

Open Meeting Minutes

Date: February 24, 2026 **Time:** 4:00 p.m. **Location:** Mountain Club Clubhouse,
910 W. Clubhouse Dr. Prescott, AZ

Attendance

Board Members Present:

Susan Rupe Dave Stewart
Chris Witham Kent Erwin (by phone)

Board Members Absent: Doug Shepherd

Volunteer Staff: Karyn Osterman, Gloria McConnell

Public: One member of the public was in attendance.

1. **Call to Order** by C Witham, Chair, at 4:01 p.m.
2. **Pledge of Allegiance**
3. **Roll Call:** See above.
4. **Staff/Volunteer Introductions:** See above.
5. **Approval of prior month’s minutes:** S. Rupe noted an error in the financial portion of the minutes (extra ‘zero’ in Money Market balance).
Motion: C. Witham moved to approve the 2/10/2026 minutes as corrected; S. Rupe seconded the motion. Motion carried unanimously.

OLD BUSINESS

6. **2026 General Election:** C. Witham reviewed 2026 election details and noted that he had submitted the Yavapai County Intergovernmental Agreement for Election Services.
7. **Annual Report/Audit:** C. Witham explained that no annual report is due for the fiscal year ending June 30, 2025 (which would be due in February 2026). He also noted that districts with budgets under \$1,000,000 can have a simpler audit, which is information to keep in mind next year.
8. **Budget Planning and Financial Oversight**
 - a. **Treasurer’s Report:** It was agreed that this report only needs to be made monthly. Thus, since it was made at the last meeting (Feb. 10), another won’t be due until March.
 - b. **Interim Budget Preparation:** C. Witham explained a potential budget and rate sheet that he has been working on. The group discussed interim budget needs, statutory timelines, and next steps for establishing the budget.

Actions: C. Witham and D. Stewart to meet with Sara Carroll for assistance with the budget. C. Witham will ask attorney S. Polk to speak with the City to try and get its meter data (without any personal details) to better determine how many properties in the District have full-time service.

- c. **Banking and County Warrant Account:** D. Stewart reported that he has submitted the paperwork required to establish the District’s warrant account to the Yavapai County Treasurer’s Office. He noted that it will take 60-90 days for the account to be established. He also stated that once the warrant account is set up, low-cost loans will potentially be available from the County.

- 9. **RFP Process:** All three draft RFPs (Water System Operations, Accounting, and Customer Billing Services) were discussed, with a few revisions and questions noted. The ad to be published was also discussed. S. Rupe stated it will cost about \$50 to run the ad for two days.

A timeline of steps needed to complete the RFPs, post them on the website, publish the ad in the paper, and what the deadline for submittals should be, was discussed.

Decisions: It was agreed that the ad should run on a business day and the deadline would be 45 days after the first ad is published. It was also agreed that companies that have already submitted proposals will be notified about the RFPs, and be told that they do not need to submit new proposals, but are welcome to submit revisions or additional information. Whoever first spoke with each company will be responsible for following up with them.

Actions: 1. All board members are to review the three drafts and submit their comments to S. Rupe, K. Osterman, and G. McConnell by Friday, 3/6. 2. S. Rupe, K. Osterman, and G. McConnell to finalize the RFPs for the 3/10 meeting. 3. C. Witham to set up the new email addresses to allow submittals to be by email.

- 10. **Consultant and Vendor Report-Backs:** K. Erwin reported that he has not heard back from CivilTec.

Actions: Susan to provide CivilTec’s contact information to K. Erwin, so he can reach out to them again.

- 11. **Technology and Communications:** C. Witham reported that the new website, mcdwid.org is live, and the old website has a link to the new one. He is also working on “mcdwid.org” email addresses. He also noted that he is working on the method for using Google Vault so that material will not be lost if the person acting as administrator changes.

Motion: C. Witham moved to accept the new website and email addresses and submit a form to update the website in County records. D. Stewart seconded; motion carried unanimously.

NEW BUSINESS

- 12. **Meeting with the City of Prescott:** C. Witham reported on the meeting between the City (Steve Olfers, Utilities Manager; Gwen Rowitsch, Public Works Director; Dallin Kimble, City Manager,

among others), and the District (C. Witham, D. Shepherd, K. Osterman, G. McConnell, Attorney S. Polk). S. Polk reviewed the City’s responsibilities for lead and copper testing; S. Olfers stated that the City could prioritize testing of the District’s system when it begins testing again later this year. The type of intergovernmental agreement that will be needed between the City and the District was briefly discussed, as were other issues; the City seemed very cooperative.

13. **Meeting with Yavapai County:** C. Witham, S. Rupe, and K. Osterman met with Yavapai County Supervisor B. Compton and gave a report on the District’s progress to Supervisor Compton. He noted that the County can assist us with meter cost discounts if the City is no longer able to do so. When asked whether any funds might be available from the County for the District, Supervisor Compton mentioned NACOG [*Northern Arizona Council of Governments*] as a possible source.

14. **Call to the Public:** No public comments.

15. Future Agenda Planning

- a. **Proposed agenda items for the next meeting:** C. Witham told the Board that if a topic arises for the next meeting, please send it to him in time to add it to the next agenda. Since D. Shepherd was absent, his report on Insurance should be on the next agenda.
- b. **Next regular Board meeting date and time:** The next meeting will be on March 10, 2024 at 4:00 p.m.
- c. **Adjournment** – With no further business, the meeting adjourned at 5:30 p.m.

Respectfully submitted,

Gloria McConnell

Volunteer

Mountain Club Domestic Water Improvement District

Posted:

/s/Chris Witham

Date: February 28, 2026

Approved: _____ Date: _____