

**UNAPPROVED MINUTES FOR THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
REGULAR BOARD MEETING  
AUGUST 26, 2025**

**AGENDA ITEM #1                      CALL TO ORDER**

The Board Chair, Elaine Clayton, called the meeting to order at 17:03 (5:03 PM) at the Black Canyon City Community Library.

**AGENDA ITEM #2                      ROLL CALL OF BOARD MEMBERS**

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.

Also in Attendance: William Whittington, District Attorney (telephonically); Jerry Postema, District Manager (telephonically); and Robert Hanus, Operations Manager.

**INTRODUCTION OF ATTENDEES**

Lisa Waldschmidt, EPA Training Specialist with Rural Water Association of Arizona;  
Owner/Users: Vince Altrui, Kim Cook, Irene Brooks, Julie Connor, Kory Connor, Greg Watts

**AGENDA ITEM #3                      CONSENT AGENDA**

**Approval of Minutes:** Secretary Tom Strizak requested that the following minutes be reviewed and corrected: May 27, 2025 Regular Board Meeting (previously approved); June 16, 2025 Special Board Meeting; and June 24, 2025 Regular Board Meeting. Tom will meet with the transcriptionist and discuss corrections. The minutes will be re-submitted for approval at a future meeting. Minutes for the July 22, 2025 Regular Meeting and August 13, 2025 Special Meeting are pending transcription. The minutes will be transcribed and submitted for approval at a future meeting.

**AGENDA ITEM #4                      REPORTS & CORRESPONDENCE**

**A. Board Chair Reports**

- 1. Water Angel Fund:** Currently, there is \$300 in this account to assist owner/users in need.
- 2. WIFA Loan/Reimbursement:** The reimbursement check was received from WIFA on August 23, 2025 and sent to the Yavapai County Treasurer. As clarification, the Board Chair explained that when the District is approved for a WIFA loan, the District is responsible to pay the costs upfront and then seek reimbursement from WIFA.
- 3. Yavapai County Annual Check Signor Update:** Board members need to sign the required document so it can be sent to Yavapai County.

**B. Board Member Reports**

- 1. Shawn Collins** reported that he attempted to locate used furniture for the new office but was not successful.
- 2. Melina Reylek** reported that 8 checks were signed but the bank statement hasn't been received for reconciliation. The Board Chair suggested communication with the District CPA concerning reconciliation. She left an application for the temporary clerk working in the office, however, it isn't necessary at this time because the current clerk is employed by AJT Solutions, not BCCWID.

**3. Tom Strizak** reported that he completed the usual website maintenance and uploaded the meeting videos. He attempted to obtain a status on the Big John #3 well from Jerry Postema but was waiting for a response. He has been reviewing documents and quotes and researching District expenses in preparation for budget and rate assessment evaluation. There was a question about getting items placed on the meeting agenda that the District Counsel explained current practice is to allow the Board Chair to decide when to put something on the agenda.

## 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   |
| 36'3"      | 44'4" | ----       | ---- | 37'8"   | 54'5" | ----    | ---- | ----  | ---- | 34'6" | 80'5" |

Oasis 2 and GOA 2 are offline. GOA 1 is hooked up but not on line, however it could be used as a backup well. Previously it had collapsed but it is working now and the water sample passed inspection. The amount of production from GOA 1 is unknown but it could be placed on line if necessary.

**2. Usage Summary:** The report was not available.

**3. Status report on School House Loop:** The new control panel and APS panel have been installed and the project is completed.

**4. Status report on Big John #3:** After two attempts, K.P. Ventures was able to complete the slotting of the casing in the top 5 feet of casing. Videos were taken for both attempts. Jerry has the first video and is waiting for the second one. The District will not be charged for the second attempt. They cleaned particulates out and the well was producing 50 gallons/minute. More development of the well is needed. If there is an additional charge, they will prepare an estimate in advance for Board review.

**5. Status report on Online Work Orders:** Bob reported that they are working on how the field staff would access computers because having them in the trucks exposes them to damage. They need a place where they can set up and input the work orders. The Board Chair stated that space for the field staff must be identified and suggested considering a place in the new office if available.

**6. Status report on Smart Meters and Owner/User Education:** Jerry reported training has been scheduled for 9/8/2025. Alex from Metron will install the portal and conduct training for staff, board members and general manager. In the afternoon, Alex will work on the smart meter set-up and conduct training for owner/users, including installing and activating the app on their smart device. Alex will provide training videos that can be uploaded to the BCCWID website and other social media. He will also leave pamphlets with instructions on connecting and using the smart meters. Bob will provide the names of owner/users with smart meters to the office clerk to obtain email addresses.

## AGENDA ITEM #5

## PRESENTATION/DISCUSSION

**A.Presentation and possible discussion re: RCAC GIS mapping project:** The Board Chair reported that RCAC is developing the GIS mapping for the District. The District's assets are being input into the program and information, such as when the asset was installed, can be added.

Eventually, the District will be able to add the water lines to the mapping. The information being gathered now will be used to determine where the assets are located, the condition of the assets and will assist with prioritizing repair/replacement needs. There is no cost to the District for the work RCAC is doing.

**B. Update on rate assessment:** Allison Jermain with RCAC is working on rate assessment for BCCWID. It will take about 6 weeks before completion. The Board Chair recommended that no action be taken on raising rates until the assessment is received and the RCAC recommendations are reviewed. A plan for reviewing rates in the future will need to be developed.

**BREAK 5:50 PM**

**RETURN TO REGULAR MEETING 5:55 PM**

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

**C. Discussion and possible action re: review and possible approval of financial reports presented by District CPA:** The CPA was not present.

**D. Discussion and possible action re: complaint of low water pressure:** Owner/Users Kory and Julie Connor were in attendance and requested assistance from the District because they continuously have low or no water pressure and often, no water. Jerry Postema will contact the Connors and obtain more details and research the issue.

**E. Discussion and possible action re: Mary Irene Brooks providing transcription services:** A transcriptionist is needed for the Board meeting minutes. The Board Chair made a Motion to retain Irene Brooks to transcribe the BCCWID meeting minutes at the rate of \$60 for the first hour of the Board meetings and an additional \$5 for every 30 minutes after the first hour. Rate of pay is based on length of the meetings. A confidentiality agreement will need to be signed. Melina seconded the Motion. All members voted in favor and the Motion passed unanimously.

**F. Discussion and possible action re: NAIT re: installing cable and preparing new office for IT capabilities:** NAIT sent a bid on a time and materials basis in the amount of \$4966.14 to install cable and prepare THE new office for IT connections. There are 3 computers that will need to be connected but NAIT would install cable at multiple locations to allow for moving computers and potential future growth for the phone system. The cost will not exceed \$4966.14 and may be lower. Shawn made a Motion to have NAIT install the cable and connections and everything listed on the estimate in the amount of \$4966.14. Melina seconded the Motion. During discussion, Tom asked if other estimates were requested. The Board Chair tabled this topic to the next meeting.

**G. Discussion and possible action re: NAIT re: installing security system at new office:** The security system in the current BCCWID office cannot be moved to the new office. NAIT sent a bid for the equipment and installation of a Verkada security system in the amount of \$5799.06. Nate explained the features of the system. The estimate represents installation of cameras, alarms, movement sensors and 3 years of 24/7 monitoring service and support. The equipment can be moved to another location should the District move to a different office. Everything is backed up in the Cloud. This system can monitor the District's wells if cameras were installed there. Theo stated he could install cameras purchased separately by BCCWID and connect the cameras to NAIT's security system but there would be no monitoring. The monitoring service would be a separate

charge. The Board requested NAIT provide an estimate for 4 years of monitoring. Discussion took place concerning additional bids. Elaine and Shawn contacted 3 vendors but only NAIT responded. The procurement requirements were met based on best practice. There are no statute requirements. The Board Chair requested that Tom and Melina obtain 2 more quotes for the security system before Wednesday, September 3, 2025. This topic was deferred until a future meeting after additional pricing is received.

**H. Discussion and possible action re: Big John #3:** This topic was discussed under Operations Report, #4.

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

\*Greg Watts shared the agenda for the Upper Agua Fria Watershed Partnership and invited the Board members and public in attendance to join the on-line meeting on 9/22/2025 at 10 AM MST. Black Canyon City's water concerns is a topic on the agenda. No action needed. This was sharing of information only.

\*Greg Watts asked if the Board could find out how much water was lost in the leak that occurred behind the Black Canyon City Motel? The Board will look into this and report in a future meeting.

\*Greg Watts shared information that bees in meter boxes will return even after removing the bee hive unless the meter is replaced. No action needed. This was sharing of information only.

\*Greg stated that Tony Chandler applied for a permit to sell water. Greg is concerned about the effect this could have on BCC water. Jerry will review and the topic will be considered for the next meeting.

#### **AGENDA ITEM #7                      ADJOURNMENT**

The Board Chair adjourned the meeting at 6:45 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.