

**UNAPPROVED MINUTES FOR THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
REGULAR BOARD MEETING  
JUNE 24, 2025**

**CALL TO ORDER**

Chair, Elaine Clayton called the meeting to order at 5:02 PM.

**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: Robert Hanus, Operations Manager; Lisa Chandler, Office Manager; William Whittington, District Attorney.

**INTRODUCTION OF GUESTS**

Jerry Postema with AJT Solutions telephonically

Allison Jermain – small utility consultant with RCAC

Sierra Kubicki – AZ assistant field manager & Allison’s supervisor with RCAC

**Members of the Public in attendance:**

Irene Brooks, Shawn Collins, Kim Cook, Gerry Cook, Carol Batdorff

**AGENDA ITEM #4      CONSENT AGENDA**

**Approval of Minutes for meetings held on January 10, 2025; March 4, 2025; March 6, 2025; March 25, 2025; April 18, 2025; April 22, 2025; May 27, 2025.** Tom made a Motion to approve these Board meeting minutes. Melina seconded. All in favor. The Motion passed unanimously.

**AGENDA ITEM #5      REPORTS & CORRESPONDENCE**

**A. Board Chair Reports**

**1. Status of relocating to the new office:** The lease will be ready to sign on June 25, 2025. A contractor will create a list of items that need to be addressed before moving in and will provide an estimate. Security will be updated. A new drop box will be necessary. Effective date of lease will be July 1, 2025. Insurance for the location will be effective June 25, 2025.

**B. Board Member Reports**

**2. Status of the CCR (Consumer Confidence Report) report notification:** Tom reported that mailing the report will be waived. He has posted the report on social media. It will be posted at public locations in the community. It will be posted on the BCCWID website. Distributing the report this way will be in compliance.

**C. Operations Report**

**1. Report on 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
31’8”	36’2”			34’1”	35’3”	34’7”	51’1”	30’9”	40’1”	31’6”	32’3”

Bob reported that air was introduced into the system at Oasis 2 and GOA 2. The pumps are cavitating (out pumping the water supply). Operations has turned off two well pumps to allow the aquifer to recharge. They will then attempt to equalize the supply vs draw down on the pumps. Bob stated that that BCCWID needs to move to Level 3 Water Conservation. Tom will post the move to Level 3 on the BCCWID website.

**2. Usage Summary:** 4,813,000 gallons of water were used last month.

**3. Status report on Big John #3:** See New Business Agenda Item G.

**4. Status report on River Ridge leak:** This leak was repaired on June 23, 2025. The contractor hired to repair this leak was Earth Resources.

**5. Status report on online work orders:** Online work orders have been set up in the system. The work orders will be created by both office staff and field staff.

**6. Status report on School House Road electrical panel repairs/panel replacement:** Repairs are in progress.

**7. Status report on engineer stamp and signature for Big John #3 WIFA loan reimbursement:**

Bob has requested the stamp and signature but it hasn't been done yet. He will make one more attempt and, if unsuccessful, he will involve Jerry so this can get concluded. WIFA will not reimburse BCCWID for the \$224,000 already spent without the engineer's stamp and signature.

#### **D. Treasurer Report**

**1. Review of financial reports:** Natalie sent the financial report, and Tom will post it on the website.

**2. Report on BMO Balance as of June 23, 2025:** **\$13,321.17**

<b>3. Report on YC Balances as of June 20, 2025:</b>	<b>CIP Fund</b>	<b>\$99,872.10</b>
	<b>General Fund</b>	<b>\$64,404.46</b>

#### **AGENDA ITEM #6 NEW BUSINESS**

**A. Discussion and possible action re: RCAC Roadmap:** Allison Jermain presented an overview of the RCAC – Rural Community Assistance Corporation. They receive federal funding as well as some state and private funding, so they are able to provide services free of charge. One of their activities involves working with small and rural water districts providing technical management and financial assistance, including training for operators and board members and assistance with grant applications and assistance with financial sustainability plans. They perform rate studies to see if the water systems are financially sustainable. They can provide recommendations on the rates water systems should be charging. They can provide on-site technical assistance with asset management. After the March 5, 2025 field visit by RCAC, they noted the following deficiencies with the BCCWID system: 1 well needs the casing replaced; electrical controls needs to be updated at the wells; there is no backup for items like booster pumps so when one needs to be replaced, water service is affected; there is a need to increase fire protection capacity for the community by installing more hydrants or at least insuring a sufficient water flow and pressure. RCAC recommendations: 1. Obtain a preliminary engineering report which would include evaluating the improvement needs, identifying solutions and recommending feasible options as well as prioritizing the needs; 2. Complete a full rate study to include financial analysis and rate sufficiency analysis; 3. Create GIS (geographic information system) digital mapping of the system. RCAC will continue

working with the Board concerning the recommendations. The entire presentation can be viewed and heard on the video for this regular board meeting.

**B. Discussion and possible action re: Shawn Collins's letter of intent to fill Board vacancy:** Tom made a Motion to accept Shawn as the Member at Large on the BCCWID Board. Melina seconded the Motion. All in favor. The Motion passed unanimously. Shawn was sworn in.

**C. Discussion and possible action re: Insurance requirements/practices for professional insurance (Presented by District Counsel William Whittington):**

**D. Discussion and possible action re: Jerry Postema's contract:** After the Board's Special Meeting on June 16, 2025, there were discussions concerning Jerry's start date and how he would be paid for work he had been doing prior to his contract being approved. The Board members questioned whether Jerry should be paid \$85/hour for work he can document he's completed or \$3000 per month for doing whatever needs to be done in his role as District Manager and he will provide a monthly report on all activities. Tom made a Motion to approve Jerry's contract dated June 11, 2025, for \$3000 per month. Melina seconded the Motion. All in favor. The Motion passed unanimously.

**E. Discussion and possible action re: Lisa Chandler's Separation Agreement:** The Board decided to eliminate the office manager position. There will be an office clerk position paid hourly. Lisa's contract ends July 26, 2025. Tom moved to accept Lisa Chandler's Separation Agreement. Melina seconded the Motion. All in favor. The motion passed unanimously.

**F. Discussion and possible action re: Hiring an hourly person to fill the new District Clerk position:** Tabled until another meeting.

**G. Discussion and possible action re: Engineering and Hydrologist's recommendations for Big John #3 well:** Bob Hanus met with a hydrologist, engineer, and RCAC representative on June 9, 2025. The hydrologist reviewed the driller's log and determined that they hit a fracture basalt aquifer and missed the water. Three options were discussed. The least costly was to increase the length of the slots on the pipe from 30 feet below ground to the existing slots. KP Ventures will redevelop the well and see how many gallons of water per minutes they will be able to get when completed. The other two options were aquifer stimulation which is very expensive and no one in Arizona does this or drill in a new location. KP Ventures plans to be finished redeveloping the well by end of June.

#### **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 6:40 pm.

#### **CERTIFICATION:**

I, Elaine Clayton, certify that the Agenda for June 24, 2025, Regular Board Meeting was publicly posted at the Water District Office, the Black Canyon City Post Office and on various social media pages on or before June 23, 2025, at 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 7/11/2025.