

Blue Ridge Domestic Water Improvement District (BRDWID)
Minutes of the Board of Directors Open Public Meeting
March 23, 2024 at 1:00 P.M.
Starlight Pines Community Center, 2740 Arapaho Drive, Happy Jack, AZ 86024

ZOOM Link:

<https://zoom.us/j/6789156405?pwd=VnpYZGFVMU45b01Zd2x3bUNEZjBydz09&omn=98710589297>

Call-in number: 669 444 9171

Meeting ID: 678 915 6405

Passcode: 259120

1. Call to Order

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

2. Pledge of Allegiance

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, Casey Samsill and Tom Osterday.

4. Call to the Public

None

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

Harry Jones notified the Board in writing that he will not seek to renew his contract

Casey Samsill asked about the cost of the generator maintenance, approx. \$10k

6. Consent Agenda Items

Casey Samsill made a motion to approve the draft minutes of the Febuary 22, 2024 Regular Board and the March 8 Special Board meeting. Brian Willia seconded the motion.

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

7. Regular Agenda Items

A. Chairman's Report

Tom Osterday explained the WIFA status and how we are waiting on an approved updated plan from them to finalize our budget.

The budget proposal will include a 5-year expense plan and will be presented at the regular April meeting.

The rate hearing will be held on April 6.

The chairman will start a quarterly newsletter to the community.

Vice Chair report

Mike Bourne reported finding more meters with no active accounts. The landowners are in the process of being contacted and if nonnew accounts are set up the meters will be locked out until an account is created.

Water leaks, Mike is following up with customers to ensure they are contacting SUM.

Meter read sheets are getting better.

B. Harry Jones has elected not to renew his contract after March, Discuss coverage options

Brian Willia discussed options for work arounds between the Board and SUM

Mike Bourne proposed taking over key tasks in the short term as a new GM was recruited.

The board decided to hold this discussion at the end of the meeting to allow more time.

C. Financial Report

Brian Willia presented a series of reports showing the current financial status of the District. These are all available on the website for review.

Brian also explained how he was setting aside money to pay for the WIFA interest payment due in July.

Tom Osterday asked about how the invoices were being reviewed and approved and if the manager@brdwid.org email was the correct address for the invoices. Yes the email address is correct and active, Brian will be reviewing it as Harry departs.

Has the invoice system at SUM been updated to match our needs yet, no it is still in process

D. Board Elections in November To Be Run By Coconino County

The Board had a general discussion of how to run the election. An alternative method using E-balloting was brought up but due to the short timeline it was decided to table the idea for this year and research the method for the next election in 2026.

John Ritter made a motion to allow Coconino County Elections Depart to run the BRDWID Board election for 2024. Tom Osterday seconded the motion.

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

E. Establish Meeting Schedule for 2024

The Board discussed changing the meeting date to the third Thursday of each month so people would be able to attend the meeting without interfering with their weekend activities. It was decided that 9 am would be the best time and the meetings would be held both in-person at the Starlight Community Center and via Zoom.

Casey Samsill made a motion to have the Board meetings at 9am on the third Thursday of each month both in-person and via Zoom. Tom Osterday seconded the motion.

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

RECONVENE TO FINISH THE DISCUSSION OF 7B

There was a general discussion of what duties Harry actually did and which of those duties were still needed going forward. The Board can take on some duties but a liaison between the Board, SUM and A Quality would be helpful to ensure the right things are being worked on.

Tom Osterday suggested creating a subcommittee to look into repair and replacement plans for the District and they would be tasked with some long-term issues. This will be discussed at a future Board meeting.

Brian Willia will work with APS to set up auto pay to reduce the hands-on time of paper bills.

Brian Willia and Mike Bourne will discuss with SUM how to streamline our efforts.

Tom Osterday will research recruiting a new GM going forward.

Casey Samsill made a motion to appoint Mike Bourne as our liaison for 90 days while a new GM is recruited. Brian Willia seconded the motion.

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

8 Announcements

A The next meeting will be April 18, 2024 at 9:00 am at the Starlight Pines Community center and via Zoom

B Agenda items

- Rate increase consideration
- WIFA Loan update
- Budget Committee report out
- Election Discussion
- Create Infrastructure Committee
- FAQ Update

9 Adjournment

Mike Bourne made a motion to adjourn the meeting at 3:32 pm Casey Samsill 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: March 24, 2024

Board Approved on: _____

Tom Osterday Board Chairperson
Blue Ridge Domestic Water Improvement District