

Blue Ridge Domestic Water Improvement District (BRDWID)
Minutes of the Board of Directors Open Public Meeting
Dec 19, 2024 at 9:00 A.M.
Starlight Pines Community Center, 2740 Arapaho Drive, Happy Jack, AZ 86024

ZOOM Link:

<https://zoom.us/j/91046706113?pwd=3Da8DjhkK4BgCFFR3m0pow2dOBB0C5.1>

Call-in number: 669 444 9171

Meeting ID: 910 4670 6113

Passcode: 947167

1. Call to Order

Chairman Tom Osterday called the Blue Ridge Domestic Water Improvement District (BRDWID) meeting to order at 9:00 am.

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

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

Mike Bourne made motion to accept the Agenda as presented. Seconded by Dan Goodwin

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

There were 26 work orders last month.

Commercial sales are on-going but are very labor intensive.

AZ 811 contract is close to completion

Meter box insulation to be installed in December.

Compliance with EPA completed for Lead, Copper PFFF there are no issues within the system

6. Consent Agenda Items

A. Approve Draft Minutes

John Ritter made a motion to approve the draft minutes of the Aug 15, 2024 Regular Board meeting. Brian Willia seconded the motion.

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

7. Regular Agenda Items

A. Chairman's Report

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

A committee to review and update the Budget for FY25/26 will be created in January as well as a committee to review the Rules and Regulations.

Tom Osterday reported that Winslow is starting a major development which could affect the District water supply. He is communicating directly with Winslow officials to get more information, but has not had any response so far.

The Board is setting up a financial review with WIFA for after the CPA firms report has been reviewed.

Some Highlights for the year:

- There is now a documented meter reading process

- The Board has added ZOOM capability to allow more people to access the meetings

- Meetings have been moved to in-week to allow weekenders to enjoy their time in the mountains

- Dan Goodwin was added to the Board

B. Infrastructure Committee Update.

Mike Bourne explained that there have been no meetings recently but meetings will be held in January to get started on a priority ranking.

The remote reading meter quote will be pushed through to get fixed numbers so a request can be made to WIFA for funding. The meters are needed to reduce manpower and errors in reading all the District meters.

The next Infrastructure Committee meeting will be Jan 2025 location and time TBD.

C. Water Supply Development Funds Update.

John Ritter reported that WIFA is currently offering the District \$1,000,000 in low interest loan (2.2%) with 36 month of zero interest.

The application needs to be completed in Feb to get on the WIFA schedule for review and approval.

D. RFP for Services

Dan Goodwin has sent out 3 RFPs for Utility Management Services, so far only one company has responded.

E. Financial Reports

Brian Willia presented the current Financials and explained how he is using set-asides to ensure the District commitments are kept. There is now a separate account for money to be paid to WIFA. The reports will be posted on the BRDWID website.

There is funding available for the next WIFA loan payment on Dec 31, 2024

F. Review of Proposed General Manager Contract

Tom Osterday explained that he was not able to complete the proposal in time for today's meeting. Mike Bourne gave a short explanation of the GM duties and why it is good to have a local person as GM who understands the community.

Mike Bourne has offered to take on the GM role at a reduced rate, and stay on the Board as a member at large. This has been reviewed by Legal Counsel and found acceptable. Mike will send out the contract to the Board once completed. A special meeting will be held Dec 28, 2024 at 9am via Zoom to discuss and approve the contract.

G. Recommendation of Board Members by the Search Committee

Tom Osterday explained the process used to select candidates for the Board. There were 5 people who put in letters of interest but one person withdrew and 4 interviews were set up. During the interview process another person withdrew leaving only 3 candidates.

At the end of the process Harry Markley and Larry Lambert were selected based on their leadership skills and professional service records.

Tom Osterday made a motion to select Harry Markley as a member of the BRDWID Board starting Jan 1, 2025. Dan Goodwin seconded the motion.

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

Tom Osterday made a motion to select Larry Lambert as a member of the BRDWID Board starting Jan 1, 2025. Brian Willia seconded the motion.

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

The two new board members will take the Oath of Office at the first meeting in January.

John Ritter will notify the Coconino County Board of Supervisors of the changes.

8 Announcements

A The next regular meeting will be Jan 16, 2025 at 9:00 am at the Starlight Pines Community center and via Zoom

A special meeting will be held Dec 28, 2024 at 9 am via zoom only to review and approve the new General Manager contract.

B Agenda item

WIFA Grant update, Oath of Office for new members, Infrastructure committee report, Budget Committee, RFP update

9 Adjournment

Dan Goodwin made a motion to adjourn the meeting at 10:25 am Brian Willia seconded.

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

John Ritter

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

Prepared on: Dec 19, 2024

Board Approved on: Dec 28, 2024

Tom Osterday Board Chairperson
Blue Ridge Domestic Water Improvement District