

Blue Ridge Domestic Water Improvement District (BRDWID)
Minutes of the Board of Directors Open Public Meeting
Aug, 15, 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 9:05 am.

Board Member Roll Call: Mike Bourne, John Ritter, Tom Osterday 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 modify the Agenda to include a discuss/approval of adding insulation to the water meter boxes. Seconded by Brian Willia

The motion to modify the agenda 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 are currently some reporting issues with the State, these are being resolved. The State is allowing us a little more time to complete the reports.

There were 7 work orders open last month, two were leak issues.

Water sample test kits will be delivered to select homes in the next week as part of the State water testing program.

6. Consent Agenda Items

A. Approve Draft Minutes

Dan Goodwin made a motion to approve the draft minutes of the July 18, 2024 Regular Board meeting. John Ritter 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 major push for the Board is to reduce the overhead costs of the district.

A committee to review and update the Rules and Regulations will be created in the spring as well as a budget committee for the FY24/25.

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 firm has completed their review of the District.

There is a reposted change to the WIFA grant criteria which could make BRDWID eligible to receive Grant money. John Ritter took the action to determine if the District is eligible.

B. Arizona Special Districts (ASD) Membership Signing.

Tom Osterday and Mike Bourne re-signed the agreement allowing BRDWID to join the ASD. Apparently the document was not signed correctly at the last meeting and had to be resigned.

C. Infrastructure Committee Update.

John Ritter and Mike Bourne reported that the committee was actively working through the matrix and have completed Starlight Pines and Pine Canyon. The other well sites will be completed soon and the committee will then prioritize the list and present their recommendations to the Board.

C 1. Discussion/Approve adding insulation material to the water meter boxes

Mike Bourne proposed to replace the water contaminated insulation in the meter boxes this fall to reduce the chance of having a meter freeze and damage the pipes. A Quality is proposing using bubble wrap around the interior of the boxes and put a "tent" over the meter itself. This method has been used in the past few years, but has not been tested by a hard winter yet. Cost is about \$3500 to do all the current meters.

Mike Bourne made a motion to approve A-Quality to install new insulation at all the meter boxes this fall. Tom Osterday seconded the motion.

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

D. Seek Competitive Bids for Insurance

Brian Willia is looking into the current insurance policy and wants to bid out the policy. Dan Goodwin took the action to create a written RFP to be able to bid out the policy.

E. Seek Competitive Bids for CPA Annual Review and Report

Brian Willia has been working with our current CPA to complete the annual review but wants to create a bidding process for next years activity.

F. Consider Moving Checking Accounts to Coconino County

A suggestion was brought up to move the checking accounts to under the County system to reduce banking fees. This is an ongoing investigation to ensure there are no issues with a transition. Many questions remain and the Board is waiting for a formal proposal to make a decision.

G. Financial Reports

Brian Willia presented the current Financials and explained how he is using set-asides to ensure the District commitments are kept. The reports will be posted on the BRDWID website.

8 Announcements

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

B Agenda item

- WIFA Grant update
- Insurance policy review
- Starlight Pines VSD Bid review
- CPA Search

9 Adjournment

Dan Goodwin made a motion to adjourn the meeting at 10:17 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: Aug 15, 2024

Tom Osterday Board Chairperson
 Blue Ridge Domestic Water Improvement District

Board Approved on: _____