

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
February 28, 2023 REGULAR BOARD MEETING**

Chair, Dave Moore called the meeting to order at 5:03 PM.

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

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

Absent: Jed Carter, Vice Chair/Acting-Secretary

Also in attendance from Management– Bob Hanus, Operations; Sarah Hrabina, Office Management

The Chair welcomed from the Public: Eva Berst, Elaine Clayton and Greg Watts

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 with concern of destination far south of Black Canyon.

Dorothy Moore reported although our public notice box was removed at the Post Office last month, was able to post the agenda in the post office on a different bulletin board.

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

Agenda Item #4 Approval of 1/24/22 Regular Board Meeting Minutes & Executive Session

Upon review of the January 24, 2023 Regular Board Meeting minutes provided in the Board packets, Dorothy pointed out two typos for correction. With no other corrections, Jeremy Brueckner moved and Dave Moore seconded the motion to approve both the Regular Board Meeting, with corrections noted and the Executive Session minutes. Upon vote the minutes were approved unanimously.

Agenda Item #5 Treasurer’s Financial Report for Approval as of 1/31/23

Dorothy Moore provided a recap of the Jan 31, 2023 Financial Report for approval

Account	Beginning	Ending	Change
General Fund	\$ 88,617.81	\$ 86,717.18	\$ 1,900.63 -
Security Deposits	\$ 48,760.00	\$ 48,760.00	\$ -0-
Impact/Capital Fund	\$ 236,675.58	\$ 243,985.88	\$ 7,310.30 +
Arsenic Sinking Fund	\$ 125,658.10	\$ 130,658.10	\$ 5,000.00 +
Recap/Bank of the West	\$ 36,847.41	\$ 22,999.07	\$ 13,848.34 -
Account Totals =	\$ 536,558.90	\$ 533,120.23	\$ 3,438.67 -

Cash Management	Deposits/Cash Receipts Report	\$ 53,797.74
GJ Adjustments:		
Deposit	Made in Dec but recorded in Jan (reverse)	\$ - 3,550.00
Less: BofW	Merchant Service Fees	\$ (206.54)
BofW	Monthly Scanner Fee	\$ (45.00)
BofW	Returned cks +fees	\$ (229.97)
BofW	Reverse last mo’s GJ for NSF ck	\$ (64.57)
VOIDED ck	Ck#220717	\$ 179.88
Cash Management	Check Disbursement Report	\$ (53,320.21)
	Net Gain/(Loss)	\$ (3,438.67)

Jan billing totaled \$42,835.04. Water consumption for the month was reported at 3,188,000 gals. compared to 3,442,000 gals. the previous month. The Jan 2022 comparison was 4,121,000 gals. Total gallons billed for the fiscal yr. 2022/23 to date is 32,429,000 gallons (7 mos.) with comparison to previous fiscal year 2021/22 of 33,643,000 gallons. The financials include Quick Books invoices #3186 to #3219 and In-Hance Audits #20,485 through #20,583 with the accounts receivable in both In-Hance and Quick Books balancing at \$32,790.99

Agenda Item #5 Treasurer's Financial Report for Approval as of 1/31/23 (con't)

Credit & Debit Card Payments: Seventy-nine (79) transactions were posted; 33 debit & 28 credit card payments for a total \$5,986.77. Batches 172 thru 191.

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 posted in Jan Audit#20,511 a/cE813 \$2,500.00

Monthly General Journal Entries were attached for approval

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

After the review, Jeremy Brueckner moved to accept the Financial Report as of Jan. 31, 2023. A second was made by Dave Moore and upon vote the Jan 31, 2023 Financial Report was approved unanimously.

Agenda Item #6 Operations Report for Approval as of 02/25/2023

Operator Bob Hanus provided a recap of his Operations Report submitted to the Board with 42 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. 40 Blue Stakes were received; 64 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 improving the stats.

The Operator reported the generators were serviced & additional discussion regarding the Big John generator is Agenda Item #7. Water storage tanks at Indian Hills and School tank were inspected and cleaned by Applied Diving Servicing at a cost of \$3,650 with no significant issues.

The meter pedestal replacement at GOA suffered another delay with Yavapai County kicking back the permit for minor revision.

Upon final discussion, Dave Moore moved to accept the Operations Report as of 2/25/23 and Jeremy Brueckner seconded the motion. Upon vote the motion was approved unanimously.

Agenda Item #7 Big John Generator Repairs

Operator Bob Hanus reported the Big John radiator on the generator is bad and either needs to be replaced or, due to replacement costs, consider replacing the generator. Upon discussion, it was noted the generator has low hours for its age. Cost quoted to replace the radiator by Loftin, who performs the service work, is approx. \$5,200. After consideration, Jeremy Brueckner moved to approve the cost, up to \$7,200 to replace the radiator by Loftin Equipment. Dave Moore seconded the motion and upon vote the motion was approved unanimously. Bob indicated he would work on getting it on the schedule.

Per the agenda, the Chair announced the Regular Board Meeting needed to close for the Board to begin the Executive Session, as permitted by A.R.S. 38-431.03(A)(7) and Dorothy Moore moved to close. Dave Moore seconded the motion and upon vote the Regular Board meeting closed at 5:31PM.

Re-convening at 5:58 PM, the Chair opened with

Agenda Item #8 BJ#3 Well Update, Property Boundaries, Equipment and Lease of Well

The Chair opened the dialog stating the bid for the Big John #3 Well was \$383,000. The WIFA Loan being discussed is \$416,300 with (approx.) 71% forgiveness of \$295,650 making the District's portion \$120,650 amortized at 20 years with interest rate approx. 2%+/- with no penalty for early payoff.

Additional discussion followed and Jeremy Brueckner moved to approve the WIFA loan. Dorothy Moore seconded the motion and upon vote it was approved unanimously to move forward with the WIFA Loan.

Agenda Item #9 Teknet Use of Tank Towers Property at School and Indian Hills (not tanks)

The Chair opened the discussion indicating the District has an offer from Teknet, a provider of high speed internet service. Their main location is at the VFW and the terms of the proposed lease were discussed for both a 2-year and a 5-year term. It was noted the AirFiber provider which the District has a lease with is still not up and running. Provided there is no interference, the District could approve the Teknet lease

Agenda Item #9 Teknet Use of Tank Towers Property at School and Indian Hills (con't)

.Upon additional discussion and due diligence, Dave Moore moved to accept the lease agreement with Teknet. Jeremy Brueckner seconded the motion and upon vote the lease agreement was approved unanimously.

Agenda Item #10 Budget Discussion and Formation of Budget Committee

The Chair opened the discussion noting the District's budget must be submitted to Yavapai County by July 10th. It is Budget Committee's responsibility to create the proposed budget which is submitted to the Board for approval. The Committee can submit several options for Board consideration and after the proposed budget is approved, the Board will advertise for the Public Budget Hearing. Final Board approval is after the public hearing.

The Committee includes 2 Board members; one the Treasurer; Management, and members from the public. It was noted long time member from the public, Tony Chavez, is no longer able to serve. Additional discussion followed and Sarah Hrabina indicated she asked Thad Napova if he would serve. He is a water customer and has a degree in business and finance. In attendance, Elaine Clayton offered to serve.

Agenda Item #11 Call to the Public

The Chair indicated time was out but allowed Greg Watts to make any brief comments.

Greg Watts indicated his concern about the water leaving Black Canyon, obtained from private well sources, for the Freeway Project.

The Chair indicated as of now the project has had no adverse effect on the levels of our wells.

With no other business to come before the Board, the meeting was adjourned at 6:26 PM

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

The Chair thanked everyone for their attendance.

Certification:

I, Sarah J. Hrabina certify that the Agenda for the **February 28, 2023** Regular Board Meeting was publicly posted at the Water District Office, on **February 24, 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 03/9/2023

A full recording is available