

PRELIMINARY

Mountain Club Domestic Water Improvement District

Prescott, AZ

Open Meeting Minutes

Date: October 21, 2025 **Time:** 4:00 p.m. **Location:** Mountain Club Clubhouse

Attendance

Board Members Present:

Chris Witham Dave Stewart Doug Shepherd
Susan Rupe Kent Erwin

Board Members Absent: None

Recorder: Gloria McConnell

Public: Two members of the public were in attendance.

- I. **Call to Order by C. Witham at 4:00 p.m.**
- II. **Board member introductions**
- III. **New Business**
 - 1. Officers: Mountain Club Domestic Water Improvement District (DWID) Board Officers:
S. Rupe nominated C. Witham to be the DWID Chairperson. Motion passed unanimously.
C. Witham nominated S. Rupe to be the DWID Secretary; Motion passed unanimously.
 - 2. Term lengths: The election term of each board member was determined by lottery.
2-year terms: D. Shepherd and C. Witham
4-year terms: K. Erwin, S. Rupe, and D. Stewart
 - 3. Resolution for Appointment and Oath of Office for Board members: The Board confirmed the appointment of the directors and officers; C. Witham to file necessary document with Yavapai County.
 - 4. Financial Status Report by G. McConnell: The Mountain Club community voted to donate \$25,000 to the DWID. Funds most recently approved (pre-formation) by the Mountain Club community (\$10,000) have been spent as follows:

Item	Amount
County bond	\$5,727.97
ASDA membership	\$156.33
ASDA training	\$416.37
Total (prior to establishment):	\$6,300.67
Remainder (part of \$25,000 donation)	\$3,699.33

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Notes:

- The DWID attorney has stated that there is no problem with this donation.
 - The Community attorney is evaluating the issue.
 - The DWID will need a checking account to accept the donation and move forward taking care of its own bills.
 - The Board discussed the need for a Treasurer to handle financial matters.
 - D. Stewart volunteered to act as Treasurer.
 - C. Witham motioned to modify the Resolution for Appointment to include the position of Treasurer and D. Stewart in the position. Motion passed unanimously.
 - The preference to use a local bank was mentioned.
 - G. McConnell said she would send the Board the name of the bank used by the community.
5. Fiscal year: C. Witham motioned to use the July 1 – June 30 fiscal year, which is used by the County. Motion passed unanimously.
6. Use of consultant: Discussion of a contract proposed by AZ Districts Solutions (ADS, Sara Carroll) to help the Board with initial steps. Charges are \$40/hour; ADS estimates 10 hours/month needed to begin. Additional costs are also possible (e.g., mailings, travel). A 10-day termination notice is required. C. Witham motioned to engage the services of ADS per the contract, for a total amount not to exceed \$4,800.00. Motion passed unanimously.
- D. Stewart also reported that he had spoken to Natalie Galgano of Municipal Accounts & Consulting (MAC). MAC may handle some of the items (e.g. budget development) that ADS has proposed. D. Stewart and another Board member and possibly volunteer, will speak to her and request a demo of her services.
7. Volunteers to take minutes: C. Witham motioned to use volunteers to take minutes of Board meetings. Motion passed unanimously.
8. Legal counsel: The local attorneys who specialize in DWIDs were previously emailed to the Board. K. Erwin and S. Rupe to follow up with interviews. G. McConnell to ask Steve Wene for a proposal for post-formation representation.
9. Bylaws: Use of existing bylaws and template (from ADS) were discussed. Ka. Osterman to provide examples to Board.
10. Public Forum:
- K. Johnson thanked the Board members for volunteering for this very important job.
 - G. McConnell mentioned the need for the DWID to send a postcard to all property owners within the DWID, to tell them about general meeting schedule, where to find

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meeting notices/agendas (website and kiosk), and how to receive email notices. She volunteered to get some cost information so Board can consider it at its next meeting. S. Rupe will provide the text for the postcard.

11. Next meeting: The next meeting will be Tuesday, November 11, at 4 p.m. in the Clubhouse.

IV. **Adjournment:** With no further business, the meeting adjourned at 5:57 p.m.

Respectfully submitted,

Gloria McConnell

Volunteer Recorder

Mountain Club Domestic Water Improvement District

Posted 10/23/2025 at 10:00 pm

