

**UNAPPROVED MINUTES FOR THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
SPECIAL BOARD MEETING  
JUNE 16, 2025**

**CALL TO ORDER**

Chair, Elaine Clayton called the meeting to order at 11:01 am.

**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**

Jerry Postema with AJT Solutions

**Members of the Public in attendance:**

There were no members of the public in attendance.

**AGENDA ITEM #4      CONSENT AGENDA**

No topics listed.

**AGENDA ITEM #5      REPORTS & CORRESPONDENCE**

**A. Board Chair Reports**

**1. Update on RCAC:** Representatives from RCAC will attend the Regular Board Meeting on June 24, 2025. They have been developing the road map for the District and recommendations for getting to where the District wants to be.

**2. Update on CCR:** Tom Strizak is spearheading this and will work with Jerry Postema on the CCR.

**B. Operations Report** – No report presented

**C. Financial Reports** – No reports presented

**AGENDA ITEM #6      NEW BUSINESS**

**A. Discussion and possible action re: Commercial office lease at the Black Canyon City Plaza, Suite #4:** Tom made a Motion to accept and sign the lease at the Black Canyon City Plaza, Suite #4 in the amount of \$800 per month plus the required deposits. Melina seconded the Motion. All in favor. The Motion passed unanimously. The Board Chair will obtain the certificates of insurance required by the landlord. There will be future discussion concerning any necessary upgrades needed for the space.

**B. Discussion and possible action re: Contract with Jerald A. Postema dba AJT Solutions, LLC to provide District Manager Services:** Jerry Postema clarified for the Board specific items in his June 11, 2025 proposed contract including whether the BCCWID Board's D & O Insurance Carrier would add Jerry to their policy which the Board Chair is researching. If he is not able to be added to the Board's policy, the Board will pay the cost of his D & O insurance coverage. Jerry explained that the contract is for him to oversee the day-to-day management of the system. If he were to write grants and manage them, it would be considered outside the scope of the contract and his fee is \$85.00 per hour, however, the grant money would include payment for his services so the Board

would not be required to pay Jerry from the District's revenue. If Jerry were to write the first year Capital Improvement Plan, his charge would be \$85.00 per hour. Anything work Jerry would do that is outside the scope of his contract would cost \$85.00 per hour. He would provide an estimate to the Board in advance of proceeding with any additional work. Expenses not included in the contract that would be paid separately up to \$500 include mileage and meals and lodging should there be a need to stay overnight away from home. If the amount will exceed \$500, prior Board approval is required. Bob Hanus would report to Jerry, but the Board needs to remain aware of activities. The office staff would also report to Jerry. The Board Chair made a Motion to accept AJT Solutions, LLC June 11, 2025 contract with removal of Exhibit B and removal of wording concerning "procurement requirements" to include \$30,000 per year and \$500 in expenses and either inclusion of Jerry on the Board's D & O policy or reimbursement of the cost of D & O insurance if Jerry is required to purchase his own coverage. Melina seconded the Motion. All voted in favor. The Motion passed unanimously.

**c. Discussion and possible action: Current Office Management Contract; issues and possible options:** The Board discussed future of office management and determined that Jerry Postema, as District Manager, will oversee office operations. The office management position is being eliminated and replaced with an hourly office clerk position. The current office manager agreed to complete her contract which ends July 26, 2025, and give up the four-year extension on her contract.

**At 12:10 pm, the Board moved to go into executive session for further discussion of personnel matters under A.R.S. 38-431-03(A)(3). At 12:45 pm, the Board returned to the business meeting session.**

During executive session, the Board agreed to meet with the current office manager and discuss recommendations for moving forward with the management of the District office. Tom made a Motion to accept the agreement made by the Board in the executive session. Melina seconded the Motion. All in favor. The Motion passed unanimously.

**d. Discussion and possible action: re: Letter of intent submitted by Shawn Collins as a Board candidate:** This topic was tabled until the next Board meeting. Board members will interview the candidate prior to the next meeting.

#### **AGENDA ITEM #7      CALL TO THE PUBLIC**

No members of the public were in attendance.

#### **AGENDA ITEM #8      ADJOURNMENT**

The Board Chair adjourned the meeting at 12:50 pm.

#### **CERTIFICATION:**

I, Elaine Clayton, certify that the Agenda for the June 14, 2025, Special Board Meeting was publicly posted at the Water District Office, the Black Canyon City Post Office and on various social media pages on June 14, 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](mailto:maryibrooks@msn.com)) for Donna Lisa Chandler, PLLC – Office Manager for Black Canyon City Water Improvement District on 7/8/2025.