

**OFFICIAL MINUTES FOR THE  
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
July 26, 2022 REGULAR BOARD MEETING**

Chair, Dave Moore called the meeting to order at 5:05 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 absent

Note: There is still 1 vacant seat on the Board

Also in attendance from Management– Sarah Hrabina; Bob Hanus and Joe Thompson

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 5/24/22 Regular Board & Budget and Rate Hearing Meeting Minutes**

Upon review of the May 24, 2022 Regular Board Meeting minutes, Dorothy Moore moved to accept as written. The motion was seconded by Jeremy Brueckner and upon vote approved unanimously.

**Agenda Item #5 Approval of 6/16/22 Special Board Meeting Minutes**

The June 16, 2022 Special Board Meeting minutes were reviewed with Dave Moore moving to accept as written. The motion was seconded by Jeremy Brueckner and upon vote approved unanimously.

**Agenda Item #6 Approval of Treasurer's Financial Report as of 5/31/22 and 6/30/2022**

Treasurer Dorothy Moore presented a recap of the 5/31/2022 Financial Management Report:

<b>Account</b>	<b>Beginning</b>	<b>Ending</b>	<b>Change</b>
General Fund	\$ 88,997.86	\$ 87,267.54	\$ 1,730.32-
Security Deposits	\$ 47,085.00	\$ 47,085.00	\$ -0-
Impact/Capital Fund	\$ 143,767.41	\$ 154,826.31	\$ 11,058.90+
Arsenic Sinking Fund	\$ 94,634.20	\$ 99,634.20	\$ 5,000.00+
Recap/Bank of the West	\$ 22,663.26	\$ 22,774.82	\$ 111.56+
<b>Account Totals =</b>	<b>\$ 397,147.73</b>	<b>\$ 411,587.87</b>	<b>\$ 14,440.14+</b>

Cash Management	Deposits	\$ 52,673.58
GJ Adjustments:		
Merchant Service Fees		\$ (112.68)
NSF cks & fees		\$ (205.52)
Less: Monthly Scanner Fee		\$ (45.00)
Plus	Receipts rec'd but not posted by mo end	\$ 395.30
Cash Management	Deductions/checks	\$ (38,265.54)
	<b>Net Gain/(Loss)</b>	<b>\$ 14,440.14</b>

May billing totaled \$47,312.00. Water consumption for the month was reported at 5,095,000 gals. compared to 4,632,000 gals. for the previous month. The May 2021 comparison was 5,086,000 gals. Total gallons billed for the fiscal year-to-date 2021/22 was 51,256,000 gallons (11 mos.) with comparison to previous fiscal year-to-date 2020/21 of 52,304,000 gallons. The financials include Quick Books invoices #3029 to #3048 and In-Hance Audits #19,867 through #19,963 with the accounts receivable in both In-Hance and Quick Books balancing at \$30,819.18  
Credit & Debit Card Payments: Thirty-four (34) transactions were posted; 19 debit & 15 credit card payments this month. Total \$6,623.96. Batches 26 thru 44  
Review of all audit adjustments was done – delinquent & penalty fees posted; final reads/refund security deposits; re-read/corrections; turn-ons/turn-off

**Agenda Item #6 Approval of Treasurer's Financial Report as of 5/31/22 (con't)**

Two (2) impact fee was collected in May; \$2,500 ea; Audit #19,919 and Audit#19,926  
Monthly General Journal Entries for approval were attached.

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

**Treasurer's Financial Report as of 6/30/2022**

Treasurer Dorothy Moore presented a recap of the 6/30/2022 Financial Management Report:

<b>Account</b>	<b>Beginning</b>	<b>Ending</b>	<b>Change</b>
General Fund	\$ 87,267.54	\$ 108,478.54	\$ 21,211.00+
Security Deposits	\$ 47,085.00	\$ 47,635.00	\$ 550.00+
Impact/Capital Fund	\$ 154,826.31	\$ 169,068.82	\$ 14,242.51+
Arsenic Sinking Fund	\$ 99,634.20	\$ 104,722.97	\$ 5,088.77+
Recap/Bank of the West	\$ 22,774.82	\$ 15,377.04	\$ 7,397.78-
<b>Account Totals =</b>	<b>\$ 411,587.87</b>	<b>\$ 445,282.37</b>	<b>\$ 33,694.50+</b>

Cash Management	Deposits	\$ 50,352.90
GJ Adjustments:		
Merchant Service Fees		\$ (212.09)
Less: Monthly Scanner Fee		\$ (45.00)
Less: Reverse prev GJ	To reverse May entry for receipts	\$ (395.30)
Cash Management	Deductions/checks	\$ (16,006.01)
	<b>Net Gain/(Loss)</b>	<b>\$ 33,694.50</b>

June billing totaled \$52,692.93. Water consumption for the month was reported at 6,070,000 gals. compared to 5,095,000 gals. for the previous month. The June 2021 comparison was 6,573,000 gals. Total gallons billed for the full fiscal 2021/22 was 57,326,000 gallons with comparison to previous fiscal year 2020/21 of 58,877,000 gallons. The financials include Quick Books invoices #3049 to #3067 and In-Hance Audits #19,964 through #20,036 with the accounts receivable in both In-Hance and Quick Books balancing at \$34,274.71

Credit & Debit Card Payments: Thirty-five (35) transactions were posted; 26 debit & 9 credit card payments this month. Total \$2,808.20. Batches 45 thru 62

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 June

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 May and June Financial Reports and Jeremy Brueckner made the motion to accept both the Financial Reports as submitted. Dave Moore seconded the motion and upon vote, the motion carried unanimously.

**Agenda Item 7 Operations Report for Approval as of 07/22/2022**

Bob Hanus provided a recap of his Operations Report submitted for the two (2) month period (no regular board meeting in June) to the Board with 49 work orders completed. Work orders completed included turn-ons, turn-offs, new service, replacement of meters or auto-reads, main line breaks, well/booster site work, final reads/re-reads & customer service provided. The report showed three (3) main line AC pipe breaks on Ironwood and when asked, the Operator indicated AC pipe stood for asbestos cement (or transite) which is in need of being totally replaced in a Capital Improvement Project.

44 Blue Stakes were received; and Pink Slips totaled 70 in July for past due accounts.

Water Quality was reported good; with monthly bac-t samples negative.

**Agenda Item 7                    Operations Report for Approval as of 07/22/2022 (con't)**

Most recent water levels reported as of 7/22/22: Note- Big John #2 was decommissioned the end of June; GOA#3 is now online and they have, therefore, put GOA #1 on Standby  
It was noted there was a drop but not as drastic as the last report.

Date	B John 1		Oasis 1		Oasis 2		GOA 1		GOA 2		GOA 3	
	WL	DRW	WL	DRW	WL	DRW	WL	DRW	WL	DRW	WL	DWR
7/22	29'9"	32'6"	31'1"	32'0"	29'5"	30'1"	29'6"	31'2"	29'2"	29'5"	31'5"	33'0"

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.  
The report indicated the authorized survey at the Big John Site has been completed and Bob met with the Chair on site to review and select the best location for drilling the Big John #3 Well. NCS is working on the final design and tie-in.  
Additional discussion included the April Tank and Indian Hills Tank where the altitude valves were replaced with regulator valves. With higher summer usage, the valve is not keeping up and to resolve the issue re-built kits have been ordered for the altitude/pilot valves.  
Also, discussed was the generators being serviced through Loftin Equipment. GOA is not on the maintenance contract and should be added. The cost would be \$750.  
The Chair moved to approve the operations report as presented, including approval for the GOA generator service contract at a cost of \$750. Jeremy Brueckner seconded the motion and upon vote, the 7/22/2022 Operations Report was approved unanimously.

**Agenda Item #8                    Delinquent Account #139 19190 E Spencer St**

Sarah Hrabina addressed the issue of the delinquent status of the account, noting the meter has not been secured because the property has dogs and is fenced. Joe/Field Operations called the Sheriff's Office for an assist but they say they are not permitted to trespass. They said we would have to go to court and get a court order. Sarah indicated she would send the 30-day notice by certified mail to the occupant and also the owner from the information obtained from Yavapai County tax records. If payment is not made, discussed resolving the issue by digging up the service line outside the fence and cutting the line before the meter and capping it. Dave Moore moved to approve the certified mail notices and cutting service after the 30-days if payment is not made. Jeremy Brueckner seconded the motion and upon vote was approved unanimously.

**Agenda Item #9                    Annexation of Parcels 502-19-003E & 502-19-004C**

A letter from the property owner, Debbie Oliver, was provided in the Board Packets outlining her request to combine the above (tiny) parcels with her main parcel (502-19-003) at 19930 E Palo Verde Lane (account #3007). A survey/title dispute caused the issue. The annexation will not create any new or additional water service. Upon review, Dave Moore moved to adopt Resolution 2022-07.01 approving the annexation of parcels 502-19-003E and 502-19-004C into the Water District. Jeremy Brueckner seconded the motion to adopt Resolution 2022-07.01 and upon vote the resolution was adopted.

**Agenda Item #10                  Discussion and Consideration of Transcriptionist**

The Chair opened the discussion regarding the email he received from Karen Gilbert who has been a transcriptionist for many years. Listening to recordings of 45-90 minutes could take 4-6 hrs. due to conversations. The rate quoted was \$20/hr.  
After due consideration, Sarah Hrabina suggested starting with a much easier month. The July meeting with double financial reports and operations reports plus an extra full agenda might be a bit much for someone brand new. Dorothy Moore moved to hire the transcriptionist on a trial basis for the (possible) Special August meeting with Jeremy Brueckner seconding the motion. Upon vote the motion carried unanimously.

**Agenda Item #11 Big John #3 Well Budget and Approval for Bid Release (Aug Special Meeting)**

The Board reviewed the estimates submitted by Drill Tech for the Big John #3 Well. Two (2) bids were submitted with one using domestic materials which would be required if the project is funded through WIFA. The Engineers need to complete the documents needed and provide to the District for the advertising. Once advertised, the District may hold a Special Bid Opening Meeting (possibly Aug. or early Sept.). Chair Dave Moore moved to approve the advertising for bids once all documents are received from NCS and possibly hold a special meeting for the bid opening. Jeremy Brueckner seconded the motion and upon vote was approved unanimously.

**Agenda Item #12 WIFA Resolution Document Discussion**

The Chair opened the discussion regarding WIFA requiring a resolution from the Water District if the District intends to apply for WIFA funding for the Big John #3 Well Project. The resolution would authorize the District Manager and staff to apply for Drinking Water State Revolving Fund financial assistance from the Water Infrastructure Finance Authority (WIFA) Authority in an amount not to exceed \$235,600. Payable from revenues of the District.

After due consideration and discussion, Chair Dave Moore moved to adopt Resolution 2022-07.02 a resolution to authorize the application for a Drinking Water State Revolving Fund Loan from WIFA. Jeremy Brueckner seconded the motion and upon vote Resolution 2022-07.02 was approved unanimously and adopted.

**Agenda Item #13 Pubic Call -None-**

With no further business to come before the Board, the Chair adjourned the meeting at 6:31 PM  
The next Regular Boarding Meeting will be September 27, 2022 (No regular Board meeting in August)

**Certification:**

I, Sarah J. Hrabina, certify that the Agenda for the July 26, 2022 Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on July 21, 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 07/30/2022.  
A full recording is available