

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
April 23, 2024 REGULAR BOARD MEETING**

Chair, Dave Moore called the 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.

Vacancy Member-at-large

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

The Chair welcomed the Public: Carol Batdorf , Eva Berst, Elaine Clayton, Cindy Malandro, Tom Strizak, and Greg Watts

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

Agenda Item #3 Board Member Reports

The Chair mentioned he would like to clarify to the public that out of the \$5,000.00 allocated by the board for district security only \$3,094.58 was disbursed from the general fund.

He also reported the postings made to the BCCWID website and the BCC Bulletin Board.

Agenda Item #4 Approval of 3/26/24 Regular Board Meeting Minutes

After review of the Mar. 26, 2024 Regular Board Meeting minutes provided in the Board packets, Randy Hrabina moved to approve the minutes as written. The motion was seconded by Dorothy Moore & upon vote the minutes for the 03/26/24 Board Meeting were approved unanimously.

Agenda Item #5 Treasurer’s Financial Report for Approval as of 3/31/24

Dorothy Moore provided a recap of the Mar. 31, 2024 Financial Report for approval

Account	Beginning	Ending	Change
General Fund	\$ 75,030.95	\$ 78,696.26	\$ 3,665.31+
Security Deposits	\$ 51,090.00	\$ 51,090.00	\$ -0-
Impact/Capital Fund	\$406,514.27	\$ 418,278.20	\$ 11,763.93+
Arsenic Sinking Fund	\$114,505.67	\$ 114,520.55	\$ 14.88+
Recap/Bank of the West	\$ 39,282.60	\$ 43,308.79	\$ 4,026.19+
Account Totals	\$686,423.49	\$ 705,893.80	\$ 19,470.31+

Cash Management Report	Deposits/Cash Receipts Report		
Actual total Receipts deposited	All sources/ Mar	+\$	46,335.71
Plus: card pmts recv'd in March not processed till April 1, 2024.		+\$	9,664.62
GJ Adjustments:			
BMO monthly analysis bank fees including scanner fee		-\$	148.37
BMO Merchant fees	debit & c-card processing fees	-\$	362.00
BMO NSF Audit #21711		-\$	338.21
Actual total Disbursements	All sources/ Mar	-\$	35,681.44
TOTAL ALL ACCOUNTS, BALANCING WITH ABOVE RECONCILIATION		+\$	19,470.31

Mar billing totaled \$38,289.26. Water consumption for the month was reported at 2,731,000 gals. compared to 4,433,000 gals. the previous month. The Mar 2023 comparison was 3,397,000 gals Total gallons billed for the fiscal yr. 2023/24 to date is 41,245,000 gallons (9 mo.) with comparison to previous fiscal year 2022/23 of 39,772,000 gallons. The financials include Quick Books invoices #3536 to #3565 and In-Hance Audits #21,661 through #21,747 with the accounts receivable in both In-Hance and Quick Books balancing at \$29,966.14. Credit & Debit Card Payments: One Hundred thirty one (131) transactions processed; 74 debits & 57 credit card payments; total \$13,892.63. Batches 470 thru 494 Review of all audit adjustments was done – delinquent & penalty fees posted; final reads/refund security deposits; re-read/corrections; turn-ons/turn-off
Impact fees: 2 – debit/cc – payments received, Not processed until April 2024.

Agenda Item #5 Treasurer’s Financial Report for Approval as of 3/31/24 (con’t)

Monthly General Journal Entries were attached for approval
Respectfully submitted by Sarah J. Hrabina and Donna Lisa Chandler (tr) Management and approved by Dorothy Moore, Treasurer
After the recap and review, Dave Moore moved to accept the 3/31/24 Financial Report as submitted and Dorothy Moore seconded the motion. Upon vote the Mar. 31, 2024 Financial Report passed by majority with R Hrabina abstaining.

Agenda Item # 6 Operations Report for Approval as of 4/19/2024

Operator Bob Hanus provided a recap of his Operations Report submitted to the Board with 28 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 77; 108 Pink Slips were sent out. Water Quality report- Monthly bac-t samples: 3/19/24 tests were absent. 4/23/24 submitted; results not yet received.

Well Stats reported as holding steady as of March report..

Date	B John 1		Oasis 1		Oasis 2		GOA 2		GOA 3			
	WL	DRW	WL	DRW	WL	DRW	WL	DRW	WL	DRW		
04/08/24	22’5”	24’3”			25’4”	27’2”	25’4”	27’7”	21’6”	23’0”	22’6”	22’9”

Bob reported he is working on the WIFA paperwork for the meter replacement project; and, work continues on electrical upgrades at the Oasis site. Bob also reported ADEQ was out taking additional samples for PFOA’s. Bob reported that he received a report from ADWR regarding private wells in Black Canyon City and we are in the process of cross referencing who are district customers. After some additional questions from Board members and final discussion, Randy Hrabina moved to accept the Operations Report submitted as of 4/19/24 and Dorothy Moore seconded the motion. Upon vote the motion to approve the Operations Report as submitted was approved unanimously by the Board.

Agenda Item #7 Altitude Valve Discussion and Possible Approval for April Tank Site.

The Chair called upon Bob Hanus, WET to discuss the need for the altitude valve. Bob reported that the current pressure regulating valve was not sufficient and suggested the altitude valve being a better option. The pressure regulating valve replaced the previous altitude valve because altitude valves were unavailable from any vendors at the time. The cost of the altitude valve is approx. \$7,000.00. Additional discussion followed with Dave Moore moving to approve the purchase of the altitude vale. The motion was seconded by Randy Hrabina and approved unanimously.

Agenda Item #8 Audit for 2021-2022 Discussion and Possible Approval.

The Chair called upon Sarah (Hrabina/Management) to report on the audit. Sarah indicated the bottom line, the net increase for the fiscal year was \$76,807. Additional discussion followed with Dave Moore moving to approve the 2021-2022 Audit as presented by the CPA. Motion was seconded by Randy Hrabina and upon vote approved unanimously.

Agenda Item #9 2024-25 Proposed Budget & Recommendations from Management; Board Discussion and Public Comments; Possible Proposed Budget Approval

The Chair called upon Sarah (Hrabina/Management), to present the proposed budget. Sarah indicated a rate increase would be necessary and provided the board with options for the operations/maintenance budget 1). Minimum \$6 per customer per month; 2). \$7 per customer per month. Consideration could also be given for increase for capital improvement budget. It was noted for each \$1 per customer per month generates approximately \$10,440 annual. The board was provided budget comparisons and it was noted that tier rates could also be amended or increased. Randy Hrabina favored the \$7 increase. The Chair asked Dorothy Moore for her thoughts and she indicated that the \$6 would cover the Field

Agenda Item #9 2024-25 Proposed Budget & Recommendations from Management; Board Discussion and Public Comments; Possible Proposed Budget Approval (con't)

Management increase. Sarah added other increases with chlorine, for example, doubling. It was also noted 2024 is an election year. Elections are not free and the budget includes \$3,000.00 for the election through the County. After board discussion, the Chair opened the floor for public comments. Elaine Clayton was called upon and she indicated she was opposed to Randy voting on the budget, noting it was a conflict of interest. She also inquired about the \$12,000 for legal fees. With the Chair indicating it was for the 2024-2025 budget. For example, if we do another WIFA loan it will be required. Greg Watts was called upon, and he suggested the budget and rate increase should be put out in a newsletter. Sarah (Hrabina/management) indicated that it was a good idea; we do it every year with the consumer confidence letter. Elaine Clayton was again called upon and she asked where was this going to be taken from. Sarah (Hrabina/management) indicated the base rate (water sales increase from \$6 to \$7) will generate an additional (\$10,440). The account for legal fees will be increased from \$5K to \$12K and the operating reserve contingency will be increased from \$4,089.00 to \$7,529.00. The Chair closed the floor to the public and called for a motion. Dorothy Moore moved to approve the Proposed 2024-25 Budget with a \$7 per customer per month rate increase for the operating budget. Randy Hrabina seconded the motion and upon vote was approved unanimously.

Agenda Item #10 Schedule Public Budget/Rate Hearing Discussion

The Chair indicated a public budget and rate hearing will be included with the May 28, 2024 regular board meeting. No board action required.

Agenda Item #11 Consumer Confidence Report Annual Letter Review

A draft of the 2024 letter was provided in the Board packets for review. The Chair called upon Sarah (Hrabina/management) who stated, Bob (Hanus/Field Management) will provide the ADEQ report next month. She just wanted any feedback as far as additional comments in the letter from the Board. No Board action needed or taken, for review only.

Agenda Item #12 Motion to Adjourn

Randy Hrabina moved to adjourn the meeting and Dave Moore seconded the motion. Upon vote, the motion was approved and the meeting adjourned at 6:07 pm

The next Regular Board Meeting will be May 28, 2024.

Certification:

I, Sarah J. Hrabina certify that the Agenda for the **April 23, 2024** Regular Board Meeting was publicly posted at the Water District Office and Post Office on **April 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 and Donna Lisa Chandler on 5/4/2024
A full recording is available