

Mountain Club Domestic Water Improvement District

Prescott, AZ

Board of Directors (BOD) Open Meeting Minutes

Date: January 13, 2026

Time: 4:00 p.m.

Location: Mountain Club Clubhouse

Attendance

Board Members Present:

Chris Witham Dave Stewart (via phone)

Susan Rupe Kent Erwin (via phone – latter half of meeting)

Board Members Absent: Doug Shepherd,

Volunteer Staff: Gloria McConnell, Karyn Osterman

Public: Two members of the public were in attendance.

I. Call to Order by C. Witham at 4:01 p.m.

II. Approval of prior month’s minutes.

- 1. Dec. 9 BOD minutes
- 2. Dec. 9 Western Env. presentation minutes

Motion: C. Witham moved to approve both minutes; S. Rupe seconded the motion. Motion passed unanimously.

III. Unfinished Business

- 1. **Financial** – a. Bank Account. D. Stewart reported that Foothills could not approve an account due to state paperwork we cannot provide. He recommended using OneAZ Credit Union, which has different requirements and currently services/understands existing special districts.

Motion: D. Stewart moved that OneAZ Credit Union be selected for DWID banking needs (instead of Foothills); C. Witham seconded the motion. Motion passed unanimously.

Actions: C. Witham/S. Rupe to finalize Signing Authority document; G. McConnell to complete preliminary minutes; D. Stewart to gather documents and establish account with OneAZ (may have to wait until after next meeting after minutes have been approved).

- b. Warrant Account. On hold.

- c. Mountain Club Funds. G. McConnell reported that the Mountain Club Association has processed reimbursements for C. Witham and G. McConnell for DWID items (see item d). This leaves a balance of **\$24,033.92** for the DWID once its bank account is established. She also noted that in October 2025, the association processed two payments as part of its existing DWID budget (not the donation): ASDA membership, \$156.33 and initial DWID board training, 416.37.

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d. Reimbursement for expenses. Total to date: **\$966.08** (C. Witham: post office box, notary, domain, consulting = \$499.27; G. McConnell: postcard mailing = \$466.81).

2. **Rules & Bylaws** – C. Witham reported that attorney Stephen Polk sent revisions for both bylaws (version 1.01) and rules (version 1.00). He summarized the changes for both documents.

Motions: C. Witham moved to approve bylaws v. 1.01 and to approve rules v. 1.00. Both motions were seconded by S. Rupe. Both motions passed unanimously.

Action: Documents to be finalized, distributed, and posted on website.

3. **District Admin/Billing** –

a. Municipal Accounts & Consulting (MAC) – Proposal received.

b. Arizona Utility Billing Service (AUBS) – Proposal received.

c. AZ District Solutions – Proposal received.

d. Arizona Utility Management LLC (AUM) – This is a new entry; it is part of WET's water operations bid.

C. Witham consulted with Sara Carroll as to whether requests for services need to be formally published. She stated that yes, the DWID needs to publish a notice/request, even though it has already received several proposals. C. Witham noted that publishing in the *Daily Courier* will suffice to meet requirements.

Actions: S. Carroll is to provide the needed language for a published request, after which C. Witham will have it published in the *Daily Courier* per her instructions.

All BOD members should review the proposals that have been received/are distributed before the next BOD meeting and be prepared to discuss and possibly select a company for district administration and billing services.

4. **Water Operator** –

a. Fann Environmental – Proposal received; the cost is \$2460/month including meter reading. Fann is the operator for Highland Pines and Ponderosa Park.

b. Agua Pura – Proposal received; the total cost is estimated to be approx. \$3000/month, including a base fee of \$2000/month + meter reading at an hourly rate of up to \$1000/month.

c. Western Environmental Technologies – Proposal received; WET lists several fees in their proposal, including \$5860/month for operations.

d. A Quality Water – This company has never responded.

e. Jacobs – Not ready to make an official proposal. S. Rupe noted that they can provide a very comprehensive proposal, but there are issues that would need to be resolved before Jacobs could be considered, such as the fact that the building and equipment they use are owned by

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Prescott Valley, so it is unclear how they would serve the Mountain Club. Therefore, using Jacobs seems too complex for our needs.

All BOD members should review the proposals that have been received/are distributed before the next BOD meeting and be prepared to discuss and possibly select a company to serve as the DWID's water operator.

5. **Insurance** – D. Shepherd to contact Glatfelter. On hold until he is able to contact them.

6. **DWID website** –

a. Streamline – C. Witham and S. Rupe have completed the first onboarding meeting and are working with Streamline to port the current website to the Streamline website. C. Witham noted that Streamline's archiving capability is limited, as there is no folder structure.

b. Email addresses for BOD. Streamline does not provide, they recommend using Google Workspace for email addresses. Ka. Osterman recommended that the BOD check MS Premium 365 as an alternative to Google Workspace, and also that the BOD consider using generic email addresses, such as chair@mcdwid.org, secretary@mcdwid.org, etc., instead of people's names.

Actions: S. Rupe/C. Witham to attend next onboarding session on 1/23. Ka. Osterman to send MS Premium 365 information to the BOD.

7. **AZ District Solutions** – S. Carroll suggested a phone consultation to review startup activities. For simplicity's sake, the meeting will be limited to two board members, plus volunteer staff if they desire to attend. C. Witham noted that several items on his original checklist are completed or in progress.

Action: C. Witham to schedule the consultation; another board member should contact him to attend. Volunteer staff Ka. Osterman indicated she would like to attend.

8. **WIFA programs** – On hold.

IV. New Business

1. **Selection of officers** – Per the approved DWID *Rules and Rules of Procedure*, Rule 6 Order of Business, Section C Recurring Agenda Items, DWID officers (Chairperson, Secretary, Treasurer, etc.) are to be selected each January.

Motion: C. Witham moved to select the officers who were just appointed in November 2025. This includes C. Witham, Chair; S. Rupe, Secretary; D. Stewart, Treasurer. S. Rupe seconded the motion. Motion passed unanimously.

2. Rate study and budget. C. Witham has started a preliminary budget, and he briefly explained the items he has included to date. The budget is in progress.

3. CivilTec study. K. Erwin reported that he has asked CivilTec Engineering to update their 2005 Master Water Plan, with adjustments related to the actual DWID map (not the map used in 2005), and with costs in 2026 dollars. He asked that they respond by the end of January.

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G. McConnell reminded everyone that all of CivilTec’s original report materials are available in SmartWeb (as well as the binders we have).

4. **Domain type** – The issue of whether to use .gov (recommended by Streamline and required in California), .org, or .com for the new Streamline-based website was discussed. The current website is .org. C. Witham stated he does not really want .gov because his opinion is that a special district is not truly a government organization, plus there is more work involved in getting a .gov domain name. However, the board was not fully versed on the difference between the three domain types.

Action: C. Witham to check with Streamline as to its recommendation. The BOD will consider this at the next meeting.

V. **Call to Public** – There were no comments from the public.

VI. **Next meeting**

1. New agenda items for next meeting.
 - a. Consider whether a Clerk should be hired, which might lower costs but would necessitate a formal request for bids. Ka. Osterman is preparing a handbook describing a clerk’s duties, as well as a possible request for proposal. G. McConnell pointed out that these duties may already be covered in existing district administration bids – this needs to be checked in order to determine if a cost savings is possible or not.
 - b. Ka. Osterman to provide information on Windows Premium 365 for discussion on Google workspace vs. Windows Premium 365 for both working documents and email.

Next meeting: January 27, 2026, 4:00 p.m.

Note: C. Witham mentioned the need to provide internet access for meetings at some point; he will discuss with D. Shepherd the use of his internet hot spot.

VII. **Adjournment** – With no further business, the meeting adjourned at 5:42 p.m.

Respectfully submitted,

Gloria McConnell

Volunteer Recorder

Mountain Club Domestic Water Improvement District

Posted:

/s/Chris Witham

Date: 01/17/2026

Time: 6:00 am