

## NOTICE OF EMERGENCY MEETING

**PLEASE BE ADVISED THAT THE GOVERNING BOARD OF THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT TOOK ACTION ON AN EMERGENCY BASIS AT ITS SPECIAL MEETING AT 11:30 A.M. ON SEPTEMBER 11, 2025, HELD AT THE BLACK CANYON CITY COMMUNITY LIBRARY, LOCATED AT 34701 SOUTH OLD BLACK CANYON HIGHWAY, BLACK CANYON CITY, ARIZONA.**

The Board Chair declared there to be an actual emergency within the meaning of A.R.S. 38-431.02(D) to permit the Board to consider and take action on the following items:

1. Discussion and possible action re: Letter of intent submitted by Mary Irene Brooks for the vacant board position; Discussion and possible action re: Possible appointment of Mary Irene Brooks to fill the vacant Board Position.


The Board Chair declared this to be an actual emergency due to the circumstances of her being unavailable to sign District checks due to prior commitments beginning September 15, 2025. It came to the Board Chair's knowledge on September 10, 2025, that the Board Secretary and Board Treasurer have declined to fulfill their responsibilities as check signers, leaving only the Chair and one other Board Member as check signers. It also came to the Chair's attention on September 10, 2025, that a quorum of Board Members would not be available to hold a meeting to authorize an additional check signer before September 15, 2025.

As a result, the Board voted unanimously to appoint Mary Irene Brooks to the vacant position on the Board for the remainder of the term which is to expire in 2026.

2. Discussion and possible action re: Addendum/revision to Julie Owings' office clerk contract.

District Office Clerk, Julie Owings, is actively working without a current written contract. Accordingly, action was necessary to prevent closure of the District's water office, safeguard essential administrative operations, and ensure uninterrupted customer service. The revision to the contract for Julie Owings set for consideration, discussion, and action revised the previously approved Office Clerk contract to reflect that the District will be paying and providing for Julie Owings' insurance as a part of the District's existing insurance policy.

As a result, the Board voted unanimously to approve the revision to the Office Clerk contract for Julie Owings.

  
\_\_\_\_\_  
Elaine Clayton, Board Chair