

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
February 22, 2022 REGULAR BOARD MEETING**

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

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

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

Note: There is still 1 vacant seat on the Board

Also in attendance from Management– Sarah Hrabina and Bob Hanus

Public: None

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

Agenda Item #3 Board Member Reports

Jeremy Brueckner reported on his Site Tour with Operations Manager Bob Hanus

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

Agenda Item #4 Approval of 1/25/22 Regular Board Meeting

The Jan. 25, 2022 Regular Board Meeting minutes were reviewed. With no additions or corrections Dave Moore moved to accept the minutes as written and Jeremy Brueckner seconded the motion. Upon vote, the Jan. 25, 2022 Regular Board Meeting were approved unanimously.

Agenda Item #5 Approval of Treasurer's Financial Reports as of 1/31/22

Treasurer Dorothy Moore presented a recap of the 12/31/2021 Financial Management Report:

Account	Beginning	Ending	Change
General Fund	\$ 62,115.28	\$ 69,177.35	\$ 7,062.07+
Security Deposits	\$ 47,085.00	\$ 47,085.00	\$ -0-
Impact/Capital Fund	\$ 101,659.84	\$ 109,842.24	\$ 8,182.40+
Arsenic Sinking Fund	\$ 74,610.40	\$ 79,610.40	\$ 5,000.00+
Recap/Bank of the West	\$ 27,271.97	\$ 23,454.66	\$ 3,817.31-
Account Totals =	\$ 312,742.49	\$ 329,169.65	\$ 16,427.16+

Cash Management	Deposits	\$ 46,715.25 +
GJ Adjustments:		\$
Less: Monthly Scanner Fee		\$ (45.00)
Less:		
Cash Management	Deductions/checks	\$ (30,243.09)
	Net Gain/(Loss)	\$ 16,427.16+

Jan. billing totaled \$42,628.47. Water consumption for the month was reported at 4,121,000 gals. compared to 4,203,000 gals. for the previous month. The Jan. 2021 comparison was 3,227,000 gals. Total gallons billed for the fiscal year-to-date 2021/22 was 33,623,000 gallons (7 mos.) with comparison to previous fiscal year-to-date 2020/21 of 34,411,000 gallons. The financials include Quick Books invoices #2972 to #2978 and In-Hance Audits #19,578 through #19,624 with the accounts receivable in both In-Hance and Quick Books balancing at \$28,267.80

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 Jan. for \$2,500 Monthly General Journal Entries for approval were attached.

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

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

Agenda Item #6 Operations Report for Approval as of 02/18/2022

Bob Hanus provided a recap of his Operations Report submitted to the Board with 40 work orders completed. 63 total Blue Stakes were received; and 61 Pink Slips were issued to past due customers. Monthly bac-t samples were negative. It was reported water levels are slightly higher. Because the altitude valve for the April Site is still on backorder, Bob installed a pressure regulating control valve and appears to have solved the problem. He installed the same valve at the Indian Hills tank site as well. Decreasing the amount of hours it had taken checking these tanks twice a day allowed for additional repair work to meter boxes and auto read replacements. There was a Mud Springs 6" main line repair and Indian Hills 4" main (hit by a customer who did not call Blue Stake). Additional discussion followed. GOA#3 will be ready to be put online for final inspection by NCS just as soon as a flange is received to complete the plumbing work. It was supposed to come in Feb. 7th, but still waiting. After final discussion, Dave Moore moved to accept the Operations Report and Jeremy Brueckner seconded the motion. Upon vote, the Operations Report submitted by Bob Hanus was approved unanimously.

Agenda Item #7 Update on Merchant Bank Card Services and User Notification Procedure

The Chair called upon Sarah Hrabina for the update. Sarah reported the equipment has been installed and a few transactions have been entered successfully.
No Board Action Required or Taken; Informational Only

The Chair noted he wanted to address Agenda Item #8 last on the agenda; therefore, up next

Agenda Item #9 Arsenic Media Replacement for GOA

Bob Hanus reported the current level for GOA is 6.7 and will be testing for the 1st quarter/2022 in the next week. A quote from AdEdge for the replacement media is \$49,555.10 (plus sales tax). Additional discussion followed regarding time frame and ways to extend the life including pumping more water from Oasis to reduce the amount of water pumped from GOA. Bob indicated he would wait until the reading was 8+ before setting it up. On motion by Jed Carter, seconded by Jeremy Brueckner the media replacement at a cost of \$49,555.10 was voted on and approved unanimously.

Agenda Item #10 Yavapai County Elections

The Chair opened the discussion regarding Yavapai County requiring the District to formally select Yavapai County to hold the elections for the District during the County General Elections. The District is not obligated to do so; but is the most cost effective. It does not, however, come "free"; can run in the thousands of dollars. The last several elections were cancelled because there was no opposition. When that happens, the County cancels the election and the Board of Supervisors appoint the nominees who submitted their paperwork. After the discussion, Dave Moore moved to approve Yavapai County to service the election for the District and Jed Carter seconded the motion. Upon vote the motion to contract with Yavapai County for the election was approved unanimously.

Agenda Item #8 Management's Continuing Contract Beyond July 2022 (A.R.S 38-431.03 (A) (1))

The Chair indicated contract discussion needed to be done in Executive Session and closed the Regular Board Meeting temporarily at 6:03 to go into Executive Session.

At 6:24 the Chair reconvened the Regular Board Meeting to discuss both the Operations/Field Management Contract and the Office Management Contract. Bob Hanus indicated Western Environmental Technologies, Inc. would like to continue suggesting a 5-year extension with 1-yr annual increment reviews. Sarah Hrabina for American Country Homes, Inc. indicated she would like just a 1-yr term for the Office Management contract. After discussion and review, Jed Carter moved to approve both contracts as presented with Jeremy Brueckner seconding the motion. Upon vote the 5-year Operations/Field Management Contract (with annual review) and the 1-yr Office Management Contract were approved unanimously.

Agenda Item #11 Pubic Call -None-

With no further business to come before the Board, the Chair adjourned the meeting at 6:27 PM.

The next Regular Boarding Meeting will be March 22, 2022.

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the **Feb. 22, 2022** Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on **Feb, 18, 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 Sarah Hrabina on 02/26/2022.
A full recording is available