

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

AGENDA ITEM #1 CALL TO ORDER

Board Chair Elaine Clayton called the Regular Meeting to order at approximately 5:00 PM at the Black Canyon City Community Library, Black Canyon City, Arizona. Notice of the meeting was properly posted at the BCC Post Office, at the BCCWID office and on the BCCWID website in compliance with Open Meeting Law requirements.

AGENDA ITEM #2 ROLL CALL OF BOARD MEMBER

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

Also Present: Devon White, Legal Counsel

AGENDA ITEM #3 INTRODUCTION OF ATTENDEES

Cindy Malandro, Bonnie Richards, Carol Batdorf, Irene Brooks

AGENDA ITEM #4 CONSENT AGENDA

Approval of Minutes:

- A.Regular Board Meeting of January 27, 2026 – pending
- B.Special Board Meeting of February 12, 2026 – pending
- C.Regular Board Meeting of February 24, 2026 – pending

The minutes from these minutes are pending transcription but will be completed and available for review soon.

AGENDA ITEM #5 REPORTS AND CORRESPONDENCE

A.Chair’s Report – Activities for Last Month

1.Update on WIFA Well Loan Reallocation of Funds - Elaine spoke with a representative at WIFA who advised that BCCWID needs to submit a request to reallocate funds from the current WIFA loan if the funds are to be used to purchase meters for the 5 wells. It had been reported previously that this had been done but Elaine learned that the request had not been submitted. KP Ventures is the contractor on record for the current WIFA loan. They will remain the contractor for installing meters on the wells if the reallocation of funds is approved. Having meters on the wells will allow the District to know how much water is being produced.

2.Update on NRWA Revolving Loan Application – The application is in process waiting for legal counsel to provide a certificate of good standing for BCCWID. This was done previously for the WIFA loan so it should not be as lengthy or as expensive as the prior documentation. The NRWA loan is in the amount of \$200K with 75% financing. It carries a variable interest rate – around 3%. The difference between the NRWA loan and the WIFA loan is the WIFA loan requires payment of interest for 10 years but the NRWA loan can be paid off at any time and does not required a specific amount of time for interest payments. If the NRWA loan is approved, the money would be used for the replacement of the individual meters. New meters will allow the District to know how much water is being used/purchased by the owner/users.

3. Update on New Operations RFP Posting – The initial posting was too limiting so Elaine created a new RFP and sent it for posting on the Arizona Rural Water website and NRWA website, to the Water Dept manager at Camp Verde and to Gateway Community College’s water distribution program. Currently, the Board is waiting to find out the cost of publishing the posting in the Prescott Courier.

4. Update on the Operations Contract – The current operations contract expires April 15 with a possible 2 month extension but the Board needs to decide if they want to pursue the extension. This topic will be discussed in more detail at a future time.

5. Update on Metron Meter Training - Elaine, Julie and one other individual attended a training seminar on the Metron meters. They learned that each meter costs \$400 each plus an additional \$85-\$100 to install the meters. The Metron meters that have already been installed were not done correctly. They have an antennae that transmits the meter reading to the District’s data base so it is not necessary for field staff to read each meter. The information is transmitted automatically. The Metron meters the District currently has installed do not have the antennae placed through the top of the meter box as required so the readings are not able to be transmitted automatically. These meters will need to be re-installed correctly.

There are currently an additional 40-50 meters identified for replacement because they are no longer recording water usage. The current operations manager advised the Board Chair that their contract states they will install only 5 meters per month. Legal counsel advised that they do not see that stipulation in the operation contract, however, the operations manager threatened to sue the District if the District were to hire another vendor to install the meters.

Elaine advised the Board that there is a licensed, insured contractor in BCC who would charge \$85-\$100 per hour to install the meters. He attended the Metron Meter training and would be capable of installing the meters correctly. Elaine recommended that the Board consider hiring this individual so the meters are installed correctly.

6. BCCWID Water Operator Internship – Elaine is in the early stages of discussing possible internship(s) with the program director for the Industrial Environmental Program at Gateway Community College. This is the only program that offers a degree and certification in water/waste water distribution. They do not have a remote learning program but Rio Salado College does so Elaine is exploring the possibility of developing an internship program with BCCWID.

7. Update on Meter Reads and Billing – Bills are back on track and the March bills were sent out timely on 3/24/2026. Every bill was reviewed for accuracy before mailing. There were only 2 bills that did not seem accurate. No further delays in billing are anticipated.

8. Update on Annual Audit – The District received confirmation that the 2023-2024 annual audit is in process and the 2025-2026 audit will be started soon.

B. Operations Report

The operator notes that arsenic levels at Big John, GOA and Oasis are non-detectable or 0 for the past 3 months. All compliance samples were submitted and passed.

Well depths were provided for 3 of the 5 wells:

Big John	24.6 feet to water	85 gpm
GOA	25.1 feet to water	80 gpm
Oasis	25.4 feet to water	70 gpm

Information is missing for the other two wells.

There was no usage summary available and no other operational matters reported.

C. General Manager’s Report – Elaine explained that the General Manager stepped down and the Board has requested past due reports from him through legal counsel. There were invoices from

December, January and February that were just recently submitted by the General Manager. The District was unaware of them because invoices had previously been submitted directly from the General Manager to the CPA for payment. Between February and March, invoices submitted and processed totaled \$89,705.17. There is an older invoice pending from A-Quality in the amount of \$8444.45 for leak repair at Kings Way and an invoice for \$9000 for parts to repair the leak in December that has not been paid.

D. Financial Report – The bookkeeper’s report is posted on the BCCWID website. It details all checks written, transfers and balances. The rate assessment report from RCAC is also posted on the website under Reports.

AGENDA ITEM #6 NEW BUSINESS

A. Discussion and possible action re: Approval of Ratification Resolution No. 2026-01 ratifying certain Board actions taken at a meeting on March 5, 2026, namely, the decision to hire Aleshia Michels for the Utility Clerk position with the District without properly agendizing the possible action – Legal counsel read the entire Ratification Resolution No. 2026-01. Shawn made a Motion to ratify the decision on March 5, 2026 to hire Aleshia Michels as Utility Clerk. Melina seconded the Motion. During discussion, Tom requested clarification of the ratification vote. Legal Counsel confirmed that the ratification is only for the decision to hire Aleshia Michels. The employment contract still needs to be negotiated so the vote to hire would be subject to negotiation of the contract. The Chair called for a vote and the Motion passed unanimously.

B. Discussion and possible action re: Approval of Proposed Employment Agreement with Aleshia Michels and Authorization for Board Chair and Board Secretary to Execute Same – Tom questioned wording in the contract concerning benefits, leave and other items. Legal counsel explained that only hourly rate was decided and everything else is negotiable except the law states that sick leave must be paid at the rate of 1 hour for every 30 hours worked up to a maximum of 24 hours per year.

Discussion by Board members included the amount of vacation pay, benefits, Federal holidays and the importance of showing employees that they are valued. The frequency of performance reviews were agreed at 90 days, 6 months and at the end of one year after the employment start date. Legal counsel explained that typically performance reviews are guided by an employee handbook but currently the District does not have an employee handbook. It was recommended that the District consider developing an employee handbook especially since there will be more than 1 District employee. The employee will be an “at will” employee rather than an employee for a specific term meaning that the employee can be hired and fired at will and a specific reason is not required.

The scope of work needs to be completed in the employment contract. Legal counsel suggested that the Board decide on a list of items for the scope of work.

The work schedule will be established from time to time by the Board Chair in coordination with the Governing Board and will be subject to change to meet the operational needs of the District.

6:05 PM The Board took a brief recess at this time

6:12 PM Public Session Resumed

Discussion of the employment contract continued. The Board agreed to 1 week of paid vacation leave after 1st calendar year of employment accrued at the rate of .2 hour for every day worked, holidays will be paid, and sick time leave paid at 1 hour for every 30 hours worked up to a maximum

of 24 hours per year. Compensation will be paid at \$24 per hour. Overtime must be approved in advance.

Shawn made a Motion to approve the employment agreement for the Utility Clerk developed by legal counsel with the changes authorized in this meeting and to authorize the Board Chair to negotiate the final terms for and execute the agreement. A discussion took place to verify that the Board Chair will develop the list of items to be included in the scope of work for the position. The Board Chair will have the authority to approve overtime if needed. No further discussion. Elaine seconded the Motion. The Motion passed unanimously.

New Business Agenda Items C, D, E, F, G, J, K, L M– There was no discussion or action taken on these items.

AGENDA ITEM #7 CALL TO THE PUBLIC

Cindy Malandro shared that individuals in the community are upset and angry that the District office is closed on days and times when it was supposed to be open and they are frustrated that they go to the office to pay their bills and no one is there. Elaine explained that there were two days recently when the office was closed due to unusual circumstances.

Bonnie Richards stated she is having difficulty understanding her bill. The bill on-line is not the same as the amount on the actual bill. Julie Owings explained that the actual bill received in the mail is the correct amount due. The on-line billing company is currently bringing the information current so both amounts should be the same soon.

Public comment also included stating that phone calls to the office are not being answered and voice mails are not being returned. Elaine stated that she agreed that it is important to return calls and voice mails. The Board will direct staff to be certain calls are answered and returned timely.

Shawn made a Motion for the Board to enter into executive session. Tom seconded the Motion. The Motion passed unanimously.

The Board entered executive session at 6:31 PM.
The Board returned to Public Session at 6:50 PM.

Elaine made a Motion to authorize legal counsel to coordinate with Elaine & Shawn on the responsive letter/correspondence to Jerry regarding his invoices. Shawn seconded the Motion. There was no discussion. The Motion passed unanimously.

AGENDA ITEM #8 ADJOURNMENT

The meeting was adjourned at 18:55.

Respectfully submitted,

Elaine Clayton, Board Chair

Transcribed by Irene Brooks on 3/29/2026