

Blue Ridge Domestic Water Improvement District (BRDWID)
Minutes of the Board of Directors Open Public Meeting
December 16, 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 1:00P.M.

Board Member Roll Call: Mike Bourne, Brian Willia, Tom Osterday, Casey Samsill and John Ritter were present.

Quorum: Mike Bourne declared that 5board members were present and that constituted a quorum to conduct business.

2. Pledge of Allegiance

3. Accept Agenda as Presented

Tom Osterday made a motion to accept the Agenda as presented Seconded by: Casey Samsill.

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

4. Call to the Public

(Board members spoke as water customers not as Board members)

Mike Bourne reported that the Southwestern Utility Management (SUM) bills were different between E version and hard copy version.

Casey Samsill reported no issues with the bills.

Tom Osterday had issues with the bill and reported dropped calls from SUM.

Bob (from the audience) reported no issues and the bills were actually coming earlier than before.

Brian Willia reported dropped calls, but was able to reach SUM and resolved the issue.

5. General Manager's Report

Harry Jones presented his report which will be posted on the BRDWID website.

- Continuing to work with SUM on financial reporting, operational management, and bank account access.
- Continued perfection of meter reading sheets. Customer count is now at 810.
- Getting mailbox setup at SP well site. John Ritter to work with the Post Office on new address for BRDWID.
- Created a bulk water use process for contractors and others taking water from fire hydrants. Have backflow device ordered that is to be used by bulk water users.
- Corrected red light conditions at SP Well site generator.
- Assisting Fire Chief Paine with completing ISO application. Effort could result in a better ISO rating for insurance purposes that benefits the whole community.
- Developed relationship with Doug Brimhall to be identified as District Engineer. No cost for this appointment until service is used for a project.
- Challenges continue with SUM. Phone response is miserable and ability to do anything as directed is limited. SUM still has not got the Treasurer and District Manager setup for bank account access.

6. Consent Agenda Items

Casey Samsill made a motion to approve the draft minutes of the November 18, 2023 Regular Board meeting. Tom Osterday seconded the motion.

Brian Willia, Mike Bourne, Casey Samsill and Tom Osterday approved the motion, John Ritter abstained.

7. Regular Agenda Items

A. Chairmans Report

SUM concerns continue with billing issues, following direction, and financial reporting. Special Districts Advocacy group reported action by Fed Gov to eliminate lead and copper pipes. The Special Districts Coalition has been valuable at providing insights to potential grants opportunities and legislative activities that affect Special Districts such as the Water and Fire Districts. WIFA has cost sharing grants coming up that may be of interest to the Water District.

B. BRDWID Officer Election –

Discussion around succession planning, cross-training, and mentoring.

Casey Samsill nominated and Brian Willia seconded the following officers for 2024:

Tom Osterday – Chairman

Mike Bourne – Vice Chair

John Ritter - Secretary

Brian Willia – Treasurer

Casey Samsill – member at large and will work with John as Secretary in preparation for 2025.

The motion was passed by: John Ritter, Mike Bourne, Brian Willia, Casey Samsill and Tom Osterday. The changes will take place at the January meeting.

C Engage services for BRDWID Engineer of Record.

Casey Samsill made the motion to approve Doug Brimhall as Engineer of Record for BRDWID. Brian Willia seconded the motion.

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

D. Financial Report

Brian Willia presented his own financial reports for the District since SUM cannot produce a report that balances. As of 12/15, BRDWID has \$148.7k, not including \$27k not yet paid by SUM. Report based on known invoices and bank statements. Should be OK for WIFA loan payment due in early January. When the reports are available they will be posted on the BRDWID website.

E. Particiapte in 2024 Election Conducted by Coconino county .

Board tabled until next month. Tom Osterday interested in conducting election within the District and will investigate costs and logistics. Qualified elector requirements remain the same as if the County conducted the election.

F. 2024 Meeting Calendar

Tabled until January meeting when all Board members will be present.

G Back-up Gen Set Maintenance

Harry Jones worked with Gen Tech to get a recent essential repair completed, get cost for an annual Preventative Maintenance (PM) agreement, and get the suggested repair costs that had been presented to SWC last year that were not completed.

Tom Osterday made the motion to approve the annual PM agreement at a cost of ~\$5,478/year that will begin in March-April and to execute the immediate recommended repairs at a cost of ~\$10,662. Casey Samsill seconded the motion.

Brian Willia, Mike Bourne, Casey Samsill and Tom Osterday approved the motion. John Ritter left the meeting early for a medical appointment.

8 Announcements

A The next meeting will be January 20, 2024 at 1:00 PM at the Starlight Pines Community center.

B Agenda items

2024 Election – County run election or BRDWID run election

2024 Regular Board meeting dates

Utility Management Services – get status of SUM performance to contractual requirements.

Board to discuss and take possible action to change utility management services

9 Adjournment

Tom Osterday made a motion to adjourn the meeting at 3:15 pm Brian Willia seconded.

Brian Willia, Mike Bourne, Casey Samsill and Tom Osterday approved the motion.

John Ritter

John Ritter Board Secretary and Clerk
Blue Ridge Domestic Water Improvement District

Prepared on: Dec 17, 2023

Mike Bourne Board Chairperson
Blue Ridge Domestic Water Improvement District

Board Approved on: Jan 20, 2024