

**UNAPPROVED MINUTES FOR THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
REGULAR BOARD MEETING  
September 23 2025**

**AGENDA ITEM #1                      CALL TO ORDER**

Chair, Elaine Clayton called the meeting to order at 5:05 PM at the Black Canyon Community Library. Meeting notices were posted on the BCCWID website, at the Post Office, and outside the District Office.

**AGENDA ITEM #2                      ROLL CALL OF BOARD MEMBERS**

Roll Call showed a quorum with the following Board Members present: Elaine Clayton, Chair; Melina Reylek, Treasurer; Tom Strizak, Secretary; Shawn Collins, Member-at-Large; Irene Brooks, Member. Also in Attendance: Robert Hanus, Operations Manager; Julie Owings, Office Clerk; William Whittington, District Attorney (telephonically); and Devon White, Associate District Attorney (telephonically).

**INTRODUCTION OF ATTENDEES**

There were no other attendees/members of the public in attendance.

**AGENDA ITEM #3                      CONSENT AGENDA**

**Approval of Minutes from June 16 Special Meeting, June 24 Regular Meeting, July 22 Regular Meeting, August 6 Special Meeting, August 13 Special Meeting, August 26 Regular Meeting and September 11 Emergency Meeting.** Shawn made a motion to approve the minutes. Tom seconded the Motion. There was no discussion. All voted in favor and the Motion passed unanimously.

**AGENDA ITEM #4                      REPORTS & CORRESPONDENCE**

**A. Board Chair Reports**

- 1. Report on Change in RCAC personnel:** Allison Jermain left RCAC as of September 10, 2025. Her supervisor, Sierra, will be assuming Allison's responsibilities. Board Chair and Jerry Postema are will meet with Sierra on October 1 to discuss transition, water report and rate increase proposal.
- 2. Report on WIFA PER project:** The Board Chair and Linda with ADEQ will attend a meeting concerning the PER. There is not supposed to be a cost for the PER report.
- 3. Report on "Smart Meters":** The Board is trying to get information out to the owner/users with smart meters so they can call the office and learn how to use the app. Flyers were created for distribution by field staff.
- 4. Tom Strizak Resignation:** Tom had previously submitted his resignation but has rescinded it so he will remain on the Board.

**B. Board Member Reports**

**Shawn Collins:** Shawn attended training for the Smart Meters and has been signing checks.

**Irene Brooks:** Irene completed open meeting law training, transcribed minutes for past meetings and executive sessions, researched comparison of security systems.

**Tom Strizak:** Tom has worked on the website, posting updated meeting video within a day after the last meeting. He communicated with the owner/users concerning the billing due date error. He obtained a quote from Titan for security services, looked into the budget situation for 2026, researched the check signer concern, reviewed meeting minutes for accuracy and met with Irene to deliver the recorder with the executive sessions.

**Melina Reylek:** Melina signed checks and looked over the budget.

## **C. Operations Report – Bob Hanus & Jerry Postema**

### **1. Report on well depths**

| <b>Big John 2</b> |       | <b>Big John 3</b> |     | <b>Oasis 1</b> |     | <b>Oasis 2</b> |       | <b>GOA 2</b> |     | <b>GOA 3</b> |       |
|-------------------|-------|-------------------|-----|----------------|-----|----------------|-------|--------------|-----|--------------|-------|
| WL                | DRW   | WL                | DRW | WL             | DRW | WL             | DRW   | WL           | DRW | WL           | DRW   |
| 37'2"             | 47'1" | --                | --  | --             | --  | 37'4"          | 47'1" | --           | --  | 34'5"        | 67'9" |

**2. Usage Summary:** 4.8 million gallons of water were used in July and 6 million gallons in August.

**3. Customer Water Pressure Issue:** Connection issue identified; fix will route line after booster pumps to ensure equalized pressure. Chair requested a completion timeline.

**4. Arsenic Facilities–** Facilities in poor condition, there are manual overrides and equipment has been repaired with duct-tape and tied together.

**5. WIFA Well:** KP Ventures finished second development and the well is averaging only 20 gpm. Jerry requested costs for the next 2-3 opportunities for improvement, however, if production is not going to increase, it is not worth the continuing investment. He called WIFA to see if the remaining grant money for the arsenic treatment at the Big John #3 well could be used for replacement of the the other arsenic concern. He is waiting to hear back from Morgan at WIFA.

**6. Contract Review:** The Chair and Jerry met with Bob and determined that annual evaluation was not included in the contract. Updates and changes were made by all parties. Currently, they are waiting for Bob's final input.

**7. Future Projects:** Jerry suggested creating an RFQ process for "on-call" engineering firms. After proper vetting, firms are placed on a list and can be hired them for projects when needed avoiding delays. Jerry could get the application out for RFQ in a couple of days but the Board has to vote to do this. It will be placed on the next agenda.

**8. GIS:** Jerry recommends keeping this in the office. If someone needs to use it, they can take it but return it back to the office.

**9. Smart Meters:** Jerry shared that a customer was in the office and Julie was showing them how to use the app for the smart meter and the customer seemed excited about it.

**10. Leak:** Emergency repair scheduled for Thursday on 34614 South K-Field. It appears to be a service line.

The Board Chair requested status of driveway repair at River Ridge. The driveway was torn up but not repaired. Bob will follow-up with Earth Resources.

James Black submitted a bid for media arsenic replacement on Big John and was following up on a quote they sent to BCCWID two weeks ago. Bob will call Stewart in Dewey for a second quote. Jerry will contact James Black and let him know we are getting another quote.

## **AGENDA ITEM #5**

## **NEW BUSINESS**

**A. Discussion and possible action re: Treasurer's Reports for August and September 2025.** The CPA, Natalie Galgano, was not present to deliver the report. The written report has been received and can be posted on the website. The Board Chair clarified the request from the last meeting that there is a form that the Yavapai County Treasurer's office sent requesting that anyone who wants to be a check signer needs to sign the form.

**B. Discussion and possible action re: ADT contract and early termination fees.** ADT sent \$1600 bill for early termination of account(s) for BCCWID but will not provide details about the charge. Counsel recommended the Board Chair reiterate to ADT that bill will not be paid without additional information. If necessary, the matter can be referred for legal handling.

**C. Discussion and possible action re: Vendor proposals for installation of a security system at the new office.** Two vendors provided quotes for a security system at the new office – Titan and NAIT. Comparisons of the services and the costs were discussed. Shawn made a motion to accept the quote in the amount of \$9674.16, and, if it turns into a contract, to insert the required addendum into the contract from NAIT to install security, including cameras. The Chair seconded the Motion. There was no discussion. All voted in favor. The Motion passed unanimously.

**NOTE:** NAIT is the vendor for BCCWID's IT needs. At the last meeting, a Motion was made and seconded to accept the IT installation bid from NAIT but it was not voted on. This will be done at the next meeting.

**D. Discussion and possible action re: Vendor quote for sink installation at the new office.**

Projected costs for sink installation at the new office - \$1200 - \$1500. Tom made a motion to approve an amount not to exceed \$1500 to install a sink in the new office. Shawn seconded the Motion. If there is a contract that needs to be signed, the state-required addendum will be added. No discussion. All voted in favor. The Motion passed unanimously.

**E. Discussion and possible action re: Updating Board members' roles and responsibilities.**

Jerry will spearhead this project. Roles and responsibilities need to be clearly defined. These will be included in the by-laws when finalized.

**F. Discussion and possible action re: water conservation ordinance.** District Counsel approved ordinance language sent by Jerry for review. A moratorium on new water meters will be included. Suggestion was made to incentivize owner/users regarding conservation rather than being punitive.

**G. Discussion and possible action re: appointment of Irene Brooks to the Vice-Chair position.**

The Board Chair made a Motion to appoint Irene Brooks to the Vice-Chair position. Shawn seconded the Motion. No discussion. All voted in favor. The Motion passed unanimously.

**H. Discussion and possible action re: Big John well.** This was discussed during Operations Report.

**I. Discussion and possible action re: Customer notification for Smart Meter implementation.**

This was discussed during Operations Report.

**J. Discussion and possible action re: Operations report.** This was discussed during Operations Report.

**AGENDA ITEM #6                      CALL TO THE PUBLIC**

No members of the public were in attendance.

**AGENDA ITEM #7                      ADJOURNMENT**

The Board Chair adjourned the meeting at 6:40 pm.

**ATTESTED:**

I, Irene Brooks, Vice-Chair 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,

*Irene Brooks*