

Blue Ridge Domestic Water Improvement District (BRDWID)  
Regular Open Public Meeting Minutes  
October 16, 2021, at 9:00 a.m.  
Starlight Pines Community Center, 2740 Arapaho Drive, Happy Jack, AZ 86024  
Call-in number: 630424-4734; Toll free: 800-920-7487, PIN 76217278

**1. Call to Order, Roll Call, and Quorum**

Chairman John Ritter called the meeting to order at 9:00 a.m.

Roll Call: John Ritter, Ronald Krug, Sue Davis, and Paul Schmidt were present in person. Mike Bourne was present on the phone.

Quorum: John Ritter determined that five of five members present constituted a quorum to conduct business.

Others present in person per attendance sign-in sheet:

David Wang, Pine Canyon	Lot 80	Steve Yeary, Starlight Pines	Lot 351
Naila Erwin, Starlight Pines	Lot 280	Leonard Cowan, SPR	Lots 90 & 91
Jeannie & Keith Greiner, SPR	Lot 70	Dave Lutz, Starlight Pines	Lot 341

**2. Accept Agenda as Presented**

**Motion:** Approve Agenda as presented as an amended format for all future Agendas so that Executive Sessions would occur after all other business had been concluded. **Action:** Approve.

**Moved by** Sue Davis. **Seconded by** Ronald Krug. **The Motion Passed unanimously.**

**3. Call to the Public for Items not on the Agenda.**

No members of the Public presented Items to be placed on a future Agenda.

**4. Consent Agenda Item.**

**Motion:** Approve Draft September 18, 2021, Open Meeting Minutes as presented. **Action:** Approve.

**Moved by** Sue Davis. **Seconded by** John Ritter. **The Motion Passed unanimously.**

**5. Regular Agenda Items.**

**A.** Discuss status of BRDWID offer to purchase the Starlight Water Company

John Ritter reported that BRDWID would receive one consolidated final sale agreement document affirming that the sale was final to discuss in a special executive session meeting before signing. Starlight Water wanted to close in 2021. The Arizona Corporation Commission would not sign off on their oversight authority until BRDWID purchased the Starlight Water Company. The forest service has to grant a new special use permit for the pipe to cross forest service land, and Arizona Department of Transportation may have to approve piping under Highway 87.

**B.** Discuss Elector Issues: Who can vote for board members and how does the Coconino County notify the electors.

John Ritter reiterated that pursuant to A.R.S. § 48-1012 G, a BRDWID property owner does not have to be a registered voter in Coconino County to vote in a BRDWID election but must be registered to vote in Arizona. He reported having received the following emailed correspondence with Donna Casner, Chief Deputy Recorder for Coconino County Elections.

John Ritter asked: *How many votes are there? Is the total number of votes equal to the number of lots in the district—one vote per lot—or is it the number of Arizona registered voters who own lots within the district?*

Donna Casner replied: *“The total number of eligible voters is a combination of voters who are registered within the district and property owners who are in the district but are registered outside of the district but within Arizona. Once an election is called, we will review property ownership records with the Assessor’s office in order to get an exact list of eligible voters.”*

John Ritter asked: *How do people who are not registered to vote in Coconino County get notified of the election, and how do they request a ballot?*

Donna Casner replied: *“They are automatically sent a letter with an affidavit and a ballot, so they would not need to make a separate request.”*

Board Member Mike Bourne questioned if that meant one vote per property? After discussion, the Board concluded that confusion remained in Coconino County about who could vote for BRDWID board members, how many votes properties were entitled to when owned by multiple owners, and who was responsible for notifying eligible voters.

**C. Discuss management contract status**

The Board discussed three water utility management companies that met the BRDWID Statement of Work in the BRDWID Utility Management Services Comparisons tool developed by Mike Bourne. Mike reported having found a fourth company in Prescott but suggested that contracting with Southwestern Utility Management, Inc., Starlight Water’s current management company, might be an advantage because it would take three to six weeks to transfer assets, and Southwestern was already familiar with Starlight Water system.

**D. Discuss response to employment ads**

Mike Bourne reported that he had interviewed all respondents to ads for a General Operations Manager and a Field Technician placed in the *Payson Roundup* and *Arizona Daily Sun*. Three of the four applicants were not certified or qualified. The BRDWID Statement of Work does not support full-time positions. Current field technician Lee Thompson was ready to retire. Outsourcing the operation and management of the water system with a utility water system management company may be the best option for BRDWID.

**E. Discuss process to limit water sales to non-residential consumers**

The Board discussed organizations that received water from Starlight Water for no charge, such as the Girl Scouts and Boy Scouts and ranches who were charged and billed for water received. Water leaks were minimal.

**F. Discuss Website subscription process and adding meeting attachments on the website to allow attendees to be informed before the meeting**

Sue Davis reported that the link to download documents from the Website works for her. Webmaster Amy Snodgrass dba SeaSaw Marketing will assist anyone who is having a problem subscribing to the Website. Sue will ask Amy if the BRDWID website’s capacity to store documents for download is limited.

**6. Announcements**

**A. Future Meeting Dates**

**Motion:** To set the next meeting date for Saturday, November 20, 2021, at 9:00 a.m. at the Starlight Pines Community Center, 2740 Arapaho Drive, Happy Jack, AZ **Action:** Approve **Moved by** John Ritter **Seconded by** Sue Davis **The Motion Passed Unanimously.**

**B. Future Board Agenda Items**

1. Discuss status of BRDWID's offer to purchase the Starlight Water Company
2. Discuss Elector Issues: Who can vote for board members and how does the Coconino County notify the electors.
3. Discuss management contract status
4. Discuss hiring employees versus outsourcing
5. Discuss process to limit water sales to non-residential consumers
6. Discuss Website subscription process and adding meeting attachments on the website to allow attendees to be informed before the meeting

**7. Executive Session** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03 A.

**Motion:** To move into Executive Session to discuss items set forth in A.R.S. §38-431.03 A. **Action:** Approve **Moved by** Ronald Krug **Seconded by** Paul Schmidt **The Motion Passed Unanimously.**

John Ritter suspended the Open Session and moved the Board into Closed Executive Session at 9:45 a.m.

**8. Open Session Re-convened**

John Ritter re-convened the Open Session back into order at 10:00 a.m.

**Motion:** To set a Special Open Meeting of the Board on Tuesday, October 19, 2021, at 3:00 p.m. at the Starlight Pines Community Center, 2740 Arapaho Drive, Happy Jack, AZ **Action:** Approve **Moved by** John Ritter **Seconded by** Sue Davis **The Motion Passed Unanimously.**

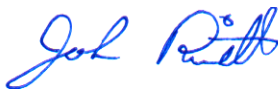
**9. Adjournment**

**Motion:** To adjourn **Action:** Approve **Moved by** John Ritter **Seconded by** Paul Schmidt **The Motion Passed Unanimously.**

Chairman John Ritter adjourned the Open Meeting at 10:09 a.m.

  
\_\_\_\_\_  
Sue Davis, Board Secretary and Clerk  
Blue Ridge Domestic Water Improvement District

Prepared on: November 14, 2021

  
\_\_\_\_\_  
John Ritter, Board Chairperson  
Blue Ridge Domestic Water Improvement District

Board Approved on: November 20, 2021