

Blue Ridge Domestic Water Improvement District (BRDWID)
Minutes of the Board of Directors Open Public Meeting
Nov. 21, 2024 at 9:00 A.M.
Starlight Pines Community Center, 2740 Arapaho Drive, Happy Jack, AZ 86024

ZOOM Link:

<https://zoom.us/j/91059075240?pwd=DFGehjT2ak5smyaXkXjUNbXZLaXiMQ.1>

Call-in number: 669-444-9171

Meeting ID: 910 5907 5240

Passcode: 747288

1. Call to Order

Chairman Tom Osterday called the Blue Ridge Domestic Water Improvement District (BRDWID) meeting to order at 9:04 am.

Board Member Roll Call: Tom Osterday, Dan Goodwin, Brian Willia and Mike Bourne were present, John Ritter was attending by phone.

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

2. Pledge of Allegiance

3. Accept Agenda as Presented

Dan Goodwin made a motion to accept the agenda as presented. Brian Willia seconded the motion.

The motion was passed by Mike Bourne, Tom Osterday, Dan Goodwin, John Ritter and Brian Willia.

4. Call to the Public

None

5. General Manager's Report

Mike Bourne (acting GM) presented his report which will be posted on the BRDWID website.

AZ-811 Blue Stake is having an issue setting up a new account for the District, they want to transfer the Starlight Water account. The Board does not want to do this to ensure there are no outstanding issues from the past.

Meter read accuracy is improving.

SUM is billing bulk water sales, the process is improving.

There were only 10 work orders this 7 to change accounts and 3 meter rereads.

Insulation being installed in meter boxes has been delayed.

6. Consent Agenda Items

A. Approve Draft Minutes

Dan Goodwin made a motion to approve the draft minutes of the Oct. 17, 2024 Regular Board meeting. Brian Willia seconded the motion.

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

7. Regular Agenda Items

A. Discuss/Approve Lot 181 Joining the district.

Due to the location of the Lot this is an administrative issue not requiring advertisement or letters to nearby District members.

Tom Osterday made a motion to allow Lot 181 to join the District. Brian Willia seconded the motion.

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

B. Discuss/Approve New Maintenance contract with Generac

This is for ongoing maintenance of the 3 Generators used by the District. The contract is for basic preventative maintenance but does allow up to \$600 in repairs without prior approval.

John Ritter made a motion to accept the generator maintenance contract and allow up to \$600 in repairs without prior approval. Brian Willia seconded the motion.

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

C. Delinquent Property Taxes

Brian Willia reported that he received an invoice from Coconino County for back taxes due on the District Property. It appears Starlight Water did not pay the taxes due for 2023 prior to selling the assets to the District. As a District there are no property taxes levied by the County but there are still unpaid taxes. We are in discussion with Starlight about paying the taxes.

D Chair Report

Tom Osterday (Chair) presented his report which will be posted on the BRDWID website.

Need to update Rules and Regulations, a committee will be set up early next year

Budget Committee coming early next year

3 Board positions expire 12/31/24

John and Brian will not serve after 12/31/24

District Manager position search continues

Financial Review with WIFA close to completion just waiting on a final report from the Auditors

Will attend the Rural Groundwater Association meeting 1/2025

E. Water Supply Development Funds Update

John Ritter reported that there was no new news about funding but will request an update about the Ts&Cs of a 3 year no interest loan. This might allow installation of all the remote reading meters and allow the loan to be repaid within the 3 year period.

F. Infrastructure Committee Update.

Mike Bourne: Infrastructure Committee

The new booster pump system for Starlight Pines has been ordered, but the system is on backorder and should be installed in Feb

G. Requests for Proposals (RFP) for services

RFPs have been sent out for the utility managements services including :billing. Payments, Financial Reporting and Compliance. When these are returned the Bord will add them to a meeting agenda and discuss them

H. Financial Reports

Brian Willia reported

Funds status-Good balances in accounts.

Profit/Loss Report presented

WIFA set asides-Will open a 4th Chase account for the set aside of “Debt Reserve Requirement”

Still waiting for a complete report from Southwestern

8 Announcements

A The next meeting will be Dec 19, 2024 at 9:00 am at the Starlight Pines Community center and via Zoom

B Agenda item

WIFA Grant update

District Data retention and long term storage plan

General Manager update

9 Adjournment

Brian Willia made a motion to adjourn the meeting 10:34 am Dan Goodwin seconded.

Brian Willia, Mike Bourne, Tom Osterday, John Ritter and Dan Goodwin approved the motion.

John Ritter

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

Prepared on: Nov 21, 2024

Tom Osterday Board Chairperson
Blue Ridge Domestic Water Improvement District

Board Approved on: Dec 19, 2024