

**OFFICIAL MINUTES FOR THE
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
JULY 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– Office Management - Sarah Hrabina, Lisa Chandler

Operations Management – Joe Thompson and Attending Telephonically – Bob Hanus

The Chair welcomed the Public: Greg Watts, Elaine Clayton, Tom Strizak, Kent Reyker, Melina Reyker,

Cary Ansel, Cindy Malandro, Corina Nimo, Eva Berst, Frankie Reed, Robert, Sue & Mark Buckner,

Marjorie Rivera and Robert Saluski.

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

Agenda Item #3 Board Member Reports

The Chair reported on a letter of intent sent to Black Canyon City residents for a proposed small-scale 18 space RV park, and added for any questions to email Chair @ BCCWID.org. The Chair also reported the postings of the April Board meeting minutes & Agenda along with the Palo Verde Ironwood Project made to the BCCWID website and the BCC Bulletin Board.

Agenda Item #4 Approval of 5/28/24 Regular Board and Budget & Rate Hearing Meeting Minutes

After review of the May 28, 2024 Regular Board and Budget & Rate Hearing Meeting minutes provided in the Board packets, Chair, Dave Moore opened to discuss the minutes as written. Randy Hrabina moved to approved. The motion was seconded by Dorothy Moore & upon vote the minutes for the 05/28/24 Regular Board and Budget & Rate Hearing Meeting minutes were approved unanimously.

Agenda Item #5 Approval of 6/19/24 Special Board Meeting minutes

After review of the 06/19/24 Special Meeting minutes, with no corrections or errors, the Chair, moved to approve the minutes. Randy Hrabina seconded and the minutes were approved unanimously.

Agenda Item #6a Treasurer’s Financial Report for Approval as of 5/31/24

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

Account	Beginning	Ending	Change
General Fund	\$ 59,809.02	\$ 46,329.15	\$ -13,379.87
Security Deposits	\$ 51,090.00	\$ 52,840.00	\$ +1,750.00
Impact/Capital Fund	\$427,172.20	\$ 458,021.30	\$ +30,849.10
Arsenic Sinking Fund	\$117,405.78	\$ 119,905.78	\$ +2,500.00
BMO	\$ 78,202.41	\$ 32,276.81	\$ -45,925.60
Account Totals	\$733,679.41	\$ 709,373.04	\$ -24,306.37

**NOTE CPA 2- Audits.

Cash Management Report	Deposits/Cash Receipts Report		
Actual total Receipts deposited	All sources/ May	+\$	46,647.65
General Journal cash account entries:			
BMO monthly analysis bank fees including scanner fee		-\$	172.15
BMO Merchant fees	debit & c-card processing fees	-\$	365.43
BMO NSF returned check ac# 292		-\$	140.00
Actual total Disbursements	All sources/ May	-\$	70,276.44
TOTAL ALL ACCOUNTS, BALANCING WITH ABOVE RECONCILIATION		-\$	24,306.37

May billing totaled \$49,267.46. Water consumption for the month was reported at 4,457,000 gals. compared to 4,150,000 gals. the previous month. The May 2023 comparison was 3,951,000 gals Total gallons billed for the fiscal yr. 2023/24 to date is 49,852,000 gallons 11 mo.) with comparison to previous fiscal year 2022/23 of 47,680,000 gallons. The financials include Quick Books invoices #3590 to #3617 and In-Hance Audits #21,843 through #21,919 with the accounts receivable in both In-Hance and

Agenda Item #6a Treasurer’s Financial Report for Approval as of 5/31/24 (cont.)

Quick Books balancing at \$30,194.39. Credit & Debit Card Payments: One Hundred fifteen (115) transactions processed; 64 debits & 51 credit card payments; total \$8,227.63. Batches 520 thru 542 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: No Impact fees collected in May 2024.

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

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

Account	Beginning	Ending	Change
General Fund	\$ 46,329.15	\$ 61,035.54	\$ +14,706.39
Security Deposits	\$ 52,840.00	\$ 52,990.00	\$ + 150.00
Impact/Capital Fund	\$458,021.30	\$ 467,829.22	\$ +9,807.92
Arsenic Sinking Fund	\$119,905.78	\$ 122,561.60	\$ +2,655.82
Recap/Bank of the West	\$ 32,726.81	\$ 34,189.39	\$ +1,912.58
Account Totals	\$709,373.04	\$ 738,605.75	\$ +29,232.71

Cash Management Report	Deposits/Cash Receipts Report		
Actual total Receipts deposited	All sources/ June	+\$	56,124.83
General Journal cash account entries:			
BMO - NSF returned check ac# 725		-\$	40.00
BMO monthly analysis bank fees including scanner fee		-\$	140.80
BMO Merchant fees	debit & c-card processing fees	-\$	286.99
BMO posting error adj. ac# 353		-\$	1.60
Actual total Disbursements	All sources/ June	-\$	26,422.73
TOTAL ALL ACCOUNTS, BALANCING WITH ABOVE RECONCILIATION		+\$	29,232.71

Note: Total Attorney’s fees for June, \$11,965.00

June billing totaled \$55,461.21. Water consumption for the month was reported at 5,681,000 gals. compared to 4,457,000 gals. the previous month. The June 2023 comparison was 5,215,000 gals Total gallons billed for the fiscal yr. 2023/24 to date is 55,533,000 gallons 12 mo.) with comparison to previous fiscal year 2022/23 of 52,895,000 gallons. The financials include Quick Books invoices #3618 to #3640 and In-Hance Audits #21,920 through #21,995 (**Note: Power Outage 06/13/24 Audit #'s skipped from #21,944 to #22,943 per SH.) with the accounts receivable in both In-Hance and Quick Books balancing at \$34,985.75. Credit & Debit Card Payments: One Hundred forty seven (147) transactions processed; 83 debits & 64 credit card payments; total \$11,922.65. Batches 543 thru 567 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: \$2,500.00 ac#822 Audit # 21,944

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 5/31/24 & 6/30/24 Financial Management Reports as submitted and Dorothy Moore seconded the motion. Upon vote the motion to approve the May 31, 2024 and June 30/2024 Financial Reports carried unanimously with R Hrabina abstaining.

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

Operator Bob Hanus provided a review & recap of his Operations Report submitted to the Board with 63 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 163; 68 Pink Slips were sent out. Water Quality report- Monthly bac-t samples: 6/6/24 & 7/22/24 tests were absent.

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		
07/17/24	23'2"	25'2"			24"	26"		25'5"	20'6"	22'2"	20'5"	21'6"
05/24/24	22'8"				24'1"	25'3"	24'	25'6"	20'5"	22	21'3"	

Bob reported he is working on the WIFA paperwork for the meter replacement project; and, work continues on electrical upgrades at the Oasis site as stated in Item # 4 of the operations report. Bob will report back to the board on the assistance required from APS to install a new breaker box and continues work regarding private wells in Black Canyon City and cross referencing who are district customers. Item #3 addressing the start date for the drilling of Big John Well #3 requires a new letter of intent to drill to be revised for new driller and submitted to ADWR to proceed with drilling. Update report to follow. After some additional questions from Board members and final discussion, Randy Hrabina moved to accept the Operations Report submitted as of 7/23/24 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 #8 Bid Opening- Palo Verde/Ironwood Project Board Review and Possible Award

The Chair opened discussion with the number of Bid Applicants received as follows; 7 Interested applicants, 6 attended mandatory walk thru with 1 declined to bid. The scope of work was presented by the Chair with board member Randy Hrabina noting that the project included a hard dig and review of the initial scope of work presented to all bidders. After discussion, the Chair proceeded to opening the 3 sealed bids received for the Palo Verde/Ironwood Project. First bid was from Revolution Industrial with supporting required documentation and bid of \$1,556,444.00 (30 day). Second bid from Red Hot Solutions with supporting documentation present and a bid of \$688,090.00 (90 day). Third Bid, Chandler Construction, Inc. with supporting documentation and a bid of \$387,000.00/ no WIFA and Additional \$35,000.00 with WIFA to cover prevailing wage. (30 day) Additional discussion followed with Dave Moore moving to table the bid award due to Agenda item # 9 need for review and consideration before proceeding with the award. Motion was seconded by Randy Hrabina and tabling the award was approved unanimously.

Agenda Item #9 Buckskin/Abbott St/Abbott Alley Project Discussion and Advertise for Bid Approval

The Chair motioned to post notice of advertisement for 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 Water Angel Program Accounting Update – Info Only

The Chair called upon Office Management Sarah Hrabina to report of the Water Angel Program. Donations received to date: Teknet donation \$1,000.00, Eva Berst donation \$ 50.00 Total of \$1,050.00 Disbursements to date: \$200.00 applied to customer accounts. #89, #524 & #656. Each customer had leaks resulting in unusually high water bills. -\$600.00. Balance available for assistance: \$450.00 No Board action needed or taken, for review only.

Agenda Item #11 Proposed Office Management Contract Extension (Chandler)-Board Review and Possible Action

Upon expiration of the 7/26/24 – 7-25-25 contract in place, the district and management reviewed the current contract and consider an extension of the contract for a term of 4 years to commence as follows: 7/25/25 – 7/26/26; 7/26/26 -7/25/27; 7/25/27 – 7/26/28; 7/26/28 – 7-26/29. This extension is to include a CPI cost of living annual increase with all other terms and conditions to remain the same. Upon review and discussion, Chair moved to approve the Management Contract extension, Randy Hrabina seconded, motion carried unanimously.

Agenda Item #12 CPA Auditor Engagement Letter information – Board Discussion and Possible Action

The Chair reviewed the information in the engagement letter to confirm services for Audit for the year ending June 30, 2024. Motion to approve by Dave Moore, Chair and seconded by Randy Hrabina. Vote carried unanimously.

Agenda Item #13 Public call

Carol said her bill doubled this month. Sarah requested she check gallonage and call office. Elaine commented on legal fees not being disclosed. The Chair responded it was reported during financial report. Cindy asked about the arsenic leak on OPS report. Bob Hanus responded it was from one of the valves and no effect on water. Elaine made a comment that Lisa Chandlers' contract should be shorter and she is married to Tony who is always low bidder. Eva Berst made the comment she felt the Board was very transparent. She said you can call any Board member, or email, text, or request the Chair place you on the agenda. Greg commented on agenda #9 that maybe the County could stockpile the material and do the project later when we could. Randy commented that you cannot stockpile asphalt. Tony Chandler made the comment that he has saved the District so much money over the years, and, he does not understand why there is so much arguing over him doing the work when he saves them money.

Agenda Item #14 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 September 24, 2024.

Certification:

I, Sarah J. Hrabina certify that the Agenda for the July 23, 2024 Regular Board Meeting was publicly posted at the Water District Office and Post Office on July 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 Donna Lisa Chandler on 7/27/2024