

Mountain Club Domestic Water Improvement District

Prescott, AZ

Open Meeting Minutes

Date: January 27, 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
Kent Erwin (by phone)

Board Members Absent: Chris Witham

Volunteer Staff: Karyn Osterman, Gloria McConnell

Public: One member of the public was in attendance.

I. Call to Order by S. Rupe, acting Chair at 4:07 p.m.

Approval of prior month's minutes

Motion: D. Stewart moved to approve the 1/13/2026 minutes; D. Shepherd seconded the motion. Motion carried unanimously.

II. Unfinished Business

1. Financial

- a. DWID bank update – D. Stewart reported that three bank accounts have been opened at OneAZ Credit Union.
- b. Warrant account with the county – D. Stewart reported that he spoke with Yavapai County and noted that a warrant account is required.
Action: D. Stewart to apply for the account and ask a Yavapai County representative to speak to the Board about this account.
- c. Funds from Mountain Club, LLC – G. McConnell reported that the donation from the Mountain Club Association will be sent by check to the DWID.
- d. Finance report – None.

2. Budget Planning – Discussion of budget materials sent to the Board and whether an initial meeting should be held with a subject-matter expert for general guidance. Tabled until a future meeting.

Actions: Board members to review the example budget and other materials for the next meeting. D Stewart to contact MAC regarding availability and cost for a meeting on general budgeting guidance.

PRELIMINARY

3. **Administrative Clerk** – The Board discussed the draft *Administrative Board Clerk Handbook* and related materials, specifically re: whether the company hired for district administration would handle clerk tasks or a separate clerk would be hired.
Action: The Board to review the handbook and related materials for future consideration.
4. **Admin/Accounting Services** – The Board briefly discussed the various proposals that have been received and the RFP that will be needed for publication.
5. **Billing Services** – The Board briefly discussed the various proposals that have been received and the RFP that will be needed for publication.
6. **Water Operator** – The Board briefly discussed the various proposals that have been received and the RFP that will be needed for publication.
7. **Insurance** – D. Shepherd has contacted Glatfelter Insurance and is waiting on reply.
Action: D. Shepherd to follow up with the company.
8. **DWID website**
 - a. Streamline – S. Rupe and C. Witham have attended initial onboarding meetings and will continue until the DWID website is fully ported to Streamline.
 - b. Website name – The Board discussed the proposed name for the DWID and various domain types.
Motion: S. Rupe moved that “mcdwid.org” be adopted as the DWID’s URL; D. Shepherd seconded. Motion carried unanimously.
 - c. Email addresses for BOD and document storage/organization – The Board discussed the use of Google Workspace vs. Microsoft Premium 365.
Motion: S. Rupe moved that Google Workspace and Vault be used for emails, document storage, and archiving. Seconded by D. Stewart. Motion carried unanimously.
 - d. Document archive – See item c.
9. **AZ District Solutions** – A meeting is scheduled with S. Carroll to discuss a template or language to be used in published RFPs.

III. New Business

1. **Public Forum** – No public comments.
2. **MCDWID Parking Lot list** – The Board discussed a list of items to keep in mind for future discussion/action.
3. **Agenda for next meeting** – The Board reviewed items for the next meeting,
4. **Next Regular Board Meeting** – February 10, 2026, 4:00 p.m.
Action: S. Rupe to make sure future meetings are included in the Association’s Clubhouse calendar.

PRELIMINARY

IV. **Adjournment:** With no further business, the meeting adjourned at 5:41 p.m.

Respectfully submitted,

Gloria McConnell

Volunteer

Mountain Club Domestic Water Improvement District

Posted:

/s/Chris Witham

Date: 1/31/2026

Time: 8:00 pm