

**OFFICIAL MINUTES FOR THE  
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
SEPTEMBER 24, 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 (telephonic)

Absent: Jed Carter, Vice Chair.

Vacancy Member-at-large

Also in attendance from Management– Office Management - Lisa Chandler

Operations Management – Bob Hanus

The Chair welcomed the Public: Chris Matheson, Cary Ansel, Anthony Chandler, Vivian Castro, Tom Strizak, Elaine Clayton, Greg Watts, Cindy Malandro, Melina Reylek, Carol Batdorf.

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

**Agenda Item #3 Board Member Reports**

The Chair called on Dorothy Moore to confirm posting the Agenda for the 9/24/24 Board Meeting at the USPS bulletin board. Chair Dave Moore reported posting the meeting minutes for the May 28, 2024 Regular Board Meeting Minutes and the June 19, 2024 Special Board Meeting Minutes and the Agenda for September 24, 2024 on the BCCWID website and BCC Bulletin Board/FB. Lisa Chandler posted the Agenda for the 9/24/24 meeting at the BCCWID Office information board on 9/20/24.

**Agenda Item #4 Approval of 7/23/24 Regular Board Meeting Minutes**

After review of the July 23, 2024 Regular Board 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 Dave Moore & upon vote the minutes for the 07/23/24 Regular Board Meeting minutes were approved unanimously.

**Agenda Item #5 Approval of 8/22/24 Special Board Meeting minutes**

After review of the 08/22/24 Special Board Meeting minutes, with no corrections or errors, the Chair, moved to approve the minutes. Dorothy Moore seconded and the minutes were approved unanimously.

**Agenda Item #6a Treasure’s Financial Report for Approval as of 7/31/24**

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

<b>Account</b>	<b>Beginning</b>	<b>Ending</b>	<b>Change</b>
General Fund	\$ 61,035.54	\$ 8,405.23	\$ -52,630.31
Security Deposits	\$ 52,990.00	\$ 52,990.00	\$ + 0.00
Impact/Capital Fund	\$467,829.22	\$ 481,784.20	\$ +13,954.98
Arsenic Sinking Fund	\$122,561.60	\$ 122,829.52	\$ + 267.92
Recap/Bank of the West	\$ 34,189.39	\$ 42,391.14	\$ + 8,201.75
<b>ccount Totals</b>	<b>\$738,605.75</b>	<b>\$ 708,400.09</b>	<b>\$ -30,205.66</b>

Cash Management Report	Deposits/Cash Receipts Report		
Actual total Receipts deposited	All sources/ July	+\$	63,538.63
General Journal cash account entries:			
BMO monthly analysis bank fee		-\$	163.10
BMO Merchant fees	debit & c-card processing fees	-\$	391.75
Actual total Disbursements	All sources/ July	-\$	\$ 93,189.44
<b>TOTAL ALL ACCOUNTS, BALANCING WITH ABOVE RECONCILIATION</b>		<b>\$</b>	<b>- 30,205.66</b>

**JULY BILLING:**

Water	\$43,839.08
Maint. Fee	100.00
Capital Improvements	9,836.30
Delinquent Fees	705.00
Penalties/Other	752.83
Convenience Fees 4%	218.64
Taxes	<u>3,439.34</u>
<b>TOTAL</b>	<b><u>\$58,891.19</u></b>

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July gallons 5,057,000 Gals

Previous mo: 5,681,000 Gals June 2024

**Total for Fiscal-yr 2024/25** 5,057,000 gals (1 mos)

Previous 2023/24 comparison 5,487,000 gals

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Financials include Qbooks invoices #3641 to 3663

In-Hance Audits #22,996 through #23,078

Accounts Receivable in both In-Hance and Quick Books balancing at \$34,795.26

Credit & Debit card payments: A total of One Hundred-thirty nine (139) transactions processed;

Batch#568-596 73 debits; 66 credits; Total processed: \$11,876.15

Review of all audit adjustments was done- delinquent & penalty fees posted;

Final Reads/refund Sec Deposits; re-read/corrections; turn-ons;turn-offs;

Impact Fees: \$0.00

Attached are the monthly general journal entries for approval

Respectfully submitted, and approved,

Donna Lisa Chandler, Management Dorothy Moore, Treasurer

Impact fees: \$0.00 July

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 called for a motion 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 the July 31, 2024 Financial Reports carried unanimously.

**Agenda Item # 7 Operations Report for Approval as of 9/20/2024**

Operator Bob Hanus provided a review & recap of his Operations Report submitted to the Board with 76 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 175; 25 Pink Slips were sent out. Water Quality report- Monthly bac-t samples:

Well Stats reported as holding steady as of September 20, 2024 report..

Date	B John 1		Oasis 1		Oasis 2		GOA 2		GOA 3		
	WL	DRW	WL	DRW	WL	DRW	WL	DRW	WL	DRW	
09/23/24	22'10"	24'8"	23'9"	26'2"	25'8"	20'8"	22'2"	20'8"	22'1"		
09/17/24	23'2"	25'2"	24"	26"	25'5"	20'7"	22'2"	20'5"	21'7"		

Bob reported maintenance work completed on the April and Oasis well sites. Bob also confirmed the altitude valve is still on order and has not been received as of meeting. 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. Report on the Palo Verde/Ironwood Waterline replacement project is reported in good standing with 1200' of C-900 installed by Chandler Construction, Inc. Upon discussion and review, the Chair called for motion to approve the 9/20/24 operations report. Randy Hrabina so moved and Chair, Dave Moore seconded the motion. Upon vote the motion to approve the Operations Report 9/20/24 as submitted was approved unanimously by the Board.

**Agenda Item #8 Bid Opening- Buckskin/Abbott St/ Abbott Alley Project- Board Review and Possible Award**

The Chair opened discussion with the number of Bid Applicants received as follows;  
 Bid #1) Lincoln Constructors @ \$325,753.00 #2) Pronghorn Services, LLC @ \$999,999.99  
 3) Red Point Contracting @ \$459,059.00 #4) FPS Civil LLC. @ \$267,799.60 #5 Chandler Construction, Inc. @ 158,000.00. After discussion, the Chair called for a motion to table the bid for 2-3 weeks to review the WIFA loan possibility with Special meeting to be scheduled.  
 Additional discussion followed with Dave Moore moving to table the need for review and consideration before proceeding with the award. Randy so moved, motion was seconded by Dorothy Moore and tabling the award was approved unanimously.

**Agenda Item #9 Letter of Intent from Two Applicants- Board Review and Possible Appointment to Board**

Two letters of intent were received for the open board position of Member at Large. Applicant #1) Vivian Castro submitted 8/8/24 Applicant #2) Alice (Chrissy) Matheson submitted 8/19/24. Upon open review and discussion of the Letter of Intent for each applicant summary of qualifications. Chair moved to entertain a motion to consider approval an applicant. Randy Hrabina moved to appoint Allice "Chrissy" Matheson. The motion was seconded by Dorothy Moore and upon vote carried unanimously.

**Agenda Item #10 Public Records Custodian Discussion and Appointment**

The Chair opened to appoint Custodian of Records to Office Management Lisa Chandler. Chair, Dave Moore moved to appoint, Randy Hrabina seconded. Motion carried unanimously.

**Agenda Item #11 Public Call**

Chair called upon Elaine Clayton who inquired about records request submitted over a year ago. Chair was not able to respond to the question as it was not on the current agenda.

Greg Watts questioned whether custodian of records would have the authority to redact records. Chair responded that that would not be permissible.

Elaine Clayton requested the legal fees for July 2024. No legal fees reported on the current financial report. Chair and Treasure responded that there were no legal fees for July 2024.

Cindy Malandro questioned the two invoices present on the financial report. Chair answered her question from the financial report presented by Treasure, Dorothy Moore.

**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 6:35 pm

The next Regular Board Meeting will be October 22, 2024, Black Canyon City Public Library

**Certification:**

I, Donna L. Chandler certify that the Agenda for the **September 24, 2024** Regular Board Meeting was publicly posted at the Water District Office and Post Office on **September 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 10/20/2024