

**APPROVED MINUTES FOR THE BLACK CANYON CITY WATER IMPROVEMENT DISTRICT
REGULAR BOARD MEETING
MAY 27, 2025**

CALL TO ORDER

Chair, Elaine Clayton called the meeting to order at 5:01 pm.

ROLL CALL

Roll Call showed a quorum with the following Board Members present: Elaine Clayton, Chair; Melina Reylek, Treasurer; Tom Strizak, Secretary.

Also, in attendance from Management– Bob Hanus, Operations; Lisa Chandler, Office Management

INTRODUCTION OF GUESTS

Bill Whittington, Board District Attorney, Jerry Postema, Natalie Galgano, Angelica Welchman

Members of the Public in attendance:

Sean Collins – Black Canyon City, Carol Batdorff - Black Canyon City, Mary – Agua Fria Water

AGENDA ITEM #4 CONSENT AGENDA

Approval of Minutes: There were no meeting minutes to approve at this meeting.

AGENDA ITEM #5 REPORTS AND CORRESPONDENCE

A. Board Chair Reports

- 1. Updates on Board vacancies mailer:** Chair reported that the vacancies mailer was sent out.
- 2. Update on website mailer:** Chair reported that the website mailer was sent out.
- 3. Update on RCAC:** Chair reported that RCAC is working with the BCCWID Board creating goals, what needs to be done and who needs to be involved to accomplish the goals.

B. Operations Reports

Bob Hanus reported on the following:

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
31’8”	36’5”			34’6”	34’9”	34’6”		31’6”	51’9”	31’11”	34’

GOA 2 has a new pump that’s pulling more water than the old pump. Keypad received and installed to slow the pump. Big John 3 has been drilled, developed and cased. During the development phase, it was flowing at 10 gallons/minute. The driller may have missed the water zone. Bob sent the driller’s log to the design engineer who will discuss with hydrogeologist how to increase production. The Schoolhouse project is still waiting for Fosters to obtain the APS panel which is backordered. Bob also reported that the Annual Consumer Confidence Report was received and posted on the BCCWID website. Previously the report was mailed to all owner/users. The chair will investigate an efficient way to get this done. The due date for mailing is June 30.

C. Financial Reports

Natalie, BCCWID's bookkeeper, is working on completing the form required by WIFA for loan reimbursement. Once completed, she will forward to the engineer to certify work was completed and then to the BCCWID Board for signatures.

Natalie has created financial reports for information from November 2024 through April 2025. She reviewed the bank balances as of April 30, 2025, as follows:

Arsenic Sinking Account	\$128,502.40
BMO Checking Account	\$36,526.46
Capital Reserve/Impact Account	\$163,200.26
Cash in Bank-General (Warrant) Account	\$3,152.62
Security Funds Account	\$52,990.00
TOTAL	\$384,371.83

The monthly reports are available on the BCCWID website. Elaine made a Motion to approve the financial reports as reported from November 2024 through April 2025. Tom seconded the Motion. All voted in favor and the Motion passed unanimously.

AGENDA ITEM #6 NEW BUSINESS

A. Discussion and possible action re: review and possible approval of financial reports for November 2024, December 2024, January 2025, February 2025, March 2025, April 2025 and May 2025. See Financial Reports section.

B. Discussion and possible action re: 2025-2026 Tentative Draft Budget.

Natalie reported on budget information for 2025 and possible budget numbers for 2026. Natalie will meet with the Board separately to review each item. No further action was taken.

C. Discussion and possible action re: Commercial office lease at the Black Canyon City Plaza, Suite #4. The lease from RLM Enterprises was not accurate and was sent back for correction. It listed \$750 rent/month and \$30/month water fee. One month's deposit is required, and some specific insurance is required. Elaine is waiting to hear back from RLM Enterprises and is looking into the insurance. No action taken on this matter.

D. Discussion and possible action re: Contract with Jerald A. Postema dba AJT Solutions, LLC to provide District Manager Services. The Chair reported that consideration is being given to contract with someone like Jerry Postema who has project management experience. Chair asked Mr. Postema to share his experience. He has been in the industry for 40 years, overseeing small and large water districts. The BCCWID Board members have his resume. He is a grant writer and has been successful in obtaining funds for districts. He explained the details of project management for a water district. Mr. Postema's proposed contract is being reviewed. No further action taken.

E. Discussion and possible action re: Permitting the National Rural Water Association (NRWA) and Rural Water Association of Arizona (RWAA) to provide no-cost services. The Chair requested that Angelica Welchman with RWAA explain services she can provide at no cost to BCCWID. Angelica explained she can assist with technical issues, document system equipment assets, work with ADQ and EPA and provide training on a variety of topics to the

Board, the operators and the public. She may be able to obtain no-cost engineering services (PER). She has agreed to complete a photo catalogue of the BCCWID system for RCAC at no cost. Tom made a Motion to allow RWAA access to BCCWID for the purpose of providing no-cost services. Melina seconded the Motion. All voted in favor and the Motion passed unanimously.

F. Discussion and possible action re: KP Ventures conducting additional unscheduled work on Big John #3 well. KP Ventures submitted an invoice for \$7601.00 and proposal to re-slot the casing. The topic was tabled until the engineering report is received, and further review and discussion takes place.

G. Discussion and possible action re: review and possible approval of Chandler Construction invoices. Four invoices for 4 different projects were submitted by Chandler Construction with some details although not as much detail as the Board had requested. The invoices total \$19,700. Tom made a Motion to accept and pay the four invoices. Melina seconded the Motion. There were 2 Yes Votes and 1 Abstention. The Motion passed.

H. Discussion and possible action re: Replacing the chlorine pumps at Big John and GOA. Bob Hanus is preparing a work order with vendor name and amount for a chlorine pump at Big John. It stopped working and needs to be replaced. Tom made a Motion to move forward and obtain pricing from vendors to replace the chlorine pumps at Big John and GOA and move forward with replacing the pumps. Elaine seconded the Motion. All voted in favor. The Motion passed unanimously.

I. Discussion and possible action re: CCR Report. No discussion. This report was already approved and has been posted on the website.

J. Discussion and possible action re: Current Office Management contract; issues and possible options. Tom made a Motion that the Board move to go into Executive Session for legal advice under A3 concerning the commercial lease, the AJT contract and the office management contract. Melina seconded the Motion. All were in favor. Motion passed unanimously.

The Board moved into Executive Session at 18:20 pm.

AGENDA ITEM #7 CALL THE PUBLIC

The chair stated that the Board would forego this agenda item.

AGENDA ITEM #8 ADJOURNMENT

At 18:54 pm, the Board reconvened into public session and adjourned the meeting with no further action.

CERTIFICATION:

I, Donna L. Chandler certify that the Agenda for the May 27, 2025, Regular Board Meeting was publicly posted at the Water District Office and Post Office before May 26, 2025, before 4:30 PM.

(Signature)

Donna Lisa Chandler

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) for Donna Lisa Chandler, PLLC – Office Manager for Black Canyon City Water Improvement District on 6/9/2025.