

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

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

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

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

Jed Carter, Vice Chair/Acting-Secretary attended telephonically

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

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

Agenda Item #4 Approval of 2/22/22 Regular Board Meeting

The Feb. 22, 2022 Regular Board Meeting minutes were reviewed; one typo was pointed out. With the correction noted Jeremy Brueckner moved to accept the minutes and Dorothy Moore seconded the motion. Upon vote, the Feb. 22, 2022 Regular Board Meeting with correction were approved unanimously.

Agenda Item #5 Approval of Treasurer's Financial Reports as of 2/28/22

Treasurer Dorothy Moore presented a recap of the 2/28/2022 Financial Management Report:

Account	Beginning	Ending	Change
General Fund	\$ 69,177.35	\$ 79,220.43	\$ 10,043.08+
Security Deposits	\$ 47,085.00	\$ 47,085.00	\$ -0-
Impact/Capital Fund	\$ 109,842.24	\$ 120,382.14	\$ 10,539.90+
Arsenic Sinking Fund	\$ 79,610.40	\$ 84,610.40	\$ 5,000.00+
Recap/Bank of the West	\$ 23,454.66	\$ 15,185.47	\$ 8,269.19-
Account Totals =	\$ 329,169.65	\$ 346,483.44	\$ 17,313.79+

Cash Management	Deposits	\$ 42,468.64 +
GJ Adjustments:		
Voided ck		\$ 19.60 +
Less: Monthly Scanner Fee		\$ (45.00)
Less: 3NSF cks & fees		\$ (218.06)
Cash Management	Deductions/checks	\$ (24,911.39)
	Net Gain/(Loss)	\$ 17,313.79+

Feb billing totaled \$43,474.40. Water consumption for the month was reported at 4,193,000 gals. compared to 4,121,000 gals. for the previous month. The Feb 2021 comparison was 4,635,000 gals. Total gallons billed for the fiscal year-to-date 2021/22 was 37,836,000 gallons (8 mos.) with comparison to previous fiscal year-to-date 2020/21 of 39,046,000 gallons. The financials include Quick Books invoices #2979 to #2990 and In-Hance Audits #19,625 through #19,683 with the accounts receivable in both In-Hance and Quick Books balancing at \$33,171.71

Four (4) debit & credit card payments were reported processed. It was noted the bank fees for those transactions in Feb will be posted March 1st so no fees to report in Feb.

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 Feb. 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 Feb. Financial Report as presented and Dave Moore seconded the motion. Upon vote, the motion carried unanimously.

Agenda Item #6 Operations Report for Approval as of 03/18/2022

Bob Hanus provided a recap of his Operations Report submitted to the Board with 31 of 32 work orders completed. Not completed, a new service on Luellen requiring a 2" main line from Mud Springs to the lot. Cost of \$5,200 quoted by Tony Chandler to be paid by customer (in addition to the standard \$3,250). 51 total Blue Stakes were received. A breakdown of requests were reviewed.

49 Pink Slips were issued to past due customers.

Monthly bac-t samples were negative; and, the 1st Quarter arsenic levels were provided.

It was reported water levels are slightly lower.

The new pressure regulating control valves installed at the April tank and Indian Hills tank are both functioning well. GOA#3 has been plumbed with photos sent to NCS for final ADEQ approval. The commercial meter pedestal for the GOA site is being installed. Additional discussion followed. Dave Moore inquired about the survey needed at Big John. Bob Hanus indicated he requested a quote, but has not received it yet; he will follow up on it.

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- Usage Feb/March & Issues

The Chair called upon Sarah Hrabina for the update. Sarah reported there were four (4) transactions processed in Feb. & several more to date. All customers are informed credit cards have a 4% convenience fee added to process & there were no complaints. Signage has been put in the office & March bills also include a notice credit card payments are now accepted with a 4% convenience fee charged. Bank fees charged the District are only posted the 1st of every month so will be included in the March financial report.

No Board Action Required or Taken; Informational Only

Agenda Item #8 Chlorination Systems Replacement at all Well Sites

The Chair called upon the Operator to open the discussion and Bob Hanus indicated the current systems (20+ yrs old) have outlived their useful life and would like to bypass them and use liquid chlorine instead of the current tab (tablet) system. The liquid chlorine uses a small peristaltic pump to inject the chlorine and control will be much better. A spare pump was installed at GOA to try it out and both Bob and Tim were pleased with the results. Bob indicated he would like to install & use the liquid chlorine at all three sites estimating the cost to be between \$1,500 and \$2,000 for each site. Bob noted he wants to confirm with the ADEQ inspector that the change out can be done without engineered plans (estimate does not include engineering costs). After additional discussion, Dave Moore moved to approve up to \$2,000 per site to install the pumps for the liquid chlorine system. Jed Carter seconded the motion and upon vote the motion carried unanimously.

Agenda Item #9 AirFiber Internet Company Usage of Storage Tank Sites- School & Indian Hills

The Chair opened the discussion and provided the proposed lease agreement (draft) with AirFiber. The lease would be for the use at 33630 S Incline Dr, (Indian Hills Tank Site) and the School Tank on tax parcel #501-12-011Y. The term of the lease would be for three years beginning May 5, 2022 with quarterly rent paid by AirFiber in the amount of \$2,000 to the District. In addition, they would provide, at no cost, high speed wireless broadband internet access to the District Office. After additional discussion, Jed Carter moved to approve the proposed lease agreement with AirFiber, as discussed. Jeremy Brueckner seconded the motion and upon vote the motion passed unanimously.

Agenda Item #10 Budget Committee Report

The Chair called upon Sarah Hrabina/Management to provide the Budget Committee Report. Sarah indicated with increased costs the new budget will need at least a \$4 per customer/per month rate increase. Discussion also including raising tier rates; raising the fire hydrant maintenance fee; possibly adopting separate classes for fire and churches which are both currently included with the commercial class. Dave Moore noted that churches should not be given a special class as lawsuits have been filed

Agenda Item #10 Budget Committee Report (con't)

elsewhere. Additional discussion followed including Sarah noting the March billing had just been completed and found after tabulating, 88% of the residential customer base fell in the 1st tier of 9-thousand gallons or less. The Committee will meet again before the next Board meeting to finalize the budget, noting it may not be unanimous and multiple options may be presented for the Board's review. Informational Only; No Board Action Taken or Required

Agenda Item #11 Pubic Call -None-

With no further business to come before the Board, the Chair adjourned the meeting at 6:29 PM.

The next Regular Boarding Meeting will be April 26, 2022.

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the **March 22, 2022** Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on **March 17, 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 03/24/2022.
A full recording is available