ 488,078.61	\$ 536,558.90	\$ 48,480.29 +

Cash Management	Deposits/Cash Receipts Report	\$ 56,892.07
GJ Adjustments:		
Deposit	Made in Dec but recorded in Jan	\$ + 3,550.00
Deposit	BofW correction (unexplained)	\$ + 3.00
Less: BofW	Merchant Service Fees	\$ (167.08)
BofW	Monthly Scanner Fee	\$ (45.00)
BofW	Returned cks +fees	\$ (1,206.54)
Cash Management	Check Disbursement Report	\$ (10,546.16)
	Net Gain/(Loss)	\$ 48,480.29

Dec billing totaled \$44,975.10. Water consumption for the month was reported at 3,442,000 gals. compared to 4,544,000 gals. the previous month. The Dec 2021 comparison was 4,203,000 gals. Total gallons billed for the fiscal yr. 2022/23 to date is 29,241,000 gallons (6 mos.) with comparison to previous fiscal year 2021/22 of 29,522,000 gallons. The financials include Quick Books invoices #3172 to #3171 and In-Hance Audits #20,420 through #20,484 with the accounts receivable in both In-Hance and Quick Books balancing at \$35,403.45

Credit & Debit Card Payments: Sixty-one (61) transactions were posted; 33 debit & 28 credit card payments for a total \$5,986.77. Batches 154 thru 177.

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

One (1) impact fee was deposited in Dec but not activated until Jan (will include next month)

Monthly General Journal Entries were attached for approval

Respectfully submitted by Sarah J. Hrabina, Management and approved by Dorothy Moore, Treasurer Discussion followed regarding the all-time high number of returned checks. The Chair called for a motion to approve both the (revised) Nov and December Financial Reports and Jeremy Brueckner so moved. A second was made by Jed Carter and upon vote the (revised) Nov. 30, 2022 Financial Report and the Dec. 31, 2022 Financial Report were approved unanimously.

Agenda Item #6 Operations Report for Approval as of 01/20/2023

Operator Bob Hanus provided a recap of his Operations Report submitted to the Board with 22 work orders completed. Work orders completed included turn-ons, turn-offs, replacement of meters or auto-reads, main line breaks, well/booster site repair/maintenance, final reads/re-reads & customer service provided. Additional meters deemed to be faulty, as approved by the Board last month, were replaced. 18 Blue Stakes were received; 48 Pink Slips sent out

Water Quality reports were good; with monthly bac-t samples negative.

Water Stats were reviewed and the recent rains were credited for helping the stats.

The Operator and Board discussed the account #115 that was off and locked for non-payment & lock cut. Dave pointed out it was an ordinance violation and owner should be sent certified notice.

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Agenda Item #6 Operations Report for Approval as of 01/20/2023 (con't)

The Operator stated the generators are scheduled for annual maintenance and storage tanks at Indian Hills and School Loop will also be serviced.

Tom, the engineer, is working on the drawing for the electrical pedestal at GOA.

31 meters of the 41 approved for replacement have been completed

After additional discussion, Dave Moore moved to approve the Operations Report and Jed Carter seconded the motion. Upon vote, the 01/20/2023 Operations Report was approved unanimously.

Agenda Item #11 Call to the Public

The Chair indicated time was out but asked if there were any brief comments.

Greg Watts inquired if the water taken when the lock was cut would be charged to the customer and it was confirmed they would be. Elaine Clayton also inquired if the meter was removed if there were children residing there. It was stated the adult customer was the one responsible party.

With no other business to come before the Board, the meeting was adjourned at 6:20 PM

It was announced the next Board Meeting would be February 28, 2023.

The Chair thanked everyone for their attendance.

Certification:

I, Sarah J. Hrabina certify that the Agenda for the **January 24, 2023** Regular and Reorganization Board Meeting was publicly posted at the Water District Office, on **January 20, 2023**, 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 01/29/2023

A full recording is available