

## **Mountain Club Domestic Water Improvement District**

### **Board Training and Consultation Meeting**

Facilitator: Sarah Carroll, AZ Districts Solutions

Date: November 19, 2025

Time: 10:00 AM – approximately 12:00 PM

Location: Online

Recorder: Karyn Osterman

### **Attendance**

- **Facilitator:** Sarah Carroll, AZ Districts Solutions
  - **Board Members:** Kent Erwin, Doug Shepherd, Dave Stewart, Susan Rupe, Chris Witham
  - **Volunteer Staff:** Karyn Osterman
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### **Topics Covered**

#### **Governance & Compliance**

- Bylaws require approval; flexibility recommended for clerk/administrator roles.
- EIN application discussed; privacy concerns noted. Legal counsel may advise.
- Election Department notification required; Chris Witham to follow up with County Clerk.

#### **Insurance**

- Glatfelter (subsidiary of AIG) identified as potential provider.

#### **Financial Setup**

- Bank account options narrowed to two institutions.
- Bookkeeping services offered by Sarah Carroll (\$500–\$1500/month).
- Billing requires separate software and personnel; options include El Dorado, ABS, Regal.
- Transaction privilege tax requirements explained; license needed through AZ Department of Revenue.

#### **Operations & Staffing**

- Level 1 water operator sufficient; candidates under review.
- Remote operators (Aqua Pure, Western Environmental) may be available.
- Regular ADEQ testing required despite City of Prescott supply.

### **Projects & Community Issues**

- Ongoing homeowner project to relocate water line may proceed.
- Upcoming WIFA meeting with Morgan Burgess noted.

### **Capital Improvement Planning**

- DWID needs 10/20/40-year plan; inventory of lines required.
- Current system: 2-inch galvanized pipes, 6-inch pipes supplying hydrant lines.
- Goal: upgrade to 8–12 inch lines.
- Chris Witham and Kent Erwin to lead inventory possibly using Sarah's Excel template.
- ADEQ technical assistance grant available; WIFA funding requires EIN, SAM.gov, budget, reports.

### **Administrative Processes**

- Bid requirements depend on contract size (<\$25,000 informal quotes; >\$25,000 formal bid).
- Billing for unimproved properties depends on meter presence.

### **Training & Next Steps**

- Final finance training will cover budgets, reporting, agendas, capital planning.
- Board members to send unavailable dates to Karyn; she will prepare Doodle poll.

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### **Summary**

This consultation emphasized foundational steps (EIN, bylaws, bookkeeping, billing systems) and long-term planning (capital improvements, funding readiness). Sarah Carroll provided guidance on compliance, financial management, and operational options.

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