

Unapproved
Black Canyon City Water Improvement District
Special Board Meeting Minutes
May 1, 2026

Board Meeting Minutes – 5/1/26

Call to order 1:16 pm

Roll Call of Board Members

Elaine Clayton, Board President, Melina Reylek, Treasurer, Shawn Collins, Member at Large, Bill Whillinton, Esq

Introduction of attendees: Aleshia Michels, Utility Clerk

Chairs Report

- Billing update was given
 - i. Doing what we can to communicate with consumers
 - 1. More discussion and details needed
- Update on Utility Clerk positions was provided
 - i. Discussion on placing an ad with Indeed to solicit one more utility clerk.
 - 1. Motion – Shawn Collins
 - 2. Second – Melina Reylek
 - 3. Passed Unanimously with Elaine Clayton’s vote
 - ii. File Fiduciary for the position
 - 1. 15 – 20 hours per week at \$22.00 per hour
 - 2. Motion – Shawn Collins
 - 3. Second – Melina Reylek
 - 4. Passed Unanimously with Elaine Clayton’s vote
- Request to Owner/Users was made to be respectful when speaking to staff
- Discussion and Motion to give Utility Clerk, Aleshia Michels, a promotion to Utility Coordinator and a \$1.00 raise from \$24.00 pr hour to \$25.00
 - 1. Motion – Shawn Collins
 - 2. Second – Melina Reylek
 - 3. Passed Unanimously with Elaine Clayton’s vote

Operations Report

- Usage Summary – pending
- Well Levels – Pending

Public Session

- Discussion and Approval of March 2026 Financials.
 1. Motion – Shawn Collins
 2. Second – Melina Reylek
 3. Passed Unanimously with Elaine Clayton’s vote
- Discussion and possible action: Proposed budget 2026 – 2027 – Delayed until next meeting.
- Discussion of: status of public records request and Invoice with late fees submitted
 - i. Motion to allow the attorney to speak to Tri-City Backflow
 1. Motion – Shawn Collins
 2. Second – Melina Reylek
 3. Passed Unanimously with Elaine Clayton’s vote
- Discussion regarding Ziptility software program purchase for field use
 - i. Motion to approve
 1. Motion – Shawn Collins
 2. Second – Molina Reylek
 3. Passed Unanimously with Elaine Clayton’s vote
- Discussion re: tax lien settlement. Various options were discussed as possible solutions.
 - i. Motion to allow attorney to approach tax lien holder
 1. Motion – Shawn Collins
 2. Second – Melina Reylek
- Discussion to go into Executive Session
 1. Motion – Shawn Collins
 2. Second – Melina Reylek
 3. Passed Unanimously with Elaine Clayton’s vote
- Meeting reconvened to the public
 - i. Attorney to address items:
 1. Tax Lien
 2. Tri-City Backflow
 3. Criminal Damage Citation
 - ii. Board motion to approve criminal attorney fees up to a certain amount

1. Shawn Collins – Motion
2. Melina Reylek – Second
 - a. Shawn Collins & Melina Reylek approve motion unanimously

Call to the Public

- Agenda item for next meeting
 - Consider placing a summer hold on standby account charges for empty homes over the summer.