

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

Chair, Dave Moore called the meeting to order at 5:04 PM.

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

Dave Moore, Chair; Dorothy Moore, Treasurer; Randall Hrabina, Secretary

Attending telephonically: Jeremy Brueckner, Member-at-large & Jed Carter, Vice Chair/Acting-Secretary

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

The Chair welcomed the Public: Eva Berst, Alma Beshku, Elaine Clayton, Mary Hoadley Cindy Malandro & Greg Watts

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

**Agenda Item #3 Board Member Reports**

The Chair called upon Randy Hrabina who indicated he was in contact with Vern/Yavapai County Public Works Dept to inquire about any upcoming road project plans within the District. He was informed the only upcoming project is Oasis/Westridge & that is for the fiscal year 2025-26 although that could change. Jeremy Brueckner reported the water truck traffic continues about the same. He also reported on a member/user in the office who had safety concerns for the office staff. The public is asked to be respectful. Dave Moore reported the postings made to BCCWID website and the BCC Bulletin Board

**Agenda Item #4 Approval of 10/24/23 Regular Board Meeting Minutes**

After review of the Oct. 24, 2023 Regular Board Meeting minutes provided in the Board packets, Jeremy Brueckner moved to approve the minutes as written; the motion was seconded by Dave Moore. Upon vote the Oct. 24, 2023 minutes passed by majority with R Hrabina abstaining since he was appointed late in the meeting to his board position.

**Approval of 11/4/2023 Special Board Meeting Minutes**

After review of the Nov. 4, 2023 Special Board Meeting minutes provided in the Board packets, Dave Moore moved to approve as written. The motion was seconded by R Hrabina and upon vote the minutes of the Nov. 4, 2023 Special Board Meeting were approved unanimously.

**Agenda Item #5 Treasurer’s Financial Report for Approval as of 10/31/23**

Dorothy Moore provided a recap of the Sept 30, 2023 Financial Report for approval

<b>Account</b>	<b>Beginning</b>	<b>Ending</b>	<b>Change</b>
General Fund	\$ 99,003.57	\$ 63,464.40	\$ 35,539.17 -
Security Deposits	\$ 50,540.00	\$ 77,750.40	\$ 27,210.40+
Impact/Capital Fund	\$ 325,632.13	\$ 337,099.18	\$ 11,467.05+
Arsenic Sinking Fund	\$ 100,097.38	\$ 102,961.48	\$ 2,864.10+
Recap/Bank of the West	\$ 24,709.69	\$ 36,122.69	\$ 11,413.00+
<b>Account Totals</b>	<b>\$ 599,982.77</b>	<b>\$ 617,398.15</b>	<b>\$ 17,415.38+</b>

NOTE: A transfer error was noticed while doing the bank reconciliation. The \$27,210.40 was deposited by Yavapai Co into the Security Deposit Fund in error. An email was sent to Yav. Co. to reverse & correct.

Cash Management	Deposits/Cash Receipts Report	\$ 57,495.69
GJ Adjustments:		
PLUS: 9/23 deposit	BofW correction Audit#21,179 made 10/14	\$ 100.00
Less: BMO	Merchant Service Fees	\$ (318.29)
BMO	Monthly Scanner Fee	\$ (45.00)
BMO	Monthly analysis bank fees	\$ (93.54)
BMO	Returned ck	\$ (168.65)
BMO	Returned ck (bank 10/26; QBooks 11/4)	\$ (107.33)
Cash Management	Check Disbursement Report	\$ (39,247.50)
	<b>Net Gain/(Loss)</b>	<b>\$ 17,415.38</b>

Oct billing totaled \$53,117.64. Water consumption for the month was reported at 4,859,000 gals. compared to 5,444,000 gals. the previous month. The Oct 2022 comparison was 4,228,000 gals

**Agenda Item #5 Treasurer’s Financial Report for Approval as of 09/30/23 (con’t)**

. Total gallons billed for the fiscal yr. 2023/24 to date is 21,498,000 gallons (4 mo.) with comparison to previous fiscal year 2022/23 of 21,255,000 gallons. The financials include Quick Books invoices #3399 to #3434 and In-Hance Audits #21,205 through #21,307 with the accounts receivable in both In-Hance and Quick Books balancing at \$43,885.41. Credit & Debit Card Payments: One Hundred Fourteen (114) transactions were processed; 58 debits & 46 credit card payments for a total \$8,528.29.

Batches 361 thru 382

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 was posted in Oct.

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 October 31, 2023 Financial Report as submitted with Dave Moore seconding the motion. Upon vote the Oct. 31, 2023 Financial Report passed by majority with R Hrabina abstaining.

**Agenda Item #6 Operations Report for Approval as of 11/24/2023**

Operator Bob Hanus provided a recap of his Operations Report submitted to the Board with 35 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, water pressure/condition issues & customer service provided. Blue Stakes 58; 85 Pink Slips were sent out Monthly bac-t samples negative; Well Stats:

Date	B John 1				Oasis 1		Oasis 2		GOA 2		GOA 3	
	WL	DRW			WL	DRW	WL	DRW	WL	DR''W	WL	DWR
11/20/23	21'8"	23'7"			23'9"	24'8"	24'2"	25'1"	20'2"	Off	20'2"	Off
11/7/23	21'6"	23'5"			23'9"	24'8"	24'2"	25'1"	20'2"	Off	20'2"	Off

After some additional questions from Board members and final discussion, Dave Moore moved to accept the Operations Report as of 11/24/23 and Randy Hrabina seconded the motion. Upon vote the motion to approve the Operations Report was approved unanimously.

**Agenda Item #7 Discussion and Possible Approval of the “Water Angel” Program**

The Chair opened the discussion noting this Item was tabled at the last regular board meeting. He provided the program outline encouraging Owner/Users to volunteer to help those in need. It indicates all donations will be given anonymously. In addition to those wishing to help, it also indicates those in need can reach out to the office for consideration. After Board discussion and due consideration the Chair moved to approve the Water Angel Program as presented. The motion was seconded by Randy Hrabina and upon vote the Water Angel Program was approved unanimously.

**Agenda Item #8 Big John #2 Lease Proposal**

The Chair opened the discussion regarding the proposed lease being offered through Dave Albins/Albins Administrative Trust. The proposed lease is for 5 years with the first 3 years at \$3,150 per month & a 6% increase monthly for each year thereafter. The lease would also address and resolve the District’s fence encroaching on the Albins’ land. After Board discussion, the matter was TABLED with Randy Hrabina offering to meet with Dave Albins to discuss the matter in greater detail.

TABLED; NO BOARD ACTION TAKEN

**Agenda Item #9 Public Record Requests Discussion**

The Chair opened the discussion noting fees for public record requests were established in the Ordinance years ago. In addition to the fifty cents per page, there is also an hourly rate of \$15 for copying & assembling (and applies for tenths of hours with no charge for less than six minutes). It was noted recent

**Agenda Item #9 Public Record Requests Discussion (con't)**

records being provided were only charged the \$0.50 per page but any records being provided going forward will be charged both the per page fee and the hourly fee.  
INFORMATION ONLY; NO BOARD ACTION NEEDED OR TAKEN

**Agenda Item #10 Telephonic Attendance by Board Members Discussion (Request by Member of the Public)**

The Chair opened the discussion indicating it is perfectly legal to attend Board meetings telephonically and provided the ARS (AZ Revised Statutes) #38-431.04 addressing the matter. Randy Hrabina indicated other boards he has served on all permitted telephonic attendance; in fact, one board all board members attended telephonically. Additional Board discussion followed.  
INFORMATION ONLY; NO BOARD ACTION REQUIRED OR TAKEN

**Agenda Item #11 Resolution on Budget Committee Meeting and Final Budget**

The Chair opened the discussion indicating the need for more time and would set up a Special Board Meeting before the next Regular Board Meeting. Randy Hrabina moved to table the agenda item and the motion was seconded by Jeremy Brueckner. Upon vote to TABLE the matter at this time was approved unanimously.

**Agenda Item #12 Apartment Complex (8 Unit) Discussion on Fees**

Alma Beshku was present to inquire about the fee structure for a new commercial meter service for an 8-unit apartment complex they are building. She indicated she doesn't understand why the fees are so high comparing to other water providers. The discussion included fees are established by each city or water company separately and are not uniform. The fees for the District were established by Ordinance some years ago. Discussion between Alma & the Board also included the cost of the 2" meter is not specific; rather, listed at cost+ 50%. It was indicated over the course of time there are cost increases and is the reason it was written that way at the time. Although sympathetic, the Board indicated the fees in the application for service stand.  
NO BOARD ACTION TAKEN

**Agenda Item #13 WIFA Loan Resolution for \$525,000 for Water Meter Replacement Program**

The Chair called upon Bob Hanus, Operations Manager to open the discussion. Bob indicated the WIFA money would enable us to upgrade the equipment. He explained old meters don't always register low flow. Applying is the first step and not a commitment. The project would be contingent upon the amount of the forgiveness offered. Additional discussion followed including Jeremy Brueckner indicating it is an opportunity to bring all the meters up to date and agreed it would be contingent upon the amount of forgiveness offered. The Chair indicated we won't know (amount of forgiveness) unless we submit. After due consideration, Randy Hrabina moved to approve Resolution 2023-11.01 a resolution authorizing the application for a \$525,000 loan from the Water Infrastructure Finance Authority of Arizona (WIFA). The motion was seconded by Dave Moore and upon vote was approved unanimously.

**Agenda Item #14 Call to the Public**

The Chair addressed the public outlining the public call procedures. Elaine Clayton was given the floor and inquired about the number of pages that could be obtained without the \$15/hr fee being charged. Suggested a specific outline should be put on the website. She also asked about the status of the security upgrades at the water office and status of the meeting with the attorney of record. Regarding the office incident Jeremy Brueckner spoke of in his board report, she indicated Greg (Watts) was with her and she records all conversations, noting nothing happened.

Greg Watts was given the floor and he inquired about Agenda Item #8 the Big John #2 Lease Proposal indicating if we are drilling a new well why would we need the leased well at \$3,150/mo. Asked if the District had an idea of when the Big John #3 Well would be completed with the Chair indicating it is

**Agenda Item #14 Call to the Public (con't)**

Greg Watts

unknown, adding we will be going out for a re-bid. The Chair also clarified we are not paying anything at all on the leased well; the Big John #2 Well is a PROPOSAL only.

Greg next asked about the public records request and if there is going to be a \$15/hr fee for copying is Sarah (Management) going to stop everything else and just work solely on the request. The Chair responded she will err on the side of the requester (regarding time) but, no is she not going to drop everything; not going to lock the door. Jeremy Brueckner suggested requesting via email with the response returned by email. The Chair indicated he did not think requesters would accept, noting not everyone has printers. Bob Hanus, Operator also stated if it was a paper document, emailing would require it to be scanned which would be similar to copying (time-wise).

Lastly, referring to Agenda Item #12/Application Fee, Greg suggested the Board consider putting on a future agenda to change the fees for commercial applications to reflect what she (Alma) is stuck with being unfair. The Chair asked who said it was unfair, adding we are not going to change the Ordinance to satisfy one customer. Greg stated he thought it was a reasonable request.

Cindy Malandro was given the floor and inquired about the water levels mentioned in the Operations Report. Bob Hanus, Operator indicated they dropped approximately 2' and the specific numbers were stated. Next, Cindy asked about how board members are elected; if it is on a ballot. The Chair responded it is placed on the ballot unless uncontested. That is the reason it has not appeared on the ballot for so long because no one is submitting petitions to run (when unopposed, Yavapai County cancels the election & appoints the uncontested petitioners). Lastly, Cindy inquired about changing the date and time for holding Board meetings noting 5PM many people are still working and can't attend, suggesting 7PM. It was noted a different location would be needed because the Library would be closed. It was pointed out the meetings are now being video-taped and could be viewed by others not able to attend.

Elaine Clayton was given the floor and indicated she has submitted public document requests that have not been filled and the policy of the \$15/hr should not apply to those. The Chair indicated the policy of the \$15/hr isn't being changed at all, it's just being implemented. Elaine disagreed.

With no other business to come before the Board, the meeting was adjourned at 6:37 PM  
The next Regular Board Meeting will be Dec. 26, 2023

**Certification:**

I, Sarah J. Hrabina certify that the Agenda for the **Nov. 28, 2023** Regular Board Meeting was publicly posted at the Water District Office and Post Office on **Nov. 24, 2023**, on or before 4:30 PM.

*Sarah J. Hrabina*

Sarah J. Hrabina

**ATTESTED:**

I, Randall J. Hrabina, 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,

*Randall J. Hrabina*

Secretary

Transcription of the minutes was completed by Sarah Hrabina on 12/12/2023  
A full recording is available