

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
OCTOBER 22, 2024, REGULAR BOARD MEETING**

Chair, Dave Moore called the regular board meeting to order at 5:01 PM.

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

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

Absent: Jed Carter, Vice Chair.

Member-at-large- Alice (Krissy) Matheson to be sworn in momentarily

Also, in attendance from Management– Office Management - Lisa Chandler

Operations Management – Bob Hanus

The Chair welcomed the Public: Anthony Chandler, Kim Cook, Jerry Cook, Tom Strizak, Elaine Clayton, Greg Watts, Cindy Malandro, Melina Reylek and Carol Batdorf.

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

Agenda Item #3 Administer Oath of Office & Seat Alice (Chrissy) Matheson

The Chair recited the Oath of Office with Alice “Krissy” Matheson repeating the oath. Krissy had been appointed at the previous, Sept. 24, 2024, Board meeting. Alice” Krissy” Matheson was welcomed to the Board as the Member at Large.

Agenda Item #4 Board Member Reports

The Chair called on Randy Hrabina who reported he had visited the (Palo Verde/Ironwood) Project and was pleased with the work and progress. Dorothy reported posting the agenda for the 10/22/24 Board Meeting at the USPS, Ron’s Market and Water Office bulletin boards. Chair Dave Moore reported posting agenda on the district website & BC Face Book sites. He also posted the official meeting minutes for July 23, 2024, and the Special Board Meeting Minutes from 8/22/24.

Agenda Item #5 Approval of 9/24/24 Regular Board Meeting Minutes

After reviewing Sept 24, 2024, Regular Board meeting minutes provided in the Board packets, Chair, Dave Moore opened to discuss the minutes as written. Several minor corrections were noted by Dorothy & Dave Moore. Randy Hrabina moved to approve with the corrections noted. The motion was seconded by Dorothy Moore & upon vote the minutes for the 09/24/24 Regular Board Meeting minutes were approved unanimously.

Agenda Item #6a Treasure’s Financial Report for Approval as of 8/31/24

Dorothy Moore provided a recap of August 31, 2024, Financial Report for approval

| Account | Beginning | Ending | Change |
|-----------------------|---------------------|----------------------|-----------------------|
| General Fund | \$ 8,405.23 | \$ 224,968.87 | \$ +216,563.64 |
| Security Deposits | \$ 52,990.00 | \$ 52,990.00 | \$ + 0.00 |
| Impact/Capital Fund | \$481,784.20 | \$ 109,936.49 | \$ -371,847.71 |
| Arsenic Sinking Fund | \$122,829.52 | \$ 124,184.80 | \$ +1,355.28 |
| BMO/Bank of the West | \$ 42,391.14 | \$ 25,191.38 | \$ - 17,199.76 |
| Account Totals | \$708,400.09 | \$ 537,271.54 | \$ -171,128.55 |

Cash Management Report Deposits/Cash Receipts Report

Actual total Receipts deposited All sources/ August +\$ 59,599.55

General Journal cash account entries:

 BMO Merchant fees debit & c-card processing fees -\$ 403.71

Actual total Disbursements All sources/ AUG -\$ \$230,324.39

TOTAL ALL ACCOUNTS, BALANCING WITH ABOVE RECONCILIATION \$ -171,128.55

Note: Check Chandler Construction, Inc. for C-900 Water line replacement of \$ 193,500.00

Attorney: \$1,260.05

August billing totaled \$65,683.04. Water consumption for the month was reported at 6,031,000 gals. compared to 5,057,000 gals. for the previous month. The August 2023 comparison was 5,708,000 gals. Total gallons billed for the fiscal yr. 2024/25 to date is 11,088,000 gallons 2 mo.) with comparison to previous fiscal year 2023/24 of 11,195,000 gallons. The financials include Quick Books invoices #3664 to #3690 and In-Hance Audits #23,079 through #23,161. Accounts receivable in both In-Hance and Quick Books balancing at \$50,423.07.

Credit & Debit Card Payments: One Hundred fifty-eight (158) transactions processed; 89 debits & 69 credit card payments; total \$14,832.36. Batches 597 through 628.

Review of all audit adjustments was completed – delinquent & penalty fees posted; final reads/refund security deposits; re-read/corrections; turn-ons/turn-off

Impact fees: \$0.00 August 2024

Monthly General Journal Entries were attached for approval

Respectfully submitted by Donna Lisa Chandler, Office Management and approved by Dorothy Moore, Treasurer

After the recap and review, Dave Moore motioned to approve the 8/31/2024 Financial Management Report as submitted, Randy Hrabina motioned to approve, Dave Moore seconded the motion. Upon vote the motion to approve August 31, 2024, Financial Reports carried unanimously.

Agenda Item #6b Treasure's Financial Report for Approval as of 09/30/24

Dorothy Moore provided a recap of September 30, 2024, Financial Report for approval

| Account | Beginning | Ending | Change |
|------------------------|---------------------|----------------------|----------------------|
| General Fund | \$ 224,968.87 | \$ 208,050.84 | \$ -16,918.03 |
| Security Deposits | \$ 52,990.00 | \$ 52,990.00 | \$ + 0.00 |
| Impact/Capital Fund | \$109,936.49 | \$ 120,898.99 | \$ +10,962.50 |
| Arsenic Sinking Fund | \$124,184.80 | \$ 124,184.80 | \$ 0.00 |
| Recap/Bank of the West | \$ 25,191.38 | \$ 48,778.79 | \$ +23,587.41 |
| Account Totals | \$537,271.54 | \$ 554,903.42 | \$ +17,631.88 |

Cash Management Report Deposits/Cash Receipts Report

Actual total Receipts deposited All sources/ September +\$ 62,069.39

General Journal cash account entries:

| | | | |
|--|--------------------------------|-----------|-------------------|
| BMO Merchant fees | debit & c-card processing fees | -\$ | 493.86 |
| BMO/Elevon card reader paper fee | | -\$ | 51.60 |
| Actual total Disbursements | All sources/ September | -\$ | 43,892.05 |
| TOTAL ALL ACCOUNTS, BALANCING WITH ABOVE RECONCILIATION | | \$ | +17,631.88 |

Note: September Disbursements include Attorney Fees: \$7,173.80

September billing totaled \$62,560.82. Water consumption for the month was reported at 5,539,000 gals. compared to 6,031,000 gals. for the previous month. The September 2023 comparison was 5,444,000 gallons.

Total gallons billed for the fiscal yr. 2024/25 to date is 16,627,000 gallons 3 mo.) with comparison to previous fiscal year 2023/24 of 11,195,000 gallons. The financials include Quick Books invoices #3691 to #3719 and In-Hance Audits #23,162 through #23,251. Accounts receivable in both In-Hance and Quick Books balancing at \$51,677.87.

Credit & Debit Card Payments: One Hundred thirty-nine (145) transactions processed; 71 debits & 74 credit card payments; total \$12,578.23. Batches 629 through 653.

Review of all audit adjustments was completed – delinquent & penalty fees posted; final reads/refund security deposits; re-read/corrections; turn-ons/turn-off
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Impact fees: \$0.00 September 2024

Respectfully submitted by Donna Lisa Chandler, Office Management and approved by Dorothy Moore, Treasurer

After the recap and review, Randy Hrabina motioned to approve the 08/31/24 & 9/30/2024 Financial Management Report as submitted, Dave Moore seconded the motion. Upon vote the motion to approve August 31, 2024, September 30, 2024, Financial Reports carried unanimously

Agenda Item # 7 Operations Report for Approval as of 10/18/2024

Operator Bob Hanus provided a review & recap of his Operations Report submitted to the Board with 75 work orders completed. Work orders completed included turn-ons, turn-offs, replacement of meters or auto-reads, 21 main line or service line breaks, well/booster site repair/maintenance, final reads/re-reads, water pressure/condition issues & customer service provided 94 Blue Stakes; 45 Pink Slips were sent out. Arsenic collected quarterly Oct. to Dec. – 2 mo. RTCR 1 & 2 Absent Bacteria. Annual Samples for Tin, Lead & Copper below MCL limit.

Well Stats reported

| Date | B John 1 | | | | Oasis 1 | | Oasis 2 | | GOA 2 | | GOA 3 | |
|----------|----------|--------|--|--|---------|-------|---------|-------|--------|-------|-------|-------|
| | WL | DRW | | | WL | DRW | WL | DRW | WL | DRW | WL | DRW |
| 10/10/24 | 23'10" | 25'10" | | | 27'0" | 27'3" | 27'2" | 29'1" | | | | |
| 10/02/24 | 23'10" | 25'10" | | | 26,6 " | 26'7" | 26'7" | 28'7" | 22'10" | 23'8" | 23'8" | 24'0" |

Bob reported maintenance work completed on School House Loop. Bob also confirmed the altitude valve is still on order and has not been received as of meeting. The lead line survey exposed 871 meters and confirmed there are no asbestos lines. The excavation of lines exposed PVC and galvanized only. The paperwork will be submitted to ADEQ this month. 10/24. The report on the Palo Verde/Ironwood Waterline replacement project is reported to be in good standing with 1200' of C-900 installed by Chandler Construction, Inc. Estimated time on this project is 5 weeks upon no distractions. Randy inquired about Big John well delays. Bob resubmitted to ADWR notice of intent to drill. November 10 is tentative for the intent to drill. Dave to confirm. Upon completion of review, the Chair called for motion to approve the 09/21/24 operations report to 10/18/24. Randy Hrabina seconded the motion. Upon vote the motion to approve the Operations Report 10/18/24 as submitted was approved unanimously by the Board.

Agenda Item #8 Bank of the West/BMO and Yavapai County –Discussion and Possible Addition of Authorized Signers

The Chair, Dave Moore opened the discussion. Randy Hrabina is willing and able to be a signer, and the chair asked Chrissy if she had any objection to being added as a signer. She responded with none and that she is readily available and in town. Additional discussion followed and it was noted adding signers to the BMO account was a bit more detailed. The chair requested Lisa Chandler, the office manager, to follow up with details of the procedures. Motion to approve additional signers by Dorothy Moore. Motion was seconded by Dave Moore and upon vote carried unanimously.

Agenda Item #9 Buckskin/Abbott St/Abbott Alley – Board Discussion and Possible Award or Postponement

The Chair opened the discussion indicating Chandler Construction was the Low Bidder from September 24, 2024, Board Meeting at \$158,000.00 with a 30-day exception which expires within a few days. The Chair yielded the floor to Randy Hrabina who noted that the finances for this project were not available at

this time due to previous obligations to the drilling of the new district well. Once the well is drilled, WIFA will repay the funds to replenish Capital Improvements. Upon review and discussion, Randy Hrabina suggested to postpone the current bid @ \$158,000.00 from Chandler Construction, Inc.

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with low bid, to wait for WIFA funds and re-bid the pending capital improvement project for Abbott St/Abbott Alley/Buckskin. Motioned to postpone the **Buckskin/Abbott St/Abbott Alley Project** additional discussion followed with Dave Moore moving to approve, the motion was seconded by Randy Hrabina and upon vote carried unanimously.

Agenda Item #10 Public Call: Greg Watts suggested water levels would be convenient to have noted on the water bills. Dave Moore mentioned this was not Elaine Clayton commented on the absence of Vice Chair Jed Carter and that the next meeting would be his third absence, and his position would be opened. Randy Hrabina mentioned that this would be an option, but not a mandatory termination. Steve Stryzak asked about Star pay through Enhance. Chair Dave Moore mentioned that it was not an agenda item and needed to be taken outside of the board meeting table. Cindy Malandro asked about the Buckskin project and if that was the one that needed to be done due to County re-pavement. Water shut offs were high and when the water is shut off and turned back on low pressure and air in lines. Normal level of Chlorine is 1.5 to 2 Water users asked who pays for repairs when a contractor hits a line. Bob mentioned that both contractors and district work together to resolve line breaks. Dave Moore recalled a line Can Ezee had hit, and Chandler Construction repaired the line at no cost to the district and the district was unable to recoup for any damages. Greg Watts noted a leak on Golden Lane, fourth house down on the curb that needed investigation. Bob Hanus agreed to investigate. Kim Cook inquired about grants, grant writing and possible WIFA loans to proceed capital improvement projects. Chair responded no grant writer.

Agenda Item #11 Motion to Adjourn

Dave Moore moved to adjourn the meeting and Randy Hrabina seconded the motion. Upon vote, the motion was approved and the meeting adjourned at 6:40 pm

The next Regular Board Meeting will be November 26, 2024, Black Canyon City Public Library

Certification:

I, Donna L. Chandler, certify that the Agenda for the **October 22, 2024**, Regular Board Meeting was publicly posted at the Water District Office and Post Office on **October 20, 2024**, on or before 4:30 PM.

Donna Lisa Chandler

Donna Lisa Chandler

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 Donna Lisa Chandler on 10/30/2024