

Open Meeting Minutes

Date: March 10, 2026

Time: 4:00 p.m.

Location: Mountain Club Clubhouse,
910 W. Clubhouse Dr. Prescott, AZ

Attendance

Board Members Present:

Susan Rupe

Dave Stewart

Doug Shepherd

Chris Witham

Kent Erwin (by phone)

Board Members Absent: None

Volunteer Staff: Gloria McConnell

Public: One member of the public was in attendance.

1. **Call to Order** by C. Witham, Chair, at 4:00 p.m.
2. **Pledge of Allegiance**
3. **Roll Call:** See above.
4. **Staff/Volunteer Introductions:** See above.
5. **Approval of prior month's minutes:** Ka. Osterman noted one minor change to the summary of the discussion of the meeting with County Supervisor B. Compton.
Motion: C. Witham moved to approve the 2/24/2026 minutes as amended; D. Shepherd seconded the motion. Motion carried unanimously.

OLD BUSINESS

6. **Budget Planning and Financial Oversight:**
 - a. **Treasurer's Report:** See attached report. D. Stewart noted that he will have new format for the next report (April), which will include additional information. S. Rupe requested that the accounts be identified (checking, savings, money market).
 - b. **Interim Budget Preparation:** C. Witham explained the proposed budget and rates and the Board discussed the data. He also reported that he has had several conversations with the City and will be receiving their actual meter data soon so that the rate assumptions can be updated to reflect the correct number of full-time residents. C. Witham also noted that he and D. Stewart reviewed the budget with S. Carroll of AZ Districts Solutions; she feels the budget is nearly ready.
Actions: C. Witham to update the budget and rate proposal according to today's discussion and City data when it is received. D. Stewart to update the format of the Treasurer's Report. G. McConnell to provide Association's insurance costs for reference regarding the budget.

c. **Banking and County Warrant Account:** On hold pending establishment of the account by the County (est. mid-May 2026).

7. **Insurance:** D. Shepherd reported that he has talked to various insurance firms, and he feels they all want information we currently don't have, so we don't have quotes yet.

Action: G. McConnell to obtain/provide Association insurance details and review the insurance applications.

8. **RFP Process**

a. **Newspaper Publication:** The Board reviewed the ad to be published. It was noted that the deadline needs to be included. The timeline was set as follows: The ad should be published on Wed. 3/18 and Wed. 3/25. The proposal deadline will be May 1, which is approx. 45 days from the first publication date.

b. , c., and d.: Certified Water Operations, Utility Accounting Services, and Utility Billing and Customer Services RFPs were discussed and changes suggested by both Board members and volunteer staff.

Actions: S. Rupe to add deadline to the RFP ad and submit it to the Daily Courier. G. McConnell to make changes per the discussion and submit to C. Witham and S. Rupe by Mon. 3/16 at the latest. Once approved, C. Witham will post these to the website by EOD Tuesday, 3/17 so they will be available when the ad is published on Wed. 3/18.

9. **City of Prescott Water Agreement:** Rates proposed by the City were discussed (Multi-Family). Also, attorney S. Polk was to request a draft agreement from the City.

Action: C. Witham to check with S. Polk regarding draft agreement.

10. **Consultant and Vendor Report-Backs:** K. Erwin reported that CivilTec is undergoing a reorganization and will have a proposal for us by the end of the month. He also suggested that once it is received, a meeting will need to be scheduled with them to review the proposal.

11. **Technology and Communications**

a. **Email accounts and Google Workspace implementation:** C. Witham stated that these tasks have been completed. He stressed that everyone needs to finish setting up their email addresses. Also, that DWID emails need to be used for all District business, and only District business, to ensure proper archiving.

b. **Records retention and document storage (Google Vault):** C. Witham reported that document retention is currently set to retain indefinitely. Shared folders are available for District documents and can be accessed by District board members and volunteer staff. He is still researching a separate back-up solution.

Actions: C. Witham to continue researching separate back-up solutions. Board members who have not completed their mcdwid.org email setup to do so.

NEW BUSINESS: None

12. **Call to the Public:** Community members Terry Garnett and Robert Verri thanked the Board and volunteers for their hard work and moving the District toward success.

13. Future Agenda Planning

- a. **Proposed agenda items for the next meeting:** Agenda items and any corresponding documents must be submitted to C. Witham by **Wednesday, March 18 by 5:00 p.m.**
- b. **Next regular Board meeting date and time:** The next meeting will be on March 24, 2024 at 4:00 p.m.
- c. **Adjournment** – With no further business, the meeting adjourned at 5:37 p.m.

Respectfully submitted,

Gloria McConnell

Volunteer

Mountain Club Domestic Water Improvement District

Posted:

/s/Chris Witham _____ Date: March 12, 2026 _____ Time: 8:00 am _____
Approved: _____ Date: _____ Time: _____