

**APPROVED MINUTES OF
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
REGULAR BOARD MEETING
February 24, 2026**

AGENDA ITEM #1 CALL TO ORDER

Board Chair Elaine Clayton called the Regular Meeting to order at approximately 5:25 PM at the Black Canyon City Community Library, Black Canyon City, Arizona. Notice of the meeting was properly posted in compliance with Open Meeting Law requirements at the Post Office, BCCWID website and on the window at the BCCWID office.

AGENDA ITEM #2 ROLL CALL OF BOARD MEMBERS

Board Members Present: Elaine Clayton (Chair), Tom Strizak (Secretary), Melina Reylek (Treasurer), Shawn Collins (Member at Large).

AGENDA ITEM #3 INTRODUCTION OF ATTENDEES

Also Present: Devon White, Legal Counsel (telephonically).

One member of the public was present – Carol Batdorf

AGENDA ITEM #4 CONSENT AGENDA

A. Approval of Minutes

- Regular Board Meeting of January 27, 2026 – pending transcription
- Special Board Meeting of February 12, 2026 – pending transcription

No action was taken due to the minutes not being available for review yet.

AGENDA ITEM #5 REPORTS AND CORRESPONDENCE

A. Chair's Report

The Chair reported on activities for the previous month, including recruitment efforts for a part-time utility clerk position. Approximately ten applications were received, with only three meeting the required qualifications. Two interviews had been completed, and a third interview was scheduled for later in the week. The Chair noted the position may be able to provide both office support and limited operational assistance, depending on skill level, during the interim period while the District seeks a permanent manager.

B. Operations Report

- **Usage Summary:**

Accurate water usage data remains unavailable due to the absence of meters on wells and ongoing problems with customer meters and meter reads.

- **Well Levels:**

Well level readings from January 18 and February 20, 2026, showed declines of approximately ten feet across the Big John, GOA, and Oasis wells.

January 18, 2026		February 20, 2026	
Big John	34.6 ft	Big John	24.7 ft
GOA	33.9 ft	GOA	23.6 ft
Oasis	35.2 ft	Oasis	26 ft

The Board noted the declining water levels and agreed that continued monitoring is necessary.

• **Other Operational Matters:**

The Board discussed ongoing challenges with incomplete operational reporting and the need for improved data reliability.

C. General Manager’s Report

The General Manager and operations staff were not present. In their absence, the Chair provided updates on the meter and billing remediation efforts, including:

- Longstanding issues with estimated reads, data entry errors, and malfunctioning meters.
- An estimated fifty percent of meters believed to be nonfunctional.
- Suspension of billing to avoid issuing inaccurate bills while remediation continues.
- Review of meter data by a third party confirming systemic issues.

The Chair also discussed preliminary plans and goals for 2026, including budget planning for FY 2026–2027, infrastructure maintenance priorities, identification of grant opportunities, and preparation for upcoming rate decisions. Steps must be taken quickly to address the revenue concerns. Historically the Board begins budget planning at this time of year. Currently the budget for 2026-2027 is being reviewed and projects need to be prioritized.

The Board will need to consider resources for grants to help with the expenses. RCAC is reviewing rates to determine what the appropriate rate charges should be for the upcoming year. Their report is expected on March 2, 2026. Over the past few years, the rate increases have been insignificant and have not been enough to update the aging infrastructure. The Chair advised that the rate increase will be significant. RCAC and Rural Water Association have completed thorough reviews of the District. Information about the status of the Preliminary Engineer’s Report is needed. The Board also needs the status of the reimbursement of the WIFA loan. Booster pumps need to be repaired and/or replaced. The electrical components of the system need repair as they are currently dangerous. Variable frequency drives have been ordered but a status is needed on installation.

There is also the possible \$200,000 National Rural Water Association loan to replace individual meters and well meters. Jerry was also working on getting additional funds from the current WIFA loan reallocated so the money could be used to buy well meters. The Board Chair has requested a status on these items from Jerry Postema.

D. Financial Report

The Treasurer presented financial balances as of January 31, 2026. The District’s total balance was reported at approximately **\$244,288**, with funds distributed among checking, general, capital reserve, security deposit, and arsenic sinking accounts. The full financial report is available for review on the BCCWID website. Revenue is not coming in on schedule due to suspended billing.

AGENDA ITEM #6

NEW BUSINESS

A. Discussion and possible action re: Operations Report(s)

The Board members expressed their concerns regarding delayed and incomplete reporting. The Board received well depths for only 3 out of the total 5 wells. No action was taken.

B. Discussion and possible action re: General Manager's Report(s)

The General Manager was not present so there was no report. The Board members again expressed concern regarding incomplete reports and lack of timeliness of the reports. No action was taken.

C. Discussion and possible action re: RCAC Pending Rate Assessment Report

The Board Chair emphasized the importance of public participation when RCAC presents its rate assessment. The Chair stated that RCAC's rate assessment will significantly affect future rate decisions. No action was taken,

D. Discussion and possible action re: Revisions to Policy and Procedures Manual

The Board discussed inconsistencies related to billing practices, late fees, disconnect notices, and reconnection costs. It was stated that there are discrepancies between costs listed in the ordinances, policies, and customer notices. To update fees, a public hearing is required for discussion of any proposed changes in fees. One of the policies is that there is a 4-month time frame of delinquent payments before disconnection. There is a financial burden placed on customers after such extended delinquency periods. There is also a \$50 disconnect fee. In addition, there is a fee to turn the water back on. The Board will review the \$3500 fee to have a meter put back in. This needs to be reviewed. The Chair asked that the Board members review charges that other small rural water districts are charging for different services and review the charges included in the BCCWID Ordinance. This topic will be discussed in more detail at a future meeting.

E. Discussion and possible action re: Revisions to Ordinance 98-7

Ordinance issues were discussed in conjunction with policy and procedures revisions under the above topic. It was agreed that the information must be consistent. No further discussion on this topic.

F. Discussion and possible action re: GoofyFoot Additions to Website

The Chair advised the Board there is a company called GoofyFoot that will create downloadable forms the customers can print and complete. The cost is approximately \$350 one-time fee for 5 hours work by GoofyFoot. It would improve customer service and reduce office workload. Tom shared that the forms currently on the BCCWID website can be printed and completed by the customers. The Board Chair is coordinating the services provided by GoofyFoot.

G. Discussion and possible action re: Plans, Goals, and Priorities for 2026

This topic was addressed and discussed under the General Manager's Report.

H. Discussion and possible action re: Meters, Meter Reads, and Billing

The Board reaffirmed that suspending billing was appropriate due to the compromised data integrity. The Chair explained that best practice guidance supports delaying billing until accuracy can be assured. There were conversations with professionals, including legal counsel and the District's CPA. This was not a random, arbitrary decision. The Chair explained the progress being made on meter re-reads, accurate documentation and customer communication. No action was taken by the Board.

I. Discussion and possible action re: Transition to Hourly Employees vs Contract Labor

Legal counsel explained to the Board that the current staffing arrangements are more closely aligned with employee status rather than independent contractor status. Elaine made a Motion to transition the office staff from contract labor to hourly employee status and authorize legal counsel to prepare a standard employment agreement for current and future office staff.

Seconded the Motion. No further discussion. Elaine, Shawn and Melina voted yes and Tom abstained from voting. The Motion passed 3-1.

AGENDA ITEM #7 CALL TO THE PUBLIC

There were no comments from the public.

AGENDA ITEM #8 FUTURE AGENDA ITEMS

Rate Increase will be placed on a future agenda following the completion of the RCAC rate assessment.

AGENDA ITEM #9 ADJOURNMENT

The meeting was adjourned at 6:26 PM.

Respectfully Submitted,

Elaine Clayton, Board Chair

Transcribed by Irene Brooks on 3/19/2026.