

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
April 28, 2022 (Rescheduled) REGULAR BOARD MEETING**

The Regular Board Meeting to be held 4/26/22 was cancelled due to quorum issue

Chair, Dave Moore called the meeting to order at 5:03 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: Steve Hartsell

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

Agenda Item #3 Board Member Reports

Jeremy Brueckner reported he's noticed less chlorine residual in the water & inquired if it was a result of the changeover to liquid chlorine at the sites with Operations Manager, Bob Hanus confirming the work was completed at all sites. The Chair expressed his appreciation for a positive feedback.

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

Agenda Item #4 Approval of 3/22/22 Regular Board Meeting

The March 22, 2022 Regular Board Meeting minutes were reviewed and Jeremy Brueckner moved to accept the minutes as written. Dorothy Moore seconded the motion and upon vote, the March 22, 2022 Regular Board Meeting were approved unanimously.

Agenda Item #5 Approval of Treasurer's Financial Report as of 3/31/22

Treasurer Dorothy Moore presented a recap of the 3/31/2022 Financial Management Report:

Account	Beginning	Ending	Change
General Fund	\$ 79,220.43	\$ 73,075.11	\$ 6,145.32-
Security Deposits	\$ 47,085.00	\$ 47,085.00	\$ -0-
Impact/Capital Fund	\$ 120,382.14	\$ 131,138.91	\$ 10,756.77+
Arsenic Sinking Fund	\$ 84,610.40	\$ 89,634.20	\$ 5,023.80+
Recap/Bank of the West	\$ 15,185.47	\$ 33,076.88	\$ 17,891.41+
Account Totals =	\$ 346,483.44	\$ 374,010.10	\$ 27,526.66+

Cash Management	Deposits	\$ 60,775.95 +
GJ Adjustments:		
Merchant Service Fees		\$ 220.57 +
Less: Monthly Scanner Fee		\$ (45.00)
Less: 3NSF cks & fees		\$ (454.64)
Cash Management	Deductions/checks	\$ (32,970.22)
	Net Gain/(Loss)	\$ 27,526.66+

March billing totaled \$40,603.80. Water consumption for the month was reported at 3,693,000 gals. compared to 4,193,000 gals. for the previous month. The March 2021 comparison was 3,584,000 gals. Total gallons billed for the fiscal year-to-date 2021/22 was 41,529,000 gallons (9 mos.) with comparison to previous fiscal year-to-date 2020/21 of 42,630,000 gallons. The financials include Quick Books invoices #2991 to #3013 and In-Hance Audits #19,684 through #19,788 with the accounts receivable in both In-Hance and Quick Books balancing at \$20,748.50

Twelve (12) debit & credit card payments were processed during the month totaling \$4,388.39. It was noted the bank fees from the bank statement noted above were posted as a plus, not a minus. An attempt to confirm was unsuccessful and Management feels it may be in error with a possible adjustment made next month.

Agenda Item #5 Approval of Treasurer's Financial Report as of 3/31/22 (con't)

Review of all audit adjustments was done – delinquent & penalty fees posted; final reads/refund security deposits; re-read/corrections; turn-ons/turn-offs; two impact fees was collected in March for a total \$5,000 Monthly General Journal Entries for approval were attached.

Respectfully submitted by Sarah J. Hrabina, Management and approved by Dorothy Moore, Treasurer. Sarah/Office Management added she had just completed an online safety compliance status report as required with the Payment Card Industry Data Security Standards, noting she requested a template of their safety policies to review that may be recommended be added to our existing Policy and Procedures. Jed Carter moved to accept the March Financial Report as presented and Jeremy Brueckner seconded the motion. Upon vote, the motion carried unanimously.

Agenda Item #6 Operations Report for Approval as of 04/22/2022

Bob Hanus provided a recap of his Operations Report submitted to the Board with 40 of 41 work orders completed. Not completed, a new service on Maggie Mine Rd requiring trenching or boring to across the road to make the connection. County permit has been submitted and will coordinate with Chandler Construction for the work needed. 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. It was noted the new (liquid) chlorine systems are working well. 43 total Blue Stakes were received; 40 Pink Slips were issued to past due customers. Monthly bac-t samples were negative.

It was reported water levels are continuing to drop.

Bob reported he is still waiting on APS approval for the electric meter pedestal for the GOA site. The Chair inquired if this was the "blue tag" issue previously discussed with the Operator confirming. The APS contact indicated to him their engineers have to give their approval before they can sign off on it.

Bob also reported having met with WIFA regarding funding for an engineering assessment of the entire system. Funds may be available for the new Big John Well engineering and surveying work, estimating a grant with possible 50-60% being forgiven.

The 2021 Consumer Confidence Report has been completed and Bob indicated he has sent it to ADEQ for review. Discussion on this included presenting the report plus a customer letter to the Board at the May meeting for final approval.

After final discussion, Jed Carter 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 Budget Committee Report and Recommendation for 2022-2023

The Chair noted appreciation to the members of the Committee: Sarah Hrabina/Management, Dorothy Moore/Board Treasurer, Jed Carter/Board Vice Chair, Tony Chavez/long-time Public participant and first-time participant from the Public, Mike Robb. The Chair called upon Sarah Hrabina for the report. Sarah provided the recap, noting the budget consists of both the Capital Improvements section and the Operations/Maintenance section. It was also noted with the increase in management costs a rate increase would be necessary to support the proposed budget. The list of rate increases suggested was provided with the most significant (for the average customer) a \$4 per mo/per customer increase on the base rate. Although suggested, no rate increase was being recommended on the tier structure at this time. Additional discussion followed after which Jeremy Brueckner moved to approve the Proposed Budget and Rate increases as recommended by the Budget Committee. Jed Carter seconded the motion and upon vote, the Proposed 2022-23 Budget and recommended rate increases was approved unanimously. Attached to the minutes is a copy of both the Proposed Budget and the Proposed Rate Increases.

Agenda Item #8 Schedule Public Budget/Rate Hearing

The Public Budget/Rate Hearing will be held at the May 24, 2022 Board Meeting, commencing at 5:15PM

Agenda Item #9 Boundary and Topo Survey for APN 502-07-011C

The Chair opened the discussion noting the survey is for the Big John site and the survey was previously approved back in Sept/2021 at a cost not to exceed \$2000. The quote provided by NCS is \$3,500 but includes additional work that is pertinent. After additional discussion, Jeremy Brueckner moved to approve the survey at a cost of \$3,500. Jed Carter seconded the motion and upon vote the motion for NCS Engineering to do the survey was approved without opposition.

Agenda Item #10 New Well Construction/ADEQ Permitting APN 502-07-011C

The Chair opened the discussion noting the need to drill a second well at the Big John site, being an excellent source of water. As discovered with the GOA#3 Well, ADEQ requires engineering work prior to drilling. NCS Engineering has provided the scope of work needed; cost \$54,760.00. An estimate of 4 months was given to complete the work and would include CAD-drawings and the use of a hydro-ologist to complete the work. Board and Management discussion followed and it was noted the work needs to be done prior to even get on the well drillers schedule which is 4-6 months out at this time. Time is of the essence. Bob Hanus indicated funds may be available through WIFA although the Chair he did not want WIFA funding to cause any delays. With no further discussion, Jeremy Brueckner moved contingent upon funds available as stated by the Chair to approve the engineering work as submitted and described by NCS Engineering in the amount of \$54,760 for the new Big John well. Dorothy Moore seconded the motion and upon vote the motion was approved unanimously.

Agenda Item #11 Pubic Call

Steve Hartsell, in attendance inquired about the freeway construction project and his concern about the enormous amount of water that would be needed for the (3-year) project. Discussion followed about everyone's concern. It was noted 1.2 BILLION gallons was the estimate. Everyone was in agreement the State, like developers of golf courses in the desert that are required to use re-cycled water, should also be required to use non-potable water for construction. Discussion Only; no action permitted or taken

With no further business to come before the Board, the Chair adjourned the meeting at 6:15 PM
The next Regular Boarding Meeting will be May 24, 2022 and will include the Budget & Rate Hearing

Certification:

I, Sarah J. Hrabina, certify that the Agenda for the (re-scheduled) **March 28, 2022** Regular Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on **March 27, 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 05/01/2022.
A full recording is available

Attachments:

Proposed Budget;
Proposed Rate Increases

Proposed Budget/Rate Increases

For the 2022-2023 PROPOSED BUDGET
from Sarah Hrabina/Office Management & Budget Committee
and Approved by the Board for the Public Rate Hearing

The following rates are recommended to sustain the 2022/23 Proposed Budget:

Base Rate: Currently per mo/per customer	Proposed increase	New Amt
\$21.00	+\$4.00	\$25.00

Other rates recommended:

Fire Dept

Fire Hydrant Maint \$68.00 per mo increase to \$100 per mo

Rates that won't affect the current customer base (with the exception of Sellers) but rather new customers:

	Current	Proposed
Certification	\$25	\$50
Meter Fee	\$350	\$500
Installation Fee	\$275	\$350
Application Fee	\$75	\$100
Turn ON/OFF	\$25	\$50

With increase in rates, increase in Security Deposits recommended. This would only affect new customers, not current customer base.

Current residential rate	\$50	increase to \$100
Rental	\$100	" \$125
Commercial (minimum)	\$100	w/previous average for large accts

3% Late Fee- applied after the 15th if not paid; Increase to 5%

Years ago, this had actually been 50%!!! Would suggest perhaps 5% since in addition to the Late Fee we also have the \$15 Delinquent Fee at the end of the month, if still not paid