

**APPROVED MINUTES FOR THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
REGULAR BOARD MEETING
MARCH 25, 2025**

CALL TO ORDER

Chair, Elaine Clayton called the regular board meeting to order at 5:00 PM at the Black Canyon City Library on Tuesday, March 25, 2025.

ROLL CALL:

The following Board Members were present making a quorum: Elaine Clayton, Chair; Melina Reylek, Treasurer; Tom Strizak, Secretary

Also in attendance from Management – Lisa Chandler, Office Management; Bob Hanus, Operations (telephonically); Office Management - Lisa Chandler

INTRODUCTION OF GUESTS

Bill Whittington, Board District Attorney

Members of the Public in attendance:

Carol Batdorff – Black Canyon City; Sean Collins – Gregory Street, Black Canyon City; Cindy Malandro – Black Canyon City; Irene Brooks – Black Canyon City

AGENDA ITEM #3 CONSENT AGENDA

Action for approval of minutes was deferred until next meeting pending transcription and review of all minutes for meetings held to date.

AGENDA ITEM #4 REPORTS AND CORRESPONDENCE

A. Chair's Report – Activities for Last Month

1. Report on multiple contacts with District Attorney. The Board Chair reported that Mr. Whittington's role is that of BCCWID Attorney. He is assisting the Board with contracts and agreements. He is providing training to the Board concerning specific standards and requirements for Special Districts. Mr. Whittington reported the status of projects he is working on for the Board:

Manager's Contract (Lisa's contract) – Submitted draft for Board to review and modify;

Assignment of Lease - this has been prepared and submitted to the Board for review assuming the lease can be transferred from Lisa to the Board; **Operator's Contract** - this was not revamped but Mr. Whittington made comments on it and answered the Board Chair's questions about the contract;

Statutory Language – none of the contracts had the statutory mandatory language included in them but Mr. Whittington is inserting them in the contracts as he reviews them; **Set of**

Bylaws – drafts of the bylaws were provided to Board members. The Board chair modified some of the agreements and integrated some of the modifications. The Board members will need to review the modifications with the Board Chair and Mr. Whittington; **Training** was provided on Open Meeting Laws twice; Assisted **Board Chair** with requirements for meeting agendas so they meet the expectations of the Attorney General. The agendas need to be standardized so the Attorney

General's office can see that the expectations are met and they will have the confidence that the agendas are being done correctly; **Board Handbook** – includes bylaws and Board policies including

financial policies that dictate who signs the checks, who processes the financial documents, how to do procurement, do you go to bid, who can authorize going without a bid, can you make emergency expenditures without a Board meeting, if you do make emergency expenditures, how do you report that to the Board and get consent for it or ratification; **Policies and Procedures Manual** – Mr. Whittington is about halfway through this project. There are a lot of operational requirements – how you annex, how you hook on, who pays the expenses when you hook on, repairs, who is responsible for those repairs; **Personnel Policy Manual** – project for the future. It pertains to employees, but it can wait because there is only one employee right now; **Lease for TechNet** - electronics on top of the water tank. Mr. Whittington was asked to look at impact fees but this will be integrated into the Operations Policy Manual; **WIFA loan documents** – reviewed some of the documents; **Board vacancy issue** -addressed in the draft by-laws given to the Board members the day prior to the meeting; **Board stipend** – The Board Chair addressed what those rules are at the last meeting.

Mr. Whittington stated that these are all things that need to be done but they don't have to be done all at once. Right now, Mr. Whittington is actively involved with the Board assisting them by answering questions and guiding them as they bring documents into compliance with Special District requirements. Mr. Whittington can field questions from any of the Board members, but he can only take direction from the Board Chair. Mr. Whittington stated that he will attend the meetings in person or telephonically. He recommends getting an "Owl" at a cost of about \$300. It is a device that listens to everyone in the room and turns to a person when they are speaking and puts them on video. It does a good job of distinguishing who is speaking. Mr. Whittington stated that this item is essential if people are allowed to attend the Board meetings by phone.

2.Report on Water Angel status: This is a fund where people can donate money to assist others with payment of their water bill. The Board needs another signature card from the Bank for this account. The Board made the following payments from the Water Angel Fund: **\$117.00** - gifted to someone whose water heater broke and the bill was higher than usual while waiting for the water heater to get fixed; **\$141.98** – gifted to someone who had been ill and in the hospital; **\$150.00** – gifted to someone with a chronic illness and water usage was much higher than it had been and it's not that high any longer.

3.Report on Status of Board Vacancy Project: Elaine reported that she, Tom and Melina have four-year positions because they were just recently elected. The individuals who fill the two vacant positions are expected to serve until 2026 when they come up for re-election. The Board is hoping for adequate responses and letters of intent. The Chair will have flyers printed but needs addresses for mailing. Lisa has a program with all of the addresses and will give access to the program to the Chair.

4.Report on the status of the backflow prevention project: This will be discussed in the Operations Report.

5.Report on Contractor contacts: This will be discussed in the Operations Report.

6.Report on RCAC Assessment Report: The Chair reported that the assessment was educational and helpful. RCAC can guide the Board with prioritizing projects and obtaining funding. Tom Strizak will put the RCAC assessment report on the BCCWID website.

B. Operations Report:

1. Report on Well depths: Bob Hanus reported the following well depths.

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
28'10"	31'8"							29'4"	34'2"	30'	30'3"

Oasis is offline while being serviced so there are no depths on the report.

2. Usage Summary: No report provided.

3. Report on Big John 3 start date: Bob has not received a start date yet from the contractor. The required sign is on site, so the District is ready for drilling to start.

4. Status on Backflow Prevention letters: No report provided.

5. Report on contact with vendors: No report provided.

6. Report on School House Road electrical panel repairs/replacement: Bob reported that he requested that the contractor, Fosters, provide more detail on the estimates and split out the cost of the APS panel and the control panel.

7. Report on Meter Reads: Bob Hanus reported that there were 50 work orders and 50 were completed. They consisted of the following: 4 turn-ons, 3 turn-offs, 12 meter mailbox repair/replacements, 1 mainline repair, 5 well booster pump systems repair and sight maintenance, 14 meter re-reads and final reads and 11 customer service questions. There were 38 Blue Stakes. All water samples were taken, and the two monthly bacteria samples came back absent.

C. Treasurer's Report

1. Review of Financial Reports: The Chair advised that there was a report available for everyone from the accountant, Municipal Accounts & Consulting, L.P. The transition is going smoothly, and all financial accounts are expected to be updated soon.

2. Report on Bank Balances as of March 24, 2025:

BMO Account - \$34,678.23

General Fund - \$66,848.26

Capital Improvement Fund - \$167,931.99

AGENDA ITEM #5 NEW BUSINESS:

A motion was made by the Board Chair to recess the regular meeting while the Board members went into Executive Session for legal advice pertaining to Agenda Items 5A and 5B under 38-431.03(A)(3). The motion was seconded by Melina Reylek. There was no discussion, and the Motion passed unanimously.

RECESS FOR EXECUTIVE SESSION

REGULAR PUBLIC MEETING RESUMED FOLLOWING RECESS FOR EXECUTIVE SESSION AT 1820 (6:20 pm)

The Board Members returned following the Executive Session.

A and B. Discussion re: possible approval of revised Office Manager Contract and possible approval of proposed Assignment of Office Lease from Lisa Chandler to BCCWID: The Board Chair requested an A1 meeting with Lisa Chandler concerning these matters. Mr. Whitting explained that an A1 meeting is one that involves personnel matters concerning the job and the contract. A copy of the contract and Assignment of Lease were given to Lisa, and a private meeting will be scheduled with Lisa at a different date and time.

C. Possible approval of proposed Board Bylaws: Discussion of this topic tabled. See below.

D. Possible ratification of \$13,761 expenditure for repairs: The Board Chair made a motion to ratify payment of \$13,761.00 to KP Ventures for repairs and inspection of Oasis Well #2. This was an emergency expenditure approved by the Board Chair because Oasis Well #2 wasn't pumping water. The down pipes were rusty and falling apart and the cable deteriorated. The well pump is 14 years old with a life expectancy of 15 years. Rather than put the old pump back into the well, a new pump was purchased. Tom Strizak seconded the Motion. There was no discussion. All members voted in favor of the Motion, and it passed unanimously.

New Business Agenda Items C, E, F, G, H, I, J:

The Board Chair made a motion to table discussion of New Business Items C, E, F, G, H, I and J until the next meeting. Tom Strizak seconded the Motion. There was no discussion. All members voted in favor of the Motion, and it passed unanimously.

AGENDA ITEM #6 CALL TO THE PUBLIC

One of the members of the public expressed concern about the financials and requested clarification on the balances. The Board Chair advised that this topic will be placed on the next meeting's agenda.

AGENDA ITEM #7 ADJOURNMENT

The Board Chair made a motion to adjourn the meeting. Tom Strizak seconded the motion. There was no discussion. All members voted in favor of the Motion, and it passed unanimously.

The meeting was adjourned at 18:36 (6:36 pm).

CERTIFICATION:

I, Donna L. Chandler, certify that the Agenda for the March 25, 2025, Regular Board Meeting was publicly posted at the Water District Office and Post Office on March 24, 2025, on or before 4:30 PM.

_____(Signature)

Donna Lisa Chandler

ATTESTED:

I, _____(name)_____, _____(position)_____ 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,

_____(Signature)

Print Name and Position

Transcription of the minutes was completed by Irene Brooks (maryibrooks@msn.com) for Donna Lisa Chandler, PLLC – Office Manager for Black Canyon City Water Improvement District on 6/12/2025.