

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
Jan 23, 2024 REGULAR & REORGANIZATION 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

Absent: Jed Carter, Vice Chair

Jeremy Brueckner, Member-at-Large not in attendance; see Agenda Item #11 Resignation Letter

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

The Chair welcomed the Public: Eva Berst, Tina Fehr, Dave McMath, Cindy Malandro and Tom Strizak

Note: Elaine Clayton arrived during Public Call

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

Agenda Item #3 Board Member Reports

Dorothy Moore reported flyers for the Water Angel were posted. The Chair reported the postings made to the BCCWID website and the BCC Bulletin Board. He also mentioned one donation was received.

It was also announced he would like the Public to write down the Public Call issues and turn them in.

Agenda Item #4 Reorganization of Board Member Positions

The Chair opened the discussion asking the Board Members about retaining their current positions or if anyone wanted to volunteer to serve in a different position. It was determined the positions would remain the same and Randy Hrabina moved to approve the slate of officers for 2024: Chair- Dave Moore, Vice Chair- Jed Carter, Treasurer- Dorothy Moore, Secretary- Randy Hrabina. (Member-at-large will be an open position. The motion approving the 2024 Slate of Officers was seconded by Dorothy Moore and upon vote passed unanimously by the Board members in attendance.

Agenda Item #5 Approval of 12/19/23 Special & 12/26/23 Regular Board Meeting Minutes

After review of the Dec. 19, 2023 Special Meeting and Dec. 26, 2023 Regular Board Meeting minutes provided in the Board packets, Dave Moore moved to approve the minutes as written. The motion was seconded by Dorothy Moore & upon vote the minutes for both the Special Board Meeting and Regular Board Meeting noted above were approved unanimously by the Board members present.

Agenda Item #6 Treasurer's Financial Report for Approval as of 12/31/23

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

Account	Beginning	Ending	Change
General Fund	\$ 37,517.87	\$ 78,730.11	\$ 41,212.24+
Security Deposits	\$ 50,540.00	\$ 50,540.00	\$ -0-
Impact/Capital Fund	\$411,809.58	\$ 386,104.75	\$ 25,704.83-
Arsenic Sinking Fund	\$105,461.48	\$ 108,583.76	\$ 3,122.28+
Recap/Bank of the West	\$ 40,204.56	\$ 29,793.26	\$ 10,411.30-
Account Totals	\$645,533.49	\$ 653,751.88	\$ 8,218.39+

Cash Management Report	Deposits/Cash Receipts Report		
Actual total Receipts deposited	All sources/Dec	+\$	57,255.85
GJ Adjustments:			
BMO monthly analysis bank fees including scanner fee		-\$	176.96
BMO Merchant fees	debit & c-card processing fees	-\$	287.98
BMO (2) returned cks		-\$	429.20
BMO paper rolls for ck scanner		-\$	50.65
Actual total Disbursements	All sources/Dec	-\$	48,092.67
Note: Disbursements include payment to Whittington's Law Firm: \$685			
TOTAL ALL ACCOUNTS, BALANCING WITH ABOVE RECONCILIATION		+\$	8,218.39

Dec billing totaled \$46,766.06. Water consumption for the month was reported at 4,077,000 gals. compared to 5,066,000 gals. the previous month. The Dec 2022 comparison was 3,442,000 gals

Agenda Item #6 Treasurer’s Financial Report for Approval as of 12/31/23 (con’t)

Total gallons billed for the fiscal yr. 2023/24 to date is 30,641,000 gallons (6 mo.) with comparison to previous fiscal year 2022/23 of 29,241,000 gallons. The financials include Quick Books invoices #3464 to #3492 and In-Hance Audits #21,397 through #21,486 with the accounts receivable in both In-Hance and Quick Books balancing at \$35,616.22. Credit & Debit Card Payments: One Hundred Twenty-three (123) transactions were processed; 70 debits & 53 credit card payments for a total \$10,809.20. Batches 404 thru 425

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 posted in Dec.

Monthly General Journal Entries were attached for approval plus 2nd qtr Budget vs Actual Report Respectfully submitted by Sarah J. Hrabina, Management and approved by Dorothy Moore, Treasurer After the recap and review, Dave Moore moved to accept the Financial Report as of 12/31/2023 as submitted and Dorothy Moore seconded the motion. Upon vote the Dec. 31, 2023 Financial Report passed by majority with R Hrabina abstaining.

Agenda Item # 7 Operations Report for Approval as of 1/19/2024

Operator Bob Hanus provided a recap of his Operations Report submitted to the Board with 34 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 65; 98 Pink Slips were sent out Water Quality report- Monthly bac-t samples were negative

Well Stats reported showing a slight drop

Date	B John 1		Oasis 1		Oasis 2		GOA 2		GOA 3			
	WL	DRW	WL	DRW	WL	DRW	WL	DRW	WL	DRW		
1/22/24	23’1”	25’1”			25’	27’1”					23’9”	25’9”
1/15/24	23’1”	25’1”			25’3”	27’	25’2”	26’8”			23’3”	25’6”

After some additional questions from Board members and final discussion, including the Operator indicating he will ask for a report from DWR (AZ Dept of Water Resources) for all properties with private wells to be sure the District notifies them they are required by state law to have backflows installed if they are also connected to District water.

Randy Hrabina moved to accept the Operations Report submitted as of 1/19/24 and Dave Moore seconded the motion. Upon vote the motion to approve the Operations Report as submitted was approved unanimously by the Board members in attendance.

Agenda Item #8 BJ#3 Well- WIFA Water District Borrowing Resolution

The Chair opened the discussion outlining Resolution 2024-01.23 for the WIFA Loan for the Big John Well #3 proposed project in the amount not to exceed \$466,300. After forgiveness, he indicated the District’s obligation would be approximately \$150,000 not including interest. The loan would be for 20 years, but the District would be obligated to carry for 10 years and could pay off at that time.

After due consideration and discussion, Randy Hrabina moved to adopt the 2024-01.23 Resolution for the WIFA Loan. Dave Moore seconded the motion and upon vote Resolution 2024-01.23 was adopted unanimously by the Board members in attendance.

Agenda Item #9 Rural Community Assistance Partnership (RCAP) Lead Service Line Discussion

The Chair opened the discussion noting RCAP is located in Massachusetts and RCAC is located in California. They offer technical assistance to rural communities with some of their services provided free of charge and other services they charge for. The discussion was whether services were needed for the new lead line ruling being implemented by ADEQ later this year which requires an inventory of water lines in place. It was noted the District does not have any lead lines, but does have some galvanized lines.

Agenda Item #9 RCAP Lead Service Line Discussion (con't)

Operator Bob Hanus indicated he felt he has it under control and will be able to provide the report to ADEQ without assistance.

INFORMATION ONLY; NO BOARD ACTION TAKEN

Agenda Item #10 Management (Office) Advertising and Potential Placement Agency

The Chair opened the discussion noting the current office management contract expires in July (2024). Although Field Operator, Bob Hanus, had previously expressed an interest in providing this service in addition to the field work, he indicated the office staffing would be burdensome for him at this time. The Chair indicated he plans to advertise locally first and then, if needed, will broaden the advertising area.

INFORMATION ONLY; NO BOARD ACTION REQUIRED OR TAKEN

Agenda Item #11 Board Member Resignation Letter and Posting Vacancy

The Chair opened the discussion reading the letter of resignation from Jeremy Brueckner. He noted his family life demanded more of his time and it was with sadness but absolute respect and gratitude he had for the District Board.

The Chair indicated he would post the vacancy, seeking Letters-of-Intent from the public to serve on the Board. The Chair expressed his appreciation for Jeremy's contributions to the Board and wished him well.

Agenda Item #12 Public Call

The Chair addressed the Public outlining the guidelines for Public Call including writing down & turning in the comments & concerns.

He read the items turned in by Tina Fehr asking about the office security, status of audits, update on the hate crime, status of the reward offered, the contractual obligation of WET (operations management) to read meters monthly, if any claims have been filed, if District will continue to lease the Big John Well.

These items the Chair indicated could not be addressed because they were not on the agenda.

Question on the cost of drilling Big John #3, the Chair indicated it was covered in Agenda Item #8.

Question on how you know where every galvanized and lead lines are, the Chair referred to the discussion on Agenda Item #9.

When the Chair suggested Tina leave the questions with him, he could respond by email she asked why he could answer privately but not publicly. The Chair indicated the Board is not allowed to discuss issues not on the agenda. He stated he was not trying to be difficult, it's just he can't answer during the meeting.

Question on the Treasurer's Report regarding disbursements, the Chair called upon Dorothy Moore (Treasurer) and she indicated the \$48,000 was the total of all the disbursements for the month. Sarah Hrabina, Office Manager added, specifically for management; Loftin Equipment, generator service; Hill Brothers, chlorine; UniSource, gas for generators; AZ sales tax; APS, electric & Area Disposal, trash.

The Chair read the comment from Cindy Malandro who asked about the well levels mentioned in the Operations Report. Bob Hanus indicated the draw-downs were: Big John 25'1", Oasis 27'1' & GOA 25'9". Referring to the Operations Report, it was asked how many hours do the pumps run per day. Bob Hanus indicated it varies per site 6-10 hrs per day & varies due to demand, longer in the summer.

Cindy Malandro also asked about the advertisement for the management contract & the Chair indicated it was Agenda Item #10 and stated it would be in a few days.

Tom Strizak turned in a question regarding the cost to replace the galvanized piping, indicating Bob Hanus had previously quoted a cost of \$600,000 to \$700,000 but the Operations Manager indicated he didn't recall stating that. He also asked if a WIFA loan was being considered for that.

Elaine Clayton stated she has already filed a complaint about having to write down public call concerns and voiced her opinion that it is absolutely not a part of public call.

Cindy Malandro inquired about how long the open position for member-at-large will remain open (Agenda Item #11) and the Chair indicated until we have a candidate(s) submit Letters-of-Intent for Board consideration and Board appointment.

Eva Berst re-read the Public Call procedures noting, in particular, it states the public can make comments, suggestions or complaints, but it does not include asking questions.

With no other business to come before the Board, the Chair adjourned the meeting at 6:11 PM
The next Regular Board Meeting will be February 27, 2024

Certification:

I, Sarah J. Hrabina certify that the Agenda for the **Jan. 23, 2024** Regular and Organization Board Meeting was publicly posted at the Water District Office and Post Office on **Jan. 20, 2024**, 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 2/3/2024
A full recording is available