

**APPROVED MINUTES FOR THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
SPECIAL BOARD MEETING
APRIL 18, 2025**

CALL TO ORDER

Chair, Elaine Clayton called the meeting to order at 5:01 pm.

ROLL CALL

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

INTRODUCTION OF GUESTS

Bill Whittington, Board District Attorney

Members of the Public in attendance:

There were no members of the public in attendance.

AGENDA ITEM #3 POSSIBLE VOTE TO GO INTO EXECUTIVE SESSION

A.Discussion and possible action re: possible vote to go into executive session for legal advice pursuant to A.R.S. 38-431-03(A)(3), and possible instructions to legal counsel pursuant to A.R.S. 38-431.03 (A)(4), and possible instructions to the Board's real estate representative pursuant to A.R.S. 38-431-03(A)(7) re:

1.The District's management contract, the District's current commercial office lease contract, and a potential office lease contract for a new office. The Board Chair made a Motion to go into Executive Session with regard to A (3), (4) and (7). Tom seconded the Motion. There was no discussion. All voted in favor. The Motion passed unanimously.

THE BOARD ENTERED INTO EXECUTIVE SESSION

THE BOARD RECONVENED INTO PUBLIC SESSION AT 12:40 PM.

In attendance when the Board reconvened into public session: Elaine Clayton, Board Chair; Tom Strizak, Board Secretary; Melina Reylek, Board Treasurer; William Whittington, District's Counsel; and Lisa Chandler, Office Management.

AGENDA ITEM #4 DISCUSSION RE: OFFICE MANAGEMENT CONTRACT

Mr. Whittington and Lisa conversed about the office management contract. There is a one-year contract that was extended by an additional four years. Mr. Whittington clarified the understanding he had when speaking with Lisa previously was that Lisa wanted the current arrangement to remain in place until sometime in July and then Lisa would end her position; the lease would end, and the District would move to another location. Mr. Whittington suggested that he prepare an agreement stating that Lisa would be done working at the end of July and the lease would expire at the end of July. Mr. Whittington and Lisa agreed to add a statement that the District would be responsible for getting the November and December 2024 financials taken care of. Lisa did request an audit after she leaves to be sure everything is copacetic.

AGENDA ITEM #5 DISCUSSION RE: CURRENT OFFICE LEASE

Mr. Whittington requested a copy of the current office lease from Lisa Chandler. Lisa did not have it with her at the meeting but agreed to send it to him later. Lisa stated that the landlord asked her if the Board planned to leave the building after learning that the Board was looking at other office space. Mr. Whittington asked if Lisa would be keeping the commercial building lease for herself and she stated she didn't think she would. Lisa was not certain when the lease expired. No action taken on this agenda item.

AGENDA ITEM #6 DISCUSSION RE: BOARD VACANCY MAILER

Elaine will review the mailer about the board vacancies sent by Mr. Whittington with his recommendations. Elaine hopes to have the mailer out next week with an end date for when the applications need to be in. Elaine is going to include information about the new website and provide a customer update and ask that the owner/users update their contact information with current phone numbers and drop the information into the Dropbox. The letter of intent for the Board vacancy should go to the office, not the dropbox. The Board Chair made a Motion that the mailers about the Board vacancies, the new website and customer updates be completed and mailed. Tom seconded the Motion. All in favor. No one was opposed. The Motion passed unanimously.

AGENDA ITEM #7 DISCUSSION RE: NEW DISTRICT WEBSITE MAILER

See Agenda Item #6.

AGENDA ITEM #8 DISCUSSION RE: CUSTOMER INFORMATION UPDATE REQUEST

See Agenda Item #6.

AGENDA ITEM #9 ADJOURNMENT

The Board Chair adjourned the meeting at 13:14 (1:14 pm).

CERTIFICATION:

I, Elaine Clayton, certify that the Agenda for the April 18, 2025, Special Board Meeting was publicly posted at the Water District Office and Post Office on April 17, 2025, on or before 4:30 PM.

_____(Signature)

Elaine Clayton

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.