

**UNAPPROVED MINUTES FOR THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT**  
**SPECIAL BOARD MEETING**  
**August 13, 2025**

**AGENDA ITEM #1    CALL TO ORDER**

Chair, Elaine Clayton called the meeting to order at 12:00 PM at the new BCCWID office, 34301 Old Black Canyon Highway, Black Canyon City, AZ. Meeting notices were posted at the BCC Post Office, BCCWID office and on the BCCWID website.

**AGENDA ITEM #2    ROLL CALL**

Roll Call showed a quorum with the following Board Members present: Elaine Clayton, Chair; Melina Reylek, Treasurer; Tom Strizak, Secretary; Shawn Collins, Member-at-Large (telephonically).

**Also in Attendance:** Jerry Postema, District Manager; Robert Hanus, Operations Manager; William Whittington, District Attorney.

**Members of the Public in attendance:** Dee Oliver; Irene Brooks

**AGENDA ITEM #3    CONSENT AGENDA**

**Approval of Minutes-Regular Meeting of July 2025 (pending transcription); Executive Session Minutes of August 6, 2025 (pending transcription):** The Board Chair stated that discussion of transcription of the minutes will be discussed in a future meeting.

**AGENDA ITEM #4    REPORTS & CORRESPONDENCE**

**A. Board Chair Reports**

**1. Report on WIFA Reimbursement:** Documents for reimbursement of \$220,000 spent on the WIFA project were submitted on May 25, 2025. WIFA requested additional documents including a copy of the contract with K.P. Ventures and the Davis-Bacon wages posting. Bob will have the wages posted next week. Jerry is working with WIFA on the contract for the project.

**2. Report on upcoming RCAC GSI district mapping project:** RCAC will provide training so the District can complete the GSI mapping of the infrastructure.

**3. Report on relocation to new office:** Quotes for the computer cable installation and security system are being prepared by vendors. Review of records for digitizing continues. A better filing system is being created.

**B. 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
35'11"	43'1"	--	--	37'1"	40'1"	*	*	*	*	37'1"	40'1"

\*Oasis 2 and GOA 2 are both off-line due to recovery efforts.

GOA 1 has not been in use, however, it has been re-connected in the event of an emergency. Water testing is in process. The District is currently in Stage 4 of the Drought Contingency Plan, which means no new water connections. Jerry will look into the current policy to determine if there are

consequences for misuse of water. He will bring any recommendations to the Board. More discussion regarding specific restrictions based on drought condition stages will be addressed in a future meeting.

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

##### **A. Discussion and possible action re: possible approval of Resolution #2025-01:**

1. Ratifying Jerry Postema's decision to enter into a contract for temporary office assistance between AJT Solutions and Julie Owings as an Independent Subcontractor
2. Authorizing the District to reimburse Jerry Postema of AJT Solutions for payment of compensation to Julie Owings as an Independent Subcontractor with regard to her performance under the above-referenced contract

Tom made a Motion to ratify Jerry Postema's decision to enter into a contract for temporary office assistance and to reimburse Jerry for payment of compensation to Julie Owings for her performance under the contract. Melina seconded the Motion. All voted in favor. The motion passed unanimously.

(The agenda included two New Business Items titled 5.A.)

##### **A. Discussion and possible action re: possible vote to go into executive session for legal advice pursuant to 38-431.01 (A)(3) and to give direction to legal counsel pursuant to 38-431.01 (A)(4) re: Lisa Chandler's Termination Agreement and severance check.**

The Board Chair made a Motion to go into executive session for legal advice and direction to legal Counsel pursuant to 38-432.01 (A)(3) and 38-432.01 (A)(4). Tom seconded the Motion. All voted in favor. The Motion passed unanimously.

**BRIEF RECESS CALLED BY THE BOARD CHAIR 12:28 PM**

**THE BOARD WENT INTO EXECUTIVE SESSION 12:38 PM**

**RECONVENE TO PUBLIC SESSION 1:19 PM**

##### **B. Discussion and possible action re: possible vote to go into executive session for legal advice pursuant to 38-431.01 (A)(3) re: performance review of Bob Hanus, and pursuant to 38-431.01 (A)(4) to give direction to legal counsel to give direction to legal counsel regarding possible revisions to Bob Hanus's contract.** There was no Motion made on this Agenda Item.

**C. Discussion and possible action re: Lisa Chandler's Termination Agreement and severance check:** The Board Chair made a Motion to proceed with Lisa Chandler's contract as recommended in Executive Session. Tom seconded the Motion. All voted in favor. The motion passed unanimously.

##### **D. Discussion and possible action re: Bob Hanus's review and possible contract revisions:**

The Board members requested status of various projects and provided feedback concerning expectations for the handling and completion of projects. The Board Chair made a Motion to

authorize the District Manager to create or modify Bob Hanus’s contract in consultation with legal counsel. Tom seconded the Motion. All voted in favor and the Motion passed unanimously.

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

Questions from the public included a request for status of the new well and when it will be functioning and procedures in place concerning vetting of future hires. Two Board members will work on the procedures for future hires. Both items will be placed on the agenda for a future meeting.

**AGENDA ITEM #7    ADJOURNMENT**

The Board Chair adjourned the meeting at 1:46 pm.

**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)) on September 4, 2025.