

**UNAPPROVED MINUTES FOR THE BLACK CANYON CITY  
WATER IMPROVEMENT DISTRICT  
SPECIAL BOARD MEETING  
AUGUST 6, 2025**

**AGENDA ITEM #1 CALL TO ORDER**

Chair, Elaine Clayton called the special meeting to order on August 6, 2025, at 12:03 pm at the new Black Canyon City Water Improvement District Office located at 34301 S. Old Black Canyon Highway, Suite 4 in Black Canyon City.

**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.

**INTRODUCTION OF GUESTS**

Bill Whittington, Board District Attorney

**Members of the Public in attendance:**

There were 2 individuals from the public present. Their names were unintelligible on the video.

**AGENDA ITEM #3 UPDATE ON DISTRICT BUSINESS**

**WIFA Reimbursement** – Bob Hanus and Morgan Burgess with WIFA were completing the walk-through of the project at the time of this meeting. Once completed, WIFA reimbursement should be forthcoming to BCCWID.

**School House Road Project** – This project has been completed and is operational.

**Smart Meters** – More smart meters have been ordered for District customers. They allow customers to monitor their own water usage. Training for customers will take place after the necessary software is installed.

**On-line Work Orders** – This project should be completed soon. All work orders will be initiated and tracked online to ensure the District is meeting customer needs.

**Review of Office Records** – There are many years of records in the current BCCWID office. Lisa from Arizona Rural Water Corporation is assisting the Board with review of the records and determining which ones need to be digitized. The goal is to review all records and only move what is necessary to the new office.

**The Board Chair amended the Agenda to address Agenda Items #7 and #8 at this time.**

**AGENDA ITEM #7 ADDING NATALIE GALGANO AS CHECK SIGNOR**

This Agenda Item was addressed during Agenda Item #8. See notes below.

**AGENDA ITEM #8 AUTHORIZING ACCESS TO YAVAPAI COUNTY TREASURER ACCOUNTS TO NATALIE GALGANO**

- Natalie Galgano, CPA, needs access to the Yavapai County Treasurer accounts for preparation of monthly financial reports and reconciliation of bank statements. Additionally, Natalie agreed to accept responsibility for signing BCCWID checks in the event of an emergency or urgent situation. The Board Chair made a motion to grant access to the

Yavapai County Treasurer accounts to Natalie Galgano and to add Natalie as a check signor for the District. Shawn seconded the motion. All voted in favor. The motion passed unanimously.

#### **AGENDA ITEM #9 IMPROVEMENTS TO THE NEW OFFICE SPACE**

One estimate was obtained in the amount of \$7200 for improvements. It did not include the cost of the window coverings. The contractor will be asked to revise the estimate to include the window coverings and more detailed itemization of each upgrade. Concerns about cost were discussed. Shawn will seek another estimate from an additional licensed and bonded contractor. The Board Chair postponed further discussion of this topic to a future meeting.

#### **EXECUTIVE SESSION TO SEEK LEGAL COUNSEL CONCERNING AGENDA ITEMS #4, #5, #6**

The Board Chair made a motion to go into Executive Session pursuant to A.R.S. 38-431.03 (A)(3) for legal advice on Agenda Items 4, 5, and 6. Shawn seconded the motion. The vote was 3 YES (Elaine, Melina, Shawn) and 1 NO (Tom). The motion passed by majority vote. The Board Members entered Executive Session at 12:35 pm.

#### **RECESS OF THE EXECUTIVE SESSION 12:48 PM**

During the recess, the Board met with the contractor who provided the estimate for improvements to the new office. At the Board Chair's request, the contractor will send a copy of the itemized estimate by email directly to each Board member. Board members were encouraged to ask any questions directly to the contractor. The Board Chair requested that the record reflect that all Board members were given the opportunity previously to meet with the contractor at the new office and walk through the recommended improvements, however, two of the Board members declined the offer.

#### **EXECUTIVE SESSION RECONVENES RELATING TO AGENDA ITEMS #4,#5,#6 AT 12:56 PM PUBLIC SESSION RESUMES AT 1:52 PM**

#### **AGENDA ITEM #4 RATIFICATION OF BOARD ACTIONS FROM JUNE 16, 2025 MEETING**

**1. Ratifying the Board's decision to enter an executive session to discuss Lisa Chandler's contract.**

**2. Ratifying the Board's decision to offer a revised Agreement to Lisa Chandler**

See Agenda #5 below.

#### **AGENDA ITEM #5 SEPARATION AGREEMENT**

**1. Discussion and possible action re: possible approval of final Termination and Release Agreement with Lisa Chandler and Donna Chandler, PLLC, and authorizing the severance payment of \$3,500.** Lisa Chandler did not sign the termination and separation agreement approved by the Board in the June 16, 2025 meeting. Although the \$3,500 check was issued, it was not to be distributed until the Agreement was signed. The Board Chair made a motion to reject the current Termination and Separation Agreement as written and make another

agreement where she does not receive payment. Tom seconded the motion. All voted in favor. The motion passed unanimously.

**AGENDA ITEM #6 OFFICE CLERK CONTRACT**

**1. Discussion and possible action re: possible approval of draft contract for temporary office clerk position currently filled by Julie Owings.** The Board Chair stated she would entertain a motion to accept the contract for the temporary office clerk position effective September 1, 2025 for Julie Owings. Shawn seconded the motion. All were in favor. The motion passed unanimously.

**AGENDA ITEM #10 CALL TO THE PUBLIC**

There were no members of the public present at this point in the meeting.

**AGENDA ITEM #11 ADJOURNMENT**

The Board Chair adjourned the meeting at 14:49 (2:49 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 9/3/2025.