

Open Meeting Minutes

Date: February 10, 2026

Time: 4:00 p.m.

Location: Mountain Club Clubhouse,

910 W. Clubhouse Dr. Prescott, AZ

Attendance

Board Members Present:

Susan Rupe

Doug Shepherd

Dave Stewart

Chris Witham

Kent Erwin (by phone)

Board Members Absent: None

Volunteer Staff: Karyn Osterman, Gloria McConnell

Public: Two members of the public were in attendance.

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

II. Pledge of Allegiance

III, IV Roll Call and staff/volunteer introductions – See above.

V. Approval of prior month’s minutes

Motion: C. Witham moved to approve the 1/27/2026 minutes as corrected; S. Rupe seconded the motion. Motion carried unanimously.

VI. 2026 general election – D. Shepherd & C. Witham terms expire in 2026. C. Witham outlined deadlines and potential costs for Yavapai County’s November 3rd election, and noted:

- The MC DWID will need to complete Yavapai County’s intergovernmental agreement for election services.
- He consulted with attorney S. Polk, who confirmed that the agreement is a standard document.
- He also noted that if the number of qualified candidates equals the number of open seats, no election will be required.

Motion: C. Witham moved to authorize execution of the Intergovernmental Agreement with Yavapai County for 2026 election services and complete enrollment documentation. D. Stewart seconded the motion. Motion carried unanimously.

Action: C. Witham to complete and submit required County election documentation.

VII. Annual Report for 2025 – The Board discussed the draft Annual Report. G. McConnell had noted that the initial draft lacked information required by statute; S. Rupe reported she was revising the report to align with the statute.

Motion: C. Witham moved to approve the report as revised by S. Rupe, including financial information to be provided by G. McConnell. S. Rupe seconded. Motion carried unanimously.

Action: G. McConnell to provide 2025 financial information. S. Rupe to complete report for C. Witham, who will submit it to attorney for review.

VIII. Board governance reference materials – The Board discussed meeting packet format, the distinction between information-only and required materials, and the need to focus only on the actions needed to become operational. Key points:

- Agenda packets should be one file, include only essential support documents, and reference them by page number.
- Emails or other materials should be clearly marked as “Information Only” or “Action Required.”

IX. Budget planning/financial oversight

a. Finances: D. Stewart provided the MC DWID’s current bank balances, which include the donation made by the Mountain Club community association:

Savings:	\$5.00
Checking:	\$1,100.00
Money market:	\$23,482.92

b. **Interim Budget Preparation:** The Board discussed budget development and the need for assistance.

Action: C. Witham and D. Stewart to meet with Sara Carroll (AZ District Solutions) to work on a structured budget; they will report progress at next meeting.

c. **County warrant account** – D. Stewart reported on the status of the warrant account required by Yavapai County, and the need for further information.

Action: D. Stewart and D. Shepherd to meet with the County and report at next meeting.

X. Water system operations (routine services) – The Board discussed the need for a detailed RFP and publication text for water operations services.

Action: S. Rupe and volunteer(s) to create the RFP and publicity text; C. Witham to review and report at next meeting.

XI. Administrative roles and support structure – The Board discussed the need for administrative services.

- C. Witham noted that per S. Carroll, a board clerk is not required; the Board agreed to table the clerk discussion until a future time.
- Regarding needed services, see the RFP discussion and action for water operations (item 10), which also apply to this topic.

XII. Financial Operations and Customer Billing Services – See the RFP discussion and action for water operations (item 10), which also apply to this topic.

- XIII. Consultant and vendor report-backs** – Updates were provided as follows:
- a. CivilTech Engineering: K. Erwin reported that CivilTech has not yet provided an update to the 2005 master water plan; he will contact them again.
 - b. Municipal Accounts & Consulting: No report.
 - c. AZ District Solutions: C. Witham reported that he, S. Rupe, and volunteers, met with S. Carroll to generally discuss the draft budget he’s created and the tasks needed to become operational. Additional meeting on budget to be scheduled.
 - d. Insurance: D. Shepherd noted it may be premature to obtain insurance, as more information will be needed. Glatfelter Insurance stated that the MC DWID would not qualify for their insurance and suggested NFP, a company in with a Prescott office.
Action: D. Shepherd to contact NFP; G. McConnell to provide additional possible carriers.
 - e. County warrant account: See item 9.c.
- XIV. Technology and communications** – C. Witham provided the following report:
- a. The new website has not yet been “launched,” but is live and can be accessed at mcdwid.org.
 - b. Email accounts will be completed by Streamline after they are set up. He is exploring different email formats.
 - c. Records retention/storage: Still being researched.
- XV. Call to the public** – MC DWID resident K. Johnson thanked the board for all of its hard work.
- XVI. Future agenda planning** – The next Board meeting will be on 2/24/2026 at 4 p.m. It should include reports on actions noted in these minutes (as needed), as well as reports on the following meetings, which are scheduled prior to 2/24:
- Meeting with Yavapai County Supervisor Brooks Compton
 - Meeting with the City of Prescott
- XVII. Adjournment** – With no further business, the meeting adjourned at 5:46p.m.

Respectfully submitted,

Gloria McConnell

Volunteer

Mountain Club Domestic Water Improvement District

Posted:

/s/Chris Witham

Date: February 21, 2026

Approved:

Date: February 24, 2026