

**APPROVED MINUTES FOR THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
REGULAR BOARD MEETING
APRIL 22, 2025**

CALL TO ORDER:

Chair, Elaine Clayton called the regular board meeting to order at 17:02 PM (5:02 PM) at the Black Canyon City Library on Tuesday, April 22, 2025.

ROLL CALL:

The following Board Members were present making a quorum:

Elaine Clayton, Chair; Melina Reylek, Treasurer; Tom Strizak, Secretary

Also in attendance: Office Management - Lisa Chandler; Operations Management - Bob Hanus

Members of the Public:

Greg Watts - Black Canyon City

AGENDA ITEM #3 CONSENT AGENDA

Approval of Minutes: Action for approval of minutes for January, March and April was deferred pending transcription.

AGENDA ITEM #4 REPORTS AND CORRESPONDENCE

A. Chair's Report – Activities for Last Month

1. Report on Board vacancy mailer; Report on website mailer; Report on customer information update mailer: The Chair reported that one mailer addressing these 3 topics will be created and mailed out to all owner/users. It will encourage the owner/users to make use of the payment options available.

2. Report on the status of the backflow prevention program: Six letters were sent out, but only two of the letters were picked up by the owner/users. The Board needs communication from the owner/users to manage the backflow prevention issue. The Board may consider paying someone to manage this issue. There will be more discussion in the future about this.

3. Report on contractor contracts: The Board may look for more contractors with the experience and equipment to handle emergency repairs. BCCWID should have more than one contractor/person vetted to handle emergency repairs and most projects. The Board Chair reported meeting a contractor who has a truck with a saw that cuts through the pavement to reach the leak. This contractor locates lines by "water-witching". Another consideration to reduce costs is for the District to keep certain equipment, like spare pipe, meters, and gravel available. The Board will continue identifying and vetting contractors.

4. Report on Water Conservation Grant: The District was not given the grant, but the Board Chair learned some valuable information and will discuss it under the New Business section of the meeting.

B. Operations Reports

1. Well Depths: Bob Hanus reported on the following:

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
30'2"	35'6"			35'4"	35'7"			29'9"	35'7"	30'5"	30'8"

Bob compared the depths to what they were in December 2024 and reported that the water has dropped 4-5 feet in the aquifer since December.

2.Usage Summary: Report was not available.

3.Report on Big John 3 start date: Bob reported that drilling has begun, and they are down about 20 feet. They have a couple more weeks of drilling and development of the well followed by a couple of weeks setting up the well pump, electrical, control panel and the meter.

4.Report on NACOG meeting: Bob met with NACOG on 4/22/25 about Big John to make sure that everything is being done to meet the WIFA requirements. NACOG will be meeting with KP Ventures employees on site. Morgan from WIFA will visit the site to make sure the sign is up – which it is. Tyler with KP Ventures has done a lot of work previously with WIFA so he is familiar with the WIFA requirements.

5.Report on School House Road electrical panel repairs/panel replacement: Bob has the quote for the work but has been trying to get Foster Electric to split out the costs between the control panel cost and the cost to replace the APS panel and breaker box. The invoice has both included in one price.

6.Report on Meter Reads: Bob Hanus reported that they read meters by rounding up to the nearest 1000 gallons. Going forward, they plan to run a report from the billing program of all zero-usage meter reads for 30 days, 60 days and 90 days and begin tackling the 90-day zero usage meter reads first. There are vacant properties with zero usage, “snowbirds” properties and there are people who do not use 1000 gallons in one month. Because the meter reading is rounded up by 1000 gallons, it may take 2-3 months before there is another reading for these people. Bob reported 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.

C. Financial Reports

1.Review of Financial Reports: Melina reported that the Board has not yet received the financial reports from November 2024 through April 2025.

2.Report on Bank Balances as of April 21, 2025:

BMO Account - \$91,105.35

YC CIP Funds (Capital Improvements) - \$154,597.68

General Fund - \$11,616.85

There are 2 invoices for Capital Improvement Emergency Repairs that need to be submitted.

AGENDA ITEM #5 NEW BUSINESS

Items A-D were on the March agenda and were deferred to this meeting.

A. Discussion and possible action regarding possible ratification of \$3000 expenditure for installation of a meter on Oasis Well #2: Oasis Well #2 needed a well meter which was

purchased and installed by Metron. The invoice has not yet been received, however, the part was purchased, received and installed. The Board Chair made a motion to ratify payment for an amount not to exceed \$3000 for the purchase of the well meter needed at Oasis Well #2. Tom Strizak seconded the Motion. All voted in favor. The Motion passed unanimously.

B. Discussion and possible action regarding possible ratification of \$12,833.00 expenditure to replace the electrical panel with a disconnect on the School House Road booster pump: The Board Chair stated this will be deferred until the next meeting because the Board has not received a breakdown of the cost for this item and no work has been done on this project.

C. Discussion regarding responsibilities and accountability of a Special District: The Board Chair stated that this topic will be deferred to a meeting in the future when Mr. William Whittington (District Legal Counsel) is in attendance. The Board Chair would like to place information explaining what a Special District is on all applications for new customers, so people have this knowledge.

D. Discussion and possible action regarding Kings Way new service line connections to the District's system and the responsibilities of the property owners and District: The Board Chair requested a status from Bob Hanus. Bob stated the property owner was told that the excavating and asphalt repair expenses were the responsibility of the property owner. The District (Joe) will do the plumbing work, but the property owner had to get all the parts from the cork stop to the main to the meter box and then the District would come in and get an isolation valve and put the meter in. The Board Chair stated each party's responsibilities need to be clear and requested that Bob review the current ordinance and note changes, modifications, updates they think are needed to explain expectations clearly. Bob agreed to submit this information to Elaine by May 13, 2025, and Elaine will submit it to the District attorney. No action will be taken at this time.

E. Discussion and possible action regarding ratification of \$495.00 expenditure for removal of bees on Bertha Street project: The Board Chair made a motion to approve the \$495.00 expenditure to remove bees at the Bertha Street project. Melina Reylek seconded the Motion. There was no discussion. All members voted in favor of the Motion, and it passed unanimously.

F. Discussion and possible action regarding establishing an ordinance regarding the owner/users' responsibility to remove overgrowth and other potential hazards around meter boxes: The Board stated it is the District's responsibility to make sure that any District contractors working on the District property are working in a safe environment. The Board Chair made a Motion to have the District Attorney draft an ordinance regarding the owner/users' responsibility to remove overgrowth and other potential hazards around meter boxes. It would include penalties or consequences for the property owners for failing to do so. Tom Strizak seconded the Motion. No discussion. All members voted in favor of the Motion, and it passed unanimously.

A FIVE MINUTE RECESS WAS TAKEN AT THIS TIME.

THE REGULAR MEETING RESUMED AT 17:47 (5:47 PM)

G. Discussion and possible action regarding identifying new meter replacement following procurement guidelines: The Board Chair explained that the District was not awarded a WIFA loan this time but if the District replaces meters in the future following the procurement guidelines. The

loan needs to be for water conservation and not maintenance. Pumps and things that conserve water are not maintenance. Water lines are maintenance. Copies of the procurement guidelines were distributed to the Board members. There is a cost for the meters. Some cost \$1.00 per month starting at the beginning and some are \$8.00 per month starting 10 years later. This expenditure is for the web interface and auto reads coming in through either a computer or phone. Discussion followed concerning communicating with owner/users about the cost for the meters. Discussion included manufacturers who have the smart meters. To qualify for a WIFA loan for meters, they are required to be smart meters to conserve water, and the owner/users should be able to track their water usage. The District currently has 54 smart meters but training for the owner/users needs to be completed. Bob agreed to coordinate training. The Board Chair suggested a mailer with instructions. The Board Chair tabled this agenda item until more research about procurement and the smart meters can be completed.

H. Discussion and possible action regarding adopting a tree at HDH park: The Board Chair made a Motion to adopt a tree at High Desert Helpers Park for \$50 to show community support. There will be a plaque with the BCC Water Improvement District name on it. Melina seconded the Motion. There was no discussion. The Motion passes unanimously.

I. Discussion and possible action regarding developing an ordinance with strategies to conserve water and limit new meter installations: The Board Chair led a discussion about water conservation and consideration for limiting new meter installations. Concerns for limiting new meters to new property owners and concerns for current owner/users was expressed. Black Canyon City is being developed but water availability may be an issue. If property owners are unable to connect to BCCWID, they may drill their own wells. It was agreed that a mailer concerning water conservation would be sent to owner/users.

AGENDA ITEM #7 CALL THE PUBLIC

Questions from the public included the following:

1. If Black Canyon City Water Improvement District were willing to add the new RV park by Rock Springs to the District, would the developer be responsible for the infrastructure to bring the water there? 2. Is there a maintenance yard for a backhoe, gravel and other equipment needed by the Black Canyon City Water Improvement District? Bob Hanus advised there is a yard for backhoe, gravel. District has about an acre at the GOA well. There are two other places in town where there is gravel stored. 3. Is there a building for the meters? Bob Hanus answered "yes". 4. Is there a fence around the building with a camera for security? Or a street light? Bob Hanus stated there haven't been any security issues but there is a chain link fence with razor wire. 5. Concerning the wasting water ordinance – when the Post Office had a water leak for 3-4 months and it wasn't fixed because they were leasing the building, did their bill go up? Lisa stated they would look it up and see if there was a flux in their usage at that time. 6. If an owner/user has a leak and it's pointed out to them, can they be given a week to fix it and if they don't fix it, the District fixes the leak and charges the owner/user? Elaine stated that this could be discussed at a future meeting. 7. If someone runs over a meter, who pays for the meter? Bob Hanus stated that usually the District does because there is no proof of who ran over it. There usually is no license plate number or any other way to identify who was responsible. 8. Can the manufacturer fix the smart meters if anything goes wrong with

them? Elaine stated that the smart meters are guaranteed for 10 years so the manufacturer will replace the meter if something goes wrong with it. 9. Can the District purchase a couple of bee suits and train some employees what to do if they go to a meter box and there are bees there? Elaine stated that the District is not willing to accept liability for anyone being injured by the bees so the District will not consider this.

ADJOURNMENT:

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

CERTIFICATION:

I, Donna L. Chandler, certify that the Agenda for the April 22, 2025, Regular Board Meeting was publicly posted at the Water District Office and Post Office on April 21, 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.