

Mountain Club Domestic Water Improvement District

Prescott, AZ

Open Meeting Minutes

Date: December 9, 2025 **Time:** 4:00 p.m. **Location:** Mountain Club Clubhouse

Attendance

Board Members Present:

Chris Witham Dave Stewart
Susan Rupe Kent Erwin

Board Members Absent: Doug Shepherd

Volunteer Staff Members: Karyn Osterman; Gloria McConnell (Recorder)

Public: Three members of the public were in attendance.

I. Call to Order by C. Witham at 4:09 p.m.

Approval of prior month's minutes

- Minutes from the 11/19 ASDA training session – C. Witham moved to approve these minutes; D. Stewart seconded. Motion passed unanimously.
- Minutes from 11/25 Board meeting – C. Witham moved to approve these minutes; D. Stewart seconded. Motion passed unanimously.

II. Old Business

1. **Financial – a. DWID bank selection:** D. Stewart discussed documents needed to open account, and noted that the banks he's spoken to have differing requirements, but none of them feel we have all needed documentation. He also noted that the following documents need to be adopted and signed as part of the requirements:

- DWID Resolution 2025-002, which specifies authorized signers (officers) for financial matters, contracts, and agreements; defines dual signing, emergency authorization, and bank notification requirements.
- DWID Certification of Authorized Signers, which identifies for the selected bank, which officers have authority to sign checks, contracts, and official documents.

It was suggested that if D. Stewart felt one bank would be the best choice for the DWID, that the Board should select that bank and then work on only the paperwork they require. D. Stewart stated that he recommends Foothills Bank.

PRELIMINARY

Motions:

- C. Witham moved to approve Resolution 2025-002; D. Stewart seconded. Motion passed unanimously.
- C. Witham moved to approve the Certification of Authorized Signers; D. Stewart seconded. Motion passed unanimously.
- C. Witham moved to select Foothills Bank for the DWID's financial needs. D. Stewart seconded. Motion passed unanimously.

Actions:

- D. Stewart to proceed with Foothills.
- G. McConnell to check with Tri-City about having the Association pay DWID bills and subtract the amounts from the approved donation, since the DWID is not yet able to set up an account.
- G. McConnell to work with D. Stewart to see if Barbarba Fox-Thomas can be of assistance with regards to outstanding questions to the Special Districts office.

b. Warrant account: This is an account with Yavapai County Treasurer's Office for DWID tax funds (when received). Setting it up is on hold pending Arizona Department. of Revenue approving taxing authority for the DWID.

c. Funds from Mountain Club, LLC: On hold pending DWID bank account. *(See also actions above.)*

2. **Bylaws, Rules and Regulations** – Attorney Stephen Polk has provided a mark-up of the bylaws, removing some language (such as reference to fire hydrant work, which is not the purpose of a water district), and adding other language, such as significant information about the Board (powers, requirements, duties, etc.), financial management, and other details.

Motion: C. Witham moved to adopt the bylaws as revised by S. Polk; D. Stewart seconded. Motion passed unanimously.

Actions:

- Changes made by S. Polk to be incorporated; D. Stewart to include revised bylaws in packet for bank.
- Rules and Regulations document will be provided by attorney's office.

3. **District Admin/Billing** – Proposals have been received by Municipal Accounts & Consulting (MAC), Arizona Utility Billing Service (AUBS), AZ District Services (ADS/S. Carroll). Western Environmental Technology (WET) also has some services in this area (also see Water Operator section). MAC and AUBS are local; ADS is not.

PRELIMINARY

- The qualifications needed were discussed. Ka. Osterman recommended that a CPA be selected, due to the critical importance of accurate and honest handling the DWID's finances. Bob Hanus of WET also stated that only a CPA should be used, due to increased protections over someone without CPA credentials. This eliminates AZ District Services, as S. Carroll is not a CPA.
- S. Rupe has sent out the AUBS proposal to the Board. She noted that C. Ibbitsen is a CPA, was easy to work with, and in addition to bookkeeping/accounting, she can perform other functions needed by the DWID such as clerk tasks, billing, budgets, etc.
- C. Witham stated that he would create a spreadsheet to identify all needed functions and which company provides them, qualifications, etc., so that a direct comparison can be made.

Actions:

- D. Stewart to send MAC proposal to Board/staff.
 - C. Witham to create comparison spreadsheet and distribute to Board/staff.
 - Board members/staff to review all proposals/other materials, and be prepared to discuss/possibly choose a District Admin/Billing company(ies) at the next meeting.
4. **Water Operator** – C. Witham reported that he has requested quotes for both water operations and the Lazy Lane project from Fann Environmental and Agua Pura Services. No proposals have been received.

S. Rupe sent the WET proposal for both water operations and billing services to the Board/staff for review. Prior to today's Board meeting, Bob Hanus of WET gave a presentation and answered questions about WET's capabilities and offerings. *(See separate minutes.)*

S. Rupe also contacted Jacobs regarding their meter activities and testing capabilities. Ron Abel explained that Jacobs has a local office that serves the town of Prescott Valley and has provided complete water operations services to the town for 34 years and might be interested in serving the DWID. He sent several questions for S. Rupe so that a proposal could be made.

Actions:

- C. Witham to follow up with Fann Environmental and Agua Pura.
- S. Rupe to work with Jacobs to secure proposal.
- C. Witham to add water operations functions/companies to the District Admin/Billing spreadsheet so that the companies can be compared.
- Board/staff to review WET proposal/any other materials distributed before the next meeting and be prepared to discuss/possibly choose a Water Operations company(ies) at the next meeting.

PRELIMINARY

5. **Insurance** – On hold. D Shepherd to contact Glatfelter insurance company.
6. **DWID Website** – Discussion of platforms being investigated, CivicPlus and Streamline. CivicPlus seems to be much more expensive than Streamline and is not focused specifically on special districts. C. Witham has not yet been able to thoroughly test StreamLine. G. McConnell and S. Rupe tested StreamLine and found it easy to use and straightforward. They also explored DocAccess, the separate program that checks for ADA compliance.
 - S. Rupe explained StreamLine’s additional “end of year” promotional discounts on monthly fees. To take advantage of these discounts, the DWID would need to engage the company by the end of the year (2025).
 - Ka. Osterman urged the DWID to take advantage of the pricing and benefits and approve the use of Streamline. G. McConnell agreed with this recommendation.

Motion: S. Rupe moved to engage StreamLine by the end of the year. K. Erwin seconded the motion. D. Stewart was not convinced the DWID should move so quickly. Motion passed 3-1, with C. Witham, K. Erwin, and S. Rupe voting to engage StreamLine and D. Stewart voting against.

Actions:

- C. Witham to thoroughly test StreamLine. He will also call Rich Baran with any questions and to sign up for their services.
 - S. Rupe and G. McConnell to test DocAccess.
7. **WIFA programs** – TBD (begin application process)
 8. **AZ District Solutions** – TBD (review startup checklist)
 9. **Legal counsel services selection** – Stephen Polk/Boyle, Pecharich, Cline, Whittington & Stallings (BPCWS) were approved at the last meeting. Ka. Osterman has provided drafts of different documents regarding the need for the legal assistance for these three items:
 - Obtaining a Public Water System (PWS) Number, which is required for WIFA funding
 - Asset transfer agreement
 - City/DWID agreement

It was decided that a meeting with S. Polk will be needed to discuss needed services, and that C. Witham, K. Erwin, and both volunteer staff members will attend (Ka. Osterman, G. McConnell)

Actions:

- Ka. Osterman to arrange a meeting with S. Polk. A report on this meeting will be given at the next meeting.

PRELIMINARY

- Board/staff to review Ka. Osterman’s draft documents and provide comments if they have any.

10. DWID Postcard – The postcard was received by most residents around 12/6/2025. C. Witham noted that he received several “opt-in” requests (for email communications) in response to the postcard.

III. New Business

1. **Email addresses for BOD** – On hold pending transfer of website to StreamLine.
2. **Call to the Public** – T. Garnett asked why it is preferred that the Lazy Ln. project be done via the Association instead of the DWID. C. Witham explained that it will be completed more quickly if it is done for the Association. He also noted that Fann Environmental may be submitting a proposal.
3. **Agenda items for next meeting** – Some of the new business items that should be addressed at the next meeting include:
 - Rate study – C. Witham
 - Budget – C. Witham has a budget based on the Highland Pines budget
 - CivilTec – K. Erwin to report on CivilTec. He has asked them for a proposal for updating the 2005 Master Water Plan cost estimate and also updating/adding more detail to the 2005 phase drawings.
4. **Next Meeting** - January 13, 2026 at 4 p.m.

IV. Adjournment: With no further business, the meeting adjourned at 5:57 p.m.

Respectfully submitted,

Gloria McConnell

Volunteer

Mountain Club Domestic Water Improvement District

Posted:

/s/Chris Witham

Date: December 15, 2025

Time: 8:00 PM