

**APPROVED MINUTES FOR THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
REGULAR BOARD MEETING  
October 28, 2025**

**AGENDA ITEM #1                      CALL TO ORDER**

Board Chair, Elaine Clayton called the meeting to order at 5:00 PM at the new Black Canyon Water Improvement District Office. 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; Irene Brooks, Vice Chair; Melina Reylek, Treasurer; Tom Strizak, Secretary; Shawn Collins, Member-at-Large. Also in Attendance: Jerry Postema, District Operations Manager; Robert Hanus, Operations Manager; and Devon White, Associate District Attorney (telephonically).

**INTRODUCTION OF ATTENDEES**

Sierra Kubicki with RCAC (joined during her Teams Meeting presentation)  
Ernest Irwin, owner/user; Greg Watts, owner/user; Alma B , owner/user; Carol, owner/user

THE CHAIR AMENDED THE ORDER OF THE AGENDA AND ALLOWED THE RCAC UPDATE BY SIERRA KUBICKI AT THIS TIME.

**D. Sierra Kubicki – RCAC Update** – Sierra Kubicki (RCAC) provided an update via Microsoft Teams. She assumed responsibility for projects previously managed by Alison Germaine. The WIFA loan includes \$50,000 for a preliminary engineering report (PER). ADEQ may provide a PER at no cost, and could be written to meet potential future funding requirements from agencies, such as the USDA. The rate adequacy study is pending follow-up from Sierra.

**AGENDA ITEM #3                      CONSENT AGENDA**

**Approval of Minutes** – Shawn made a motion to approve the minutes listed on the Agenda for this 10/28/2025 meeting. Elaine seconded the motion. There was no discussion. The following members voted in favor of the motion – Elaine, Shawn, Melina, Irene. The following member voted against the motion – Tom – stating he hadn’t had time to review all of them prior to the meeting. The motion passed.

**AGENDA ITEM #4                      REPORTS & CORRESPONDENCE**

**A.Board Chair Reports**

**1. Transcription of Meeting Minutes:** Irene Brooks has been transcribing minutes but has not been compensated since joining the Board. The Board will seek a replacement.

**B. Operations Report**

Big John 2		Big John 3		Oasis 1		Oasis 2		GOA 2		GOA 3	
WL	DRW	WL	DRW	WL	DRW	WL	DRW	WL	DRW	WL	DRW
31’10”	37’7”	--	--	30’3”	31’3”	30’3”	30’6”	29’7”	31’	28’10”	30’5”

Bob Hanus reviewed the current water levels and drawdowns. Stage 4 water conservation remains in effect. Recent work orders completed included meter replacements, repair of line breaks, site cleanup at well sites, blue stakes and required water sampling.

**C. General Managers' Report:** Jerry provided a written report for the Board. He stated the WIFA funds were allocated as \$320,650 grant and \$145,650 loan. To date, \$224,000 in grant funds have been spent on the Big John 3 well. There is an additional \$30,000 to be submitted for reimbursement. Due to low water production and inability to bring more water into the Big John 3 well, it will not be functional and no additional work will be done. WIFA will not approve reallocation of the remaining funds without a formal reallocation request. The media needs to be replaced at Big John 3. The lowest bid is \$58,480. Jerry also reported that WIFA is making changes to their grant/loan allocation percentages. BCCWID may need to find another funding source for the Metron meters. The customer concerned with low pressure issues has been contacted and the matter is in the process of being resolved. The contract with WET will be concluded by mutual agreement.

**D. Sierra Kubicki-RCAC Update – See above**

**E. Financial Report – Melina Reylek, Treasurer –** Melina presented the most recent monthly financial summary prepared by Natalie Galgano, CPA.

## **AGENDA ITEM #5**

## **NEW BUSINESS**

**A. Discussion and possible action re: Review and discussion of the Treasurer's Report/Budget-**

The annual budget was filed timely. Devon White outlined the public notice and hearing requirements. Natalie will be asked to present the budget report to the Board at a future meeting. Public posting of the budget and publication in the newspaper will follow that meeting with a public hearing scheduled 20 days after the publication. After the public hearing, a special Board meeting is held to approve the final adoption budget.

**B. Discussion and possible action re: Operations Report –** No discussion or action on this topic.

**C. Discussion and possible action re: General Manager's Report –** No discussion or action on this topic.

**D. Discussion and possible action re: RCAC Projects –** Irene made a motion to give approval to RCAC to work with ADEQ and BCCWID's General Manager to start the process of preparing the PER at the standards acceptable to USDA at no cost to BCCWID. Shawn seconded the motion. No discussion. All voted in favor. The motion passed unanimously.

**E. Discussion and possible action re: NAIT installing & preparing new office for IT cabling –**

Irene made a motion to accept NAIT's bid of \$4964.00 for installing the IT cabling at the new office. Shawn seconded the motion. All voted in favor. The motion passed unanimously.

**F. Discussion and possible action re: inHance training –** inHance will be providing training covering the entire billing process in 3 sessions of 2 hours each. They are willing to train up to 5 people. Julie needs the training and any Board members interested are welcome. The cost is \$1260.00. There are no other vendors who can provide the training. Elaine made a motion to approve the training. Tom seconded the motion. There was no discussion. The motion was approved unanimously.

**G. Discussion and possible action re: New office essentials and expenses –** In order to move forward with the office move, there are some essential items that need to be purchased, such as microwave, small refrigerator, coffeepot, table for Board meetings, desk. Elaine made a motion to approve up to \$5000 for additional office essentials. Shawn seconded the motion. Discussion involved whether \$5000 was too much. The \$5000 is a "not to exceed" amount so it may cost less to

purchase essential items and services. There were 4 “yes” votes to approve the motion - Melina, Shawn, Irene and Elaine. There was one “nay” vote from Tom.

**H. Discussion and possible action re: Metron Meter report** – The report from Metron concerning accuracy of meters was reviewed. Additional information is needed. Jerry will follow up with Alex at Metron. Jerry suggested that the Board consider replacement of meters that are 10 years old or older because accuracy declines after that point.

**I. Discussion and possible action re: Posting meter moratorium and drought plan on website** – Jerry provided some information with general parameters for each water conservation stage. Elaine requested that the Board members consider how the information can be shared with the owner/users. This topic is deferred to a future meeting.

**J. Discussion and possible action re: Lisa Chandler’s Separation agreement & \$3500 payment** – This topic will be addressed in Executive Session after the Call to the Public.

## **AGENDA ITEM #6**

## **CALL TO THE PUBLIC**

Greg Watts asked if the Board would consider purchasing water from a local commercial well-owner during drought times. Jerry will follow up with Greg concerning this matter. Alma requested the Board review the \$11,000 she was charged for multiple meters because BCCWID installed only one meter. Additional meters for the multiple units were purchased and installed by her contractor. Jerry will look into this further. Ernest Irwin requested that the Board review the cost he would be charged to start up water service at his home. There was a meter onsite when he purchased the home, but it was removed when Ernest refused to pay \$3250.00 for the meter that was already there. Jerry will contact Ernest and look into this further.

**EXECUTIVE SESSION** – Elaine made a motion that the Board enter executive session under A.R.S. 38-431.03(A)(3). Irene seconded the motion. The motion passed with four “yes” votes from Elaine, Irene, Melina and Tom. There was one absentee vote from Shawn. There were no “nay” votes. The motion passed.

The Board returned from Executive Session and into Public Session. Elaine made a motion to drop the matter involving Lisa Chandler. Shawn seconded the motion. There was no discussion. The motion passed with four “yes” votes from Elaine, Shawn, Tom and Melina. There was one recusal from Irene. The motion passed.

## **AGENDA ITEM #7**

## **ADJOURNMENT**

The Board Chair adjourned the meeting at 7:01 pm.

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*