

**APPROVED MINUTES FOR THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
EMERGENCY BOARD MEETING  
September 11, 2025**

**AGENDA ITEM #1 – CALL TO ORDER**

Chair Elaine Clayton called the meeting to order at 11:32 AM at the Black Canyon City Community Library. Meeting notices were posted on the BCCWID website, the bulletin board at the BCC Post Office, and at the BCCWID office. The website posting had an incorrect start time of 10:00 AM, but the other two locations reflected the correct time of 11:30 AM.

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

Roll call showed a quorum with the following members present:

Elaine Clayton (Chair), Melina Reylek (Treasurer), Tom Strizak (Secretary), Shawn Collins (Member-at-Large)

Also present: District Attorney William Whittington (telephonically)

Attendees: Irene Brooks, Ken Reylek

**Moment of Silence:** The Board Chair called for a few moments of silence in remembrance of the loss of lives in the events that occurred on 9/11/2001 and the loss of a great representative of the people on 9/10/2025.

**AGENDA ITEM #5 – NEW BUSINESS**

The District Attorney advised that due to improper website posting, the Open Meeting Law had been violated. If the Board chooses to hold the meeting, any actions must proceed as Emergency Action and the reasons for the Emergency Action must be on record in the minutes.

The emergencies before the Board are as follows (see Notice of Emergency Meeting filed & posted):

- (1) Two Board members, the Secretary and the Treasurer, declined to fulfill their obligations as check signers, leaving only two authorized signers, the Chair and the Member-at-Large. Beginning September 15, 2025, the Board Chair will be unavailable due to prior commitments. Without additional signers, the District could incur substantial financial disruption. A quorum of Board members was not available to hold a meeting to authorize an additional check signer before September 15, 2025.
- (2) The District Office Clerk is actively working without a current written contract. Emergency action is needed to prevent closure of the District's office, safeguard essential administrative operations and ensure uninterrupted customer service. A quorum of Board members would not be able to meet the following day to allow 24-hour notice to the public.

**A. Secretary Resignation (Tom Strizak):** To be addressed at a later meeting.

**B. Letter of Intent (Mary Irene Brooks):** Mary Irene Brooks submitted a Letter of Intent for a vacant Board position. She has attended meetings, training, and is familiar with District's issues and projects.

**C. Appointment of Mary Irene Brooks:** Shawn made a Motion to appoint Mary Irene Brooks as a BCCWID Board member. Melina seconded the Motion. Discussion was held concerning policies outlined in the District's policy and procedure manual concerning requirements for a Board position, however, best practices would be for a candidate to attend at least two meetings and be involved in some of the District's activities. Vote was held and all voted in favor. The Motion passed unanimously. Irene Brooks signed the Oath and was sworn in as a Board Member and will complete the Open Meeting Law training and sign the attestation.

**D. Office Clerk Contract Revision (Julie Owings):** Shawn made a Motion to accept revision #9 in Julie Owings' contract. Tom seconded the Motion. The BCCWID will provide insurance coverage for Julie under the District's current professional liability policy. Discussion was held concerning the vetting process for Julie. The Board Chair explained that Julie was Jerry's employee when she started working for the District she was properly vetted by Jerry. Tom requested that it be stated in the record that he is following the Board Chair's and Jerry's guidance concerning the vetting. Vote was held and all voted in favor. The Motion passed unanimously.

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

No comments from public.

#### **AGENDA ITEM #7 – ADJOURNMENT**

Meeting adjourned at 12:30 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.

\_\_\_\_\_ (Signature)

The minutes were transcribed by Irene Brooks ([maryibrooks@msn.com](mailto:maryibrooks@msn.com)) on 9/12/2025.