

Blue Ridge Domestic Water Improvement District (BRDWID)
Minutes of the Board of Directors Open Public Meeting
February 22, 2024 at 3:00 P.M.
Starlight Pines Community Center, 2740 Arapaho Drive, Happy Jack, AZ 86024

ZOOM Link:

<https://zoom.us/j/6789156405?pwd=VnpYZGFVMU45b01Zd2x3bUNEZjBydz09&omn=96079172556>

Call-in number: 669 444 9171

Meeting ID: 678 915 6405

Passcode: 259120

2. Pledge of Allegiance

1. Call to Order

Chairman Tom Osterday called the Blue Ridge Domestic Water Improvement District (BRDWID) meeting to order at 3:02P.M.

Board Member Roll Call: Mike Bourne, Brian Willia, Tom Osterday and John Ritter were present. Casey Samsill was absent. Casey Samsill arrived at 4:30 PM

Quorum: Tom Osterday declared that 4 board members were present and that constituted a quorum to conduct business.

3. Accept Agenda as Presented

John Ritter made motion to accept the Agenda as presented. Seconded by: Brian Willia.

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

4. Call to the Public

Members of the Starlight community thanked the board for the quick response on the water main break and getting the system working again quickly.

5. General Manager's Report

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

Continuing to work with Southwestern Utility Management (SUM) and the Board on financial reporting, operational management and the budget committee.

All water testing results were within the requirements of the ADEQ

Working to determine why the Starlight VSDs were cycling so often

6. Consent Agenda Items

Mike Bourne made a motion to approve the draft minutes of the January 20, 2024 Regular Board meeting. Brian Willia seconded the motion.

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

7. Regular Agenda Items

A. Chairman's Report

Tom Osterday explained the WIFA loan history and how it is affecting the District's cash flow situation. We are working with WIFA to modify the loan payment schedule due to the actual start date of the District.

Discussed the billing cycle issues and what is being done to correct the issues and streamline the process.

B. Financial Report

Brian Willia reported that we had closed one checking account and were down to two active accounts. SUM is still not providing useful numbers for the financial reports, but we are able to put together reports based on actual account data. There will be another meeting with SUM to work out a better process. Currently the water revenue is about \$45k per month.

C. Vice Chairman's Report

Mike Bourne discussed the meter reading issues, improving billing times and how to improve accuracy of the reads.

SUM is working with us to increase their audit red flags to reduce the billing errors.

Meter read sheets need to be improved to ensure the meters are listed in their natural order to reduce drive time for the operators.

D. Review of System Outage 2-11/12-2024

Mike Bourne discussed the issue of the break and how it was corrected. Mike's full report will be on the website

To improve notifications about outages a text system is being investigated to alert affected subscribers.

The Starlight VSDs have a programming issue which needs to be resolved in the long term.

E. Review Webmaster Contract

Amy Snodgrass discussed setting up an emergency text contact system to alert subscribers of any serious issues. A note may be added to the monthly water bill to request customers ensure their contact information is up to date with SUM in case they need to be contacted.

Amy Snodgrass's webmaster contract renewal was discussed.

Mike Bourne made a motion to accept the Webmaster contract, Brian Willia seconded the motion.

Casey Samsill, Mike Bourne, John Ritter, Brian Willia and Tom Osterday voted to accept the Webmaster contract

8 Announcements

A The next meeting will be March 23, 2024 at 1:00 PM at the Starlight Pines Community center.

B Agenda items

Rate increase consideration

WIFA Loan update

Budget Committee report out

Outage Notification Discussion

Starlight VSD update

Election Discussion

9 Adjournment

Mike Bourne made a motion to adjourn the meeting at 4:52 pm Brian Willia seconded.

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: Feb 23, 2024

Tom Osterday Board Chairperson
Blue Ridge Domestic Water Improvement District

Board Approved on: March 23, 2024