

Blue Ridge Domestic Water Improvement District (BRDWID)

**Minutes of the Board of Directors Open Public Meeting November 18, 2023 at 1:00 P.M.
Starlight Pines Community Center, 2740 Arapaho Drive, Happy Jack, AZ 86024 Call-in
number: 717-908-1875, PIN 7765930#**

1. **Call to Order:** Chairman Mike Bourne called the Blue Ridge Domestic Water Improvement District (BRDWID) meeting to order at 1:03pm.
Board Member Roll Call: Mike Bourne, Brian Willia, Tom Osterday and Casey Samsill were present. John Ritter was absent.
Quorum: Mike Bourne declared that 4 board members were present and that constituted a quorum to conduct business. Harry Jones, District Manager and 5 Public participants attended in person. No callers online were noted.
2. **Pledge of Allegiance**
3. **Accept Agenda as Presented**
Casey Samsill made a motion to accept the Agenda as presented. Seconded by Tom Osterday. The motion was passed unanimously by Casey Samsill, Tom Osterday, Brian Willia and Mike Bourne.
4. **Call to the Public**
No comments
5. **General Manager's Report**
Harry Jones presented his report. Working through several issues and concerns during the transition process from SWC to BRDWID including work order process and repairs, signage installation, mailbox installation, water sampling, meter reading process and auditing, bulk water sales (construction, forest service, organizations such as Girl/Boy Scouts, Camp Colley), utility management tasks and functions, and financial reporting. November District Manager report is posted on the BRDWID website.
6. **Consent Agenda Items**
 - A. **Approved Draft October 21, 2023 meeting minutes.**
Tom Osterday made a motion to approve the draft minutes of the October 21, 2023 Regular Board meeting minutes. Brian Willia seconded the motion.
The motion was passed unanimously by Casey Samsill, Tom Osterday, Brian Willia and Mike Bourne.
7. **Regular Agenda Items**
 - A. **Status of the transition of Starlight Water Assets to BRDWID**
Mike Bourne advised there are about 70 customers that have sent their payments to SWC. Customers received a letter with their October statement advising of the change from SWC to BRDWID, provided the new address for payments, and advised customers to update their vendor information with their respective Financial Institutions. These customers will be contacted to advise that their payments are not being processed correctly so the customer can take action to remedy this situation. BRDWID, SWC, SUM, or the Financial institution cannot make the change – only the customer can make the change to writing their check or changing their electronic payment to reflect BRDWID.

Transition from Starlight Water Company to BRDWID has been a bit rough over the past couple of months. As noted in his report, Harry's time is significantly more than anticipated during this transition period. Expecting Harry's time to begin reducing and should normalize after the first of the new year.

B. Engage CPA firm to consult on Financial Reporting – Brian

Brian Willia detailed his and Harry’s work toward getting financial reporting setup through SUM. They have identified some issues and concerns with how assets are treated for financial reporting purposes and how to be prepared for a financial audit that is planned for the end of the fiscal year (June 30). Brian would like to ask the Board to engage a CPA experienced with government entities to consult with on this topic. Harry added that he has reached out to a few firms in a manner to get the consultation included with the audit work.

Brian made the motion to find a qualified CPA experienced in government entity accounting practices to consult and possibly conduct and audit at the end of the year. Tom Osterday seconded this motion.

The motion was passed unanimously by Casey Samsill, Tom Osterday, Brian Willia and Mike Bourne.

C. Financial Report

Brian Willia presented the current financials for the District from his tracking sheet as he and Harry just received the sample reports from SUM on Friday, so these more formalized reports were not available for this meeting. Total cash balance as of November 17 is \$150,775.70 with \$43,594.60 payables outstanding. A summary report will be available on the website.

Brian and Harry have developed a process for invoice review/approval before SUM initiates payments with two approvals (Brian and Harry or any Board member in the absence of Brian or Harry) for every invoice.

There are 3 checking accounts:

Chase 7610 – Operating account to receive payments and pay invoices/bills.

Chase 9932 – Meter Deposit account.

Chase 6331 – existing BRDWID checking account used for all activity before close of transaction.

8 Announcements

A. Next meeting is scheduled for December 16 2023 at 1:00pm.

B. Future agenda items include WIFA loan status and first payment preparation.

9 Adjournment

Tom Osterday made a motion to adjourn the meeting at 2:06 pm. Brian Willia seconded. The motion was passed unanimously by Casey Samsill, Tom Osterday, Brian Willia and Mike Bourne.

Mike Bourne

Chairman

Blue Ridge Domestic Water Improvement District

Prepared on: November 19, 2023

Board Approved on: _____

Mike Bourne

Board Chairperson

Blue Ridge Domestic Water Improvement District