

Open Meeting Minutes

Date: March 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

Doug Shepherd

Chris Witham

Board Members Absent: Kent Erwin

Volunteer Staff: Gloria McConnell

Public: Three members of the public were 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:** C. Witham noted that the Treasurer's report was added to the minutes after they were initially sent out.
Motion: C. Witham moved to approve the 3/10/2026 minutes as amended; D. Stewart seconded the motion. Motion carried unanimously.

OLD BUSINESS

6. **Budget Planning and Financial Oversight:**
 - a. **Treasurer's Report:** D. Stewart reported that \$3,000 has been transferred from one of the DWID's OneAZ Credit Union accounts to the DWID's County Warrant account (see item 6.c).
 - b. **Interim Budget Preparation:** C. Witham presented new rate and revenue analyses, as well as a new budget worksheet. He made changes based on a) 3 years of meter data received from the City of Prescott and b) clarification on how the City will charge the DWID for water. He also noted that there are 27 anomalies between the properties the City considers in the DWID and the list of parcels within the DWID as provided by the County.
 - c. **County Warrant Account Status/Update:** D. Stewart announced that the County has created the DWID's Warrant account, and that the County requested that funds be added to cover some Clerk of the Board costs (see item 6.a). it was not clear if these costs were past or future costs.

Actions: 1. C. Witham to work with the City to resolve the anomalies in parcel/meter lists.

2. C. Witham and D. Shepherd to meet with Sara Carroll on various issues, including budget items, insurance requirements, RFP procedures, and remaining tasks to become operational.
3. D. Stewart to follow up with the County regarding the Warrant account, including what costs it was referring to, and details on the interest the Warrant account earns.

- 7. Insurance:** C. Witham noted that the Mt. Club Association's insurance coverage and costs were provided to the DWID Board in its packet; it is not clear what coverage is required for the DWID.

Actions: 1. C. Witham to ask S. Carroll about minimum insurance requirements for a DWID.

2. D. Shepherd and G. McConnell to work on completing insurance applications in order to obtain bids.

8. RFP Process

- a. General status update: S. Rupe reported that the RFP "advertisement" was published on 3/18 and will be published on 3/25. Following are the proposals already received and who has or will notify them regarding the DWID's published proposals.
- b. Certified Water Operations: Fann, Agua Pura, Western Environmental Technologies (WET) – C. Witham has notified Fann and Agua Pura; S. Rupe has notified WET. S. Rupe noted that Arizona Utility Operations (*aka* Tri-City Backflow Testing, LLC) will also send a proposal.
- c. Utility Accounting Services: Municipal Accounts & Consulting (MAC), Utility Accounting Services (Facilitation PLLC) – D. Stewart to contact MAC; S. Rupe to contact Facilitation PLLC.
- d. Utility Billing and Customer Service: Arizona Utility Billing Solutions (AUBS), Arizona Utility Management – S. Rupe to contact Arizona Utility Management; D. Stewart to contact AUBS.

Action: S. Rupe and D. Stewart to notify companies as listed above.

- 9. City of Prescott Water Agreement:** C. Witham reported that the City has not yet created a draft agreement, but that they will base it on the Stringfield Ranch agreement. He also noted that S. Olfers (City Utilities Manager) said that the City will start lead pipe testing in Mountain Club in July/August.

- 10. Consultant and Vendor Report-Backs:** C. Witham noted that CivilTec's updated report has not yet been received, but is expected at the end of March.

11. Technology and Communications

- a. Records retention/document storage: C. Witham explained that he is moving all past DWID documents to folders in Google Workspace and that all board members/volunteers have access.
- b. Other: S. Rupe noted that a bill from Streamline has been received for the Document Essentials (ADA Compliance) service, and that Streamline offers training webinars of which the Board should be aware.

- Actions:** 1. Board members to check Google shared folders for documents.
 2. S. Rupe to forward all webinar notices to the Board/volunteers, and/or ask Streamline to add them to their webinar mailing list.

NEW BUSINESS: None

12. **Call to the Public:** K. Johnson asked questions about the proposed budget and how to request copy of it. He also asked if the City has brought up the issue of past water loss; C. Witham said that it has not.

Action: C. Witham will provide a copy of the proposed budget to members of the public who submit a records request via email.

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 **Apr. 10 by 5:00 p.m.**

- G. McConnell requested that a timeline of tasks for budget, backing up from the state/county due date(s), be on the next agenda.
- S. Rupe requested that an RFP evaluation method be on the next agenda.

Actions: C. Witham to add above items to the agenda. G. McConnell to send Ka. Osterman’s evaluation criteria to C. Witham and S. Rupe for the next agenda.

b. **Next regular Board meeting date and time:** The next meeting will be on **April 14, 2024** at 4:00 p.m.

c. **Adjournment** – With no further business, the meeting adjourned at 5:02 p.m.

Respectfully submitted,

Gloria McConnell

Volunteer

Mountain Club Domestic Water Improvement District

Posted:

<i>/s/Chris Witham</i>	Date: <u>March 31, 2026</u>	Time: <u>12:00 pm</u>
Approved:	Date: <u>April 22, 2026</u>	Time: <u>8:30 pm</u>