

**APPROVED MINUTES OF  
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
SPECIAL BOARD MEETING  
March 5, 2026**

**AGENDA ITEM #1                      CALL TO ORDER**

Board Chair Elaine Clayton called the Special Meeting to order at approximately 1:02 PM at the Black Canyon City Community Library, Black Canyon City, Arizona. Notice of the meeting was properly posted at the BCC Post Office, BCCWID Office and on the BCCWID website, in compliance with Open Meeting Law requirements

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

Board Members Present: Elaine Clayton (Chair), Tom Strizak (Secretary – by telephone), and Melina Reylek (Treasurer). Shawn Collins was absent. A quorum was in attendance.

Also Present: Devon White, Legal Counsel and Julie Owings, Utility Clerk

**AGENDA ITEM #3                      INTRODUCTION OF ATTENDEES**

There were several members of the public in attendance, however, their individual introductions were unclear on the recording. Derek Scott, Operations Manager, was present.

**AGENDA ITEM #4                      CHAIR’S REPORT**

**A. Update on RCAC rate assessment** – The Board Chair advised that Sierra Kubicki with RCAC will present an update to the Board at 2:00 PM. The Board initiated a rate assessment 15 months ago with RCAC. Sierra will discuss RCAC’s recommendations for future consideration by the Board.

**AGENDA ITEM #5                      NEW BUSINESS**

**A. Discussion and possible action re: RCAC rate assessment presentation & initial recommendations** – Sierra Kubicki, Arizona field manager with RCAC, presented an overview of the rate assessment study requested by the Board. Sierra explained that RCAC provides free technical assistance to rural communities regarding water distribution and wastewater treatment. Recommendations for rate adjustments were made under two different scenarios. Scenario 1 did not consider any major capital improvements and evaluated rates based on maintaining current operations including typical repairs. Scenario 2 considered capital improvements to the arsenic treatment equipment. Sierra explained that RCAC’s report includes recommendations only and it remains the Board’s responsibility to consider the recommendations and take any other factors into consideration when determining the amount of rate increase needed to maintain financial stability.

The full report from RCAC is located on the BCCWID website under the Financial Reports tab.

**B. Discussion and possible action re: District Manager request for 30-day mutual termination**  
On February 19, 2026, Jerry Postema with AJT Solutions submitted his request for 30-day mutual termination of his contract as District Manager. The effective date of termination would be March 21, 2026. Board members discussed that Jerry’s charges have exceeded the budgeted and contracted amount each month. Further discussion included the lack of required reports and those that were received were not timely. Tom made a motion to accept the District Manager’s mutual termination request. Elaine seconded the Motion. No further discussion. The Motion passed unanimously.

**There was a brief recess at 1:46 PM.**

**The Board went back into Public Session at 1:49 PM.**

**C. Discussion and possible action re: Possible search for new District Manager** – Discussion included considering whether the District needed a manager and if the position would be by contract or as an employee of the District. No action was taken.

**D. Discussion and possible action re: possible creation of a new position as a District employee or a District Coordinator/Liaison Position** – A proposed list of job duties for a District Coordinator/Liaison was shared with Board members to review and consider. This topic will be discussed in more detail in a future meeting.

**E. Discussion and possible action re: Pay rates for Administrative/District hourly employees** – The most recent job posting for a utility clerk was placed on the Indeed website with a pay rate of \$21-\$25 per hour dependent upon qualifications, knowledge, and experience. Natalie, CPA, had shared with the Board Chair that the budget provided for approximately \$100,000 total for office and administrative/management positions. Jerry had been paid \$30,000 for the first 3 months of 2026 as District Manager and Julie was being paid at \$21.00/hour as Utility Clerk. The Board members were in agreement that they had to stay within in the budgeted amount. No further action was taken.

**F. Discussion and possible action re: Interview and evaluation of a candidate for the District Administrative position** – The Board Chair shared that she had interviewed Aleshia Michels for the Utility Clerk position. The other Board members were given the opportunity to also interview Aleshia; however, they were unable to on the scheduled date and time. Aleshia would work on a part-time, temporary basis for 30 hours per week. Discussion included a comparison of Aleshia's qualifications compared to other applicants.

Tom made a Motion to extend an offer of employment to Aleshia at the rate of \$24/hour contingent upon Aleshia signing an employment contract. Elaine seconded the Motion. There was no further discussion. The Motion passed unanimously.

**G. Discussion and possible action re: possible hiring of a contractor to install new water meters as part of the District's meter replacement goals** – This agenda item was deferred to a future meeting.

**H. Discussion and possible action re: Meter reading and billing issues; plans to correct past billings.** This agenda item was deferred to a future meeting.

**I. Discussion and possible action re: possible re-posting the RFP for "Water System Operations Operator."** – The initial RFP prepared by Jerry listed a requirement as having a Grade 3 Operator's license. The Board Chair shared a conversation she had with the Executive Director of RWAA in Arizona who advised that the District was only required to have a Grade 2 certified operator. Derek Scott, BCCWID Operations Manager, stated he was required to have a Grade 3 Operator's license. The discussion with the Board members involved whether a Grade 2 or 3 Operator's license was required for water distribution and what qualifications would be included if another RFP was posted. The Board did not know if Jerry had received any responses to the RFP he posted.

Melina made a Motion that the Board re-post an RFP for Water Systems Operations Operator after finding out from Jerry what applications he has received. Tom seconded the Motion. There was no further discussion. The Motion passed unanimously.

**J. Discussion and possible action re: application for NRWA “Revolving Loan.”**

The Board Chair advised she had prepared the application for a loan from NRWA and legal counsel reviewed it. Natalie is preparing the financial information required by NRWA. No action taken.

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

The recording of the meeting was unable to capture the questions and comments from the public. The public either asked questions or made comments throughout the meeting as each agenda item was presented and the Board Chair and legal counsel, when necessary, responded.

**AGENDA ITEM #7                      ADJOURNMENT**

The meeting was adjourned at 3:35 PM.

Respectfully submitted,

Elaine Clayton, Board Chair

The minutes were transcribed by Irene Brooks on 4/12/2026.