

Blue Ridge Domestic Water Improvement District (BRDWID)
Minutes of the Board of Directors Open Public Meeting
January 20, 2024 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 5 board members were present and that constituted a quorum to conduct business.

2. Pledge of Allegiance

3. Accept Agenda as Presented

Tom Osterday made a request to switch items 7B and C in the agenda.

Casey Samsill made motion to accept the Agenda with the requested order change. Seconded by: Brian Willia.

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

4. Call to the Public

A question was asked about zero usage billing and why the charge has changed. Mike Bourne explained the rate increase associated with the Water District and that the new rate structure could be found on the BRDWID website.

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.
- Will work to reduce the number of hours spent

6. Consent Agenda Items

Tom Osterday made a motion to approve the draft minutes of the December 16, 2023 Regular Board meeting. Casey Samsill seconded the motion.

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

Tom Osterday made a motion to approve the draft minutes of the January 10, 2024 Special Board meeting. Casey Samsill seconded the motion.

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

7. Regular Agenda Items

A. BRDWID Board Officer Election

This was voted on and approved at the December 16, 2023 meeting now the hand-off is official.

C. Discussion and consider action as a result of the Jan 10, 2024 Special Meeting

Tom Osterday explained the key take-aways from the Executive session.

Retain the current vendors and work closely with them to ensure their priorities are aligned with those of the Board.

Ensure our current Rules and Regulations(R&Rs) are followed by our vendors, document R&Rs changes which need to be made in the future.

Meetings were held with each vendor to stress the importance of working together toward a positive future for the District. There will be ongoing monthly meetings to ensure progress is made with the issues.

Southwestern Utility Management (SUM) has made upgrades to their phone service and financial reporting. SUM is being pro-active in resolving problems.

The initial and on-going monthly meetings are actions from the Executive meetings and have already resulted in vendor performance improvements.

B. Chairman's Report

Mike Bourne reported that the first 4 months of the district have been very busy. A-Quality has been very good and responsive. The public was asked about their experiences with SUM the negative experiences mostly dealt with customer service calls and billing issues.

Late fees have been a major issue due to a change in the process, this has been resolved to provide a reasonable amount of time to receive and pay the bills. Going forward the meters will be read by the 25th of the month and bills should go out by the 1st of the month and will be considered later after the 28th of the month. Late fees will be assessed after that per the R&Rs.

Tom Osterday explained the bill dates and has resolved some bank account access issues as well as working on a streamlined invoice process.

The next WIFA loan payment will be a challenge due to the late start the District had in the final purchase time. The District is basically making two full payments in a 9 month timeline.

Casey Samsill asked about the process to terminate an account due to non-payment. Prior to terminating an account, the customers will be contacted to ensure they are aware of what is required to restore the account to good standing.

D. Consider and possible action to include Pine Canyon lot 176 into the District.

The requestors completed all the paperwork correctly and submitted it in time for this meeting.

Mike Bourne made a motion to allow Pine Canyon lot 176 to enter the District. Brian Willia seconded the motion.

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

John Ritter created resolution 2024-1-20 to allow lot 176 to join the District, Tom Osterday and John Ritter signed the resolution.

E. Financial Report

Brian Willia explained his process of reviewing the data from the Banks and SUM to ensure consistency and correctness. The numbers change daily as a result of payments to and from the operations account making it a challenge for all the accounts to be completely in sync on a daily basis. Standardized reports will be published on the BRDWID website when they are available.

Brian wants to close the original 6331 checking account and transfer the money to the operations account to reduce the number of accounts which need to be managed.

The next WIFA loan payment will be very tight due to the low water usage this time of year. John Ritter will contact WIFA to determine what options are available to the District.

A CPA has been engaged to help with the accounting and ensure compliance with the rules.

As a general rule we should not take on any expense not absolutely required until after the WIFA loan payment July 1, 2024.

A question was asked by Dave Wang about standardized reporting. Mike Bourne explained what SUM was doing to provide us the data and a timeline for the reporting.

F. Consider and possible action to close the Chase 6331 account.

Brian Willia asked to close the Chase 6331 account and move the money to the SUM operations account to avoid excess fees and reduce the number of active accounts.

Casey Samsill made a motion to close the Chase 6331 account and move the money to the SUM operations account. Brian Willia seconded the motion.

Mike made a suggestion to use the Coconino County Treasurer account for the checking as they do with the Fire District accounts.

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

G Consider formation of a Budget /Finance Committee for the purpose of preparing and proposing the BRDWID Budget plan for fiscal year 2024/2025

A committee made up of Board members and the public should be set up to allow input during the creation of the next budget. The committee should look at long terms capital improvement projects as well as dealing with: asset valuation, reserves, type of accounting, reporting formats, County and State requirements.

Mike Bourne made a motion to create a Budget /Finance Committee for the purpose of preparing and proposing the BRDWID Budget plan for fiscal year 2024/2025 with Tom Osterday, Casey Samsill and Brian Willia to represent the Board and start the process.

Tom Osterday seconded the motion.

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

8 Announcements

A The next meeting will be February 17, 2024 at 1:00 PM at the Starlight Pines Community center.

A change was proposed to move the meetings to the 3rd Thursday of each month to allow more people to attend the meetings. The proposed time is 1pm either in person or by ZOOM meeting.

Availabilty of the room and enough band width to allow the use of ZOOM will be checked prior to the next meeting.

B Agenda items

2024 Election – County run election or BRDWID run election

2024 Meeting schedule

Grant applications

9 Adjournment

Mike Bourne made a motion to adjourn the meeting at 2:35 pm Brian Willia secounded.

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

John Ritter

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

Prepared on: Jan 21, 2024

Mike Bourne Board Chairperson
Blue Ridge Domestic Water Improvement District

Board Approved on: Feb 22, 2024