

**UNAPPROVED MINUTES FOR THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 6, 2025**

**CALL TO ORDER**

Chair, Elaine Clayton called the meeting to order at 1706 (5:06 pm) at the Black Canyon City Library. This is the regular meeting rescheduled from February 28, 2025.

**ROLL CALL**

Roll Call showed a quorum with the following Board Members present: Elaine Clayton, Chair; Melina Reylek, Treasurer; Tom Strizak, Secretary.

Also, in attendance from Management– Bob Hanus, Operations; Lisa Chandler, Office Management

**INTRODUCTION OF GUESTS**

Bill Whittington, Board District Attorney, in attendance telephonically.

**Members of the Public in attendance:**

Sean Collins– lack Canyon City, Carol Batdorff- Black Canyon City, Kent Reylek-Black Canyon City

**AGENDA ITEM #3      CONSENT AGENDA**

**Approval of Minutes:** Motion was made by Tom Strizak to approve the minutes for the meetings of November 26, 2024, and December 17, 2024. Melina seconded the Motion. All were in favor. The Motion passed unanimously. Approval of other meeting minutes was tabled for a future meeting.

**AGENDA ITEM #4      REPORTS AND CORRESPONDENCE**

**A. Board Chair Report**

**1. Continuing assistance from District Attorney:** Mr. Whittington is assisting the Board with updating policies, procedures and by-laws. As a governmental entity, the BCCWID must follow specific requirements. Having policies and procedures in place is a requirement for obtaining any government funding.

**2. RCAC (Rural Community Assistance Program) first site visit:** The RCAC site visit was held on March 5, 2025. An ADEQ staff person and Daisy Mountain Fire Department attended the site visit. Bob Hanus reported that they toured all facilities, including well sites, booster pump stations, and storage tanks. RCAC now has information to assist the BCCWID Board with prioritizing projects, developing strategies and pursuing funding resources. The Board Chair explained that funding resources require a five-year plan for projects. The Board anticipates that RCAC will be very helpful as the BCCWID moves forward.

**3. Grants and other funding resources:** The Board is continuing efforts to find grant writers and received some information from WIFA about a grant writer in Arizona.

**4. Water Conservation Grant:** The Board will work with RCAC concerning this grant.

**5. Online Bill Pay and Online Alerts:** Online bill pay is now available on the BCCWID website. There is a new alert system on the website that owner/users can sign up for and receive notices of outages.

**6. Merging QuickBooks and inHANCE:** These two bookkeeping systems have streamlined some of the processes and the bookkeeper is able to view information in the systems online.

## B. Treasurer's Report

**1. Financial Reports:** The accountant is compiling all financial data from November 2024 through February 2025, and it should be available at a future meeting.

**2. Bank Balances:** Melina reported the following account balances as of March 5, 2025:

**General Fund - \$67,115.77**

**Capital Improvement Fund - \$158,921.09**

**Arsenic Sinking Fund - \$127,621.99**

**Security Fund - \$52,990.00**

## C. Operations Report

### 1. Status of 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
27'10"	30'4"			32'5"	33'9'	32'10"	81'4"	28'4"	32'8"	29'2"	29'4"

Bob Hanus reported a problem with casing in Oasis 2 explaining the draw down number. In response to a question, Bob explained that "static" is the water level when pumps are not running and water is recharging and "draw down" is the level when the pumps turn on.

**2. Preliminary Engineers Report (PER):** Bob explained that a PER contains the health of the infrastructure and recommendations for improvement. It also helps the District prioritize needs and pursue funding. RCAC will help create a Preliminary Engineering Report.

**3. Arsenic System Inspection/Wilson Engineering:** Bob reported that he contacted Wilson Engineering to inspect the tanks because they were recommended by the company that installed the arsenic system. The tanks are at their life expectancy and likely need to be replaced. Bob explained that inspection of the tanks is part of the PER that RCAC will be involved in so the Board may want to wait for RCAC's recommendations.

**4. Status of Big John well construction project:** Bob reported that the sign is up at the location. KP Ventures said that this project is scheduled for March.

**5. WIFA loan reimbursement process:** The Board Chair reported that the WIFA loan document shows a total loan of \$466,300 with \$320,650 in forgivable debt after resolution. The loan is a 10-year loan, and a penalty applies if paid off sooner than 10 years. Bob Hanus clarified that \$56,000 already paid by these loan funds was for the design and permits for the well. The Board Chair advised that the accountant has experience with WIFA loans, and she will oversee the loan paperwork. The contractor, KP Ventures, will provide the necessary documents to the CPA.

**6. Status of electrical panel repairs on School House Road:** A new breaker box and control panel are needed. The contractor, Foster Electric, is waiting for APS to approve the panel they will be using. Once approved by APS, Foster Electric will provide an estimate for the work that needs to be done.

**7. Chandler Construction's revised bid eliminating Buckskin Court:** This item was tabled.

**8. Status of Backflow Prevention letters:** The letters have been printed and are waiting for distribution. There are around 30 letters that need to be sent out. They will be sent certified to the well

owners. The Board Chair emphasized the importance of the BCCWID knowing how many wells are in operation without backflow prevention devices.

**9. Owner/Users' meter and meter box damages:** Bob reported that the District has had to repair meter boxes because owner/users are accessing them to read their meters themselves. The meters cost \$385.00 each and involves shutting off water to other owner/users when a meter box needs to be repaired/replaced. The District prefers that the owner/users contact the office and request a re-read of their meter before accessing it themselves. A notice may be placed on the website concerning this.

**10. Posting Online Alerts:** Alerts were tested today and were received by owner/users who had signed up.

## **AGENDA ITEM #5      NEW BUSINESS**

**A. Discussion and possible action regarding Office Lease:** The Board and landlord of Office #1 did not reach agreement on the lease. No further action on this matter.

**B. Discussion and possible action regarding Natalie Galgano (CPA, Municipal Accounts & Consulting) being designated as WIFA Loan Contact/Administrator:** The Board Chair stated that this responsibility falls into the CPA's area of expertise, and it is best to have a 3<sup>rd</sup> party oversee the WIFA loan activity. Natalie has experience overseeing WIFA loans so she will assume the responsibility as the contact for BCCWID. See Motion under C.

**C. Discussion and possible action regarding Bob Hanus as Project Manager of Big John 3 WIFA well project:** The Board Chair asked Bob if he was willing to take on the project oversight of Big John 3. After a brief explanation of the expectations to oversee capital improvements which already fall within Bob's responsibilities, he agreed. The Board Chair made a Motion to designate Natalie Galgano with Municipal Accounts & Consulting as the loan contact and administrator for the WIFA loan and designate Bob Hanus to assume the role of project manager as part of his duties to oversee capital improvements. Melena seconded the Motion. All in favor. The Motion passed unanimously.

**D. Discussion and possible action regarding Oasis Well #2 repairs:** An invoice for \$7212.37 for KP Ventures was received to repair Oasis Well #2. Bob Hanus stated that the well is not recharging and to repair Oasis Well #2, the pump needs to be pulled and the well needs to be scoped and at the same time brush the well and flush the screen to get any sediment build-up against the slots of the casing. The cost to do this is \$7212.37. The Board Chair made a Motion to approve the estimate from KP Ventures outlined for the work on the Oasis well for an amount not to exceed \$7212.37. Tom seconded the Motion. All were in favor. The Motion passed unanimously.

**E. Discussion and possible action regarding promoting the two board vacancies:** The Board Chair suggested sending flyers to owner/users concerning the two Board vacancies. Discussion included requesting that Mr. Whittington complete a description of a Board Member's responsibilities and the by-laws. Discussion included considering payment of \$75 stipend to Board members who attend and participate in meetings; however, the Board members stated the positions should remain as voluntary without stipend. The Board Chair made a Motion to develop a flyer to send to all owner/users about the Board vacancies but to wait for Mr. Whittington to

complete the description of Board Members responsibilities and by-laws. Tom seconded the Motion. All in favor. Motion passed unanimously.

**F. Discussion and possible action regarding Abbott Alley capital improvement**

**project/Chandler Construction revised bid:** The Board Chair reported that she contacted the Road Manager, Verl, at Yavapai County concerning repaving Abbott Alley. He agreed to postpone paving until May 27, 2025, to give the Board time to determine if a grant applied for was approved. Discussion included a bid from Chandler Construction in the amount of \$188,000, however, more detail about the work to be performed was needed before it could be considered. No further action will be taken at this time, and the Board will wait to see if the grant is approved.

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

A question was asked concerning people recently locating pipes. Bob Hanus explained that he was out with a vendor who had a device that easily allowed them to locate pipes. The device sends a signal through the line so pipes can be located and marked. After one project cost \$20,000-\$30,000 more than initially budgeted because pipes were damaged as a result of not being located accurately, BCCWID was pursuing information on options available to locate underground pipes.

**AGENDA ITEM #7      ADJOURNMENT:**

The Board Chair adjourned the meeting at 18:36 (6:32 pm).

**CERTIFICATION:**

I, Donna L. Chandler certify that the Agenda for the March 6, 2025, Regular Board Meeting was publicly posted at the Water District Office and Post Office on March 5, 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](mailto:maryibrooks@msn.com)) for Donna Lisa Chandler, PLLC – Office Manager for Black Canyon City Water Improvement District on 6/11/2025.