

**Blue Ridge Domestic Water Improvement District (BRDWID)**  
**Minutes of the Board of Directors Open Public Meeting**  
**Sept 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 9:02 am.

**Board Member Roll Call:** John Ritter, Tom Osterday and Dan Goodwin were present, Brian Willia and Mike Bourne were 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**

Dan Goodwin made motion to accept the Agenda as presented. Seconded by Brian Willia

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 12 misreads last month.

Commercial sales are on-going but are very labor intensive. A more automatic fill system is being looked at but may cost more than it generates in water sales.

Meeting with SUM went well to discuss issues: phone response, billing and reporting.

Meter box insulation to be installed in October.

**6. Consent Agenda Items**

**A. Approve Draft Minutes**

Brian Willia made a motion to approve the draft minutes of the Aug 15, 2024 Regular Board meeting. Dan Goodwin 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.

Meeting with SUM to discuss phone and other issues. They are aware and working toward improving.

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 the CPA report is due Oct 15, 2024.

Coconino County appointed Mike Bourne and Brian Willia to new terms on the BRDWID Board.

The Board is still seeking another Board member to replace John Ritter who is not running for re-election this year.

The search for a General Manager continues.

The insurance policies for the District have been renewed.

### **B. Consider Moving Checking Accounts to Coconino County**

Tom Osterday discussed the benefits with the County Treasurer and Kachina Village Water District. There are some benefits but there are also complications. The County is in the middle of bidding out the bank to be used. The County Treasurer recommended putting the issue on hold until the County decides on a new path.

### **C. Infrastructure Committee Update.**

Mike Bourne explained the matrix and how it benefited the committee members in understanding the current system.

Mike Bourne made a motion to go forward with the VFD system for Starlight Pines well site. The motion was seconded by Brian Willia.

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

The next Infrastructure Committee meeting will be Oct 17, 2024 location and time TBD depending on when meter demonstrations can be set up.

### **D. 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.

A query will be sent to WIFA to understand the actual terms and conditions of the low interest loan to allow the Board to understand the actual cost of the loan.

Currently the District does not qualify for free WIFA Grant money, but we are looking at how to change our Median Household Income (MHI) rating. A lower rating would allow the District to access Grant money.

#### **E. Exceptional High Meter Readings**

Mike Bourne explained that a single customer used almost 600,000 gallons of water in a single month. In researching the issue it turns out a fitting near the house failed and allowed full water flow for almost a month. The customer agreed it was their responsibility and will be filing a claim on their home owners insurance.

There is another customer using 60,000 gallons for each of the last 2 months and is disputing the charges, it has been confirmed that the issue is on the customer side of the meter.

#### **F. Insurance Policy Renewals/Updates and seek Competitive Bids for Insurance and CPA Services in 2025**

Dan Goodwin met with our insurance company to review the policies and saved \$1400 with no change in the deductible.

Nest year a bidding process for services will be started in June for the insurance and CPA functions.

#### **G. 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.

### **8 Announcements**

A The next meeting will be Oct 17, 2024 at 9:00 am at the Starlight Pines Community center and via Zoom

#### **B Agenda item**

WIFA Grant update  
Starlight Pines VSD Bid review

### **9 Adjournment**

Brian Willia made a motion to adjourn the meeting at 10:25 am Dan Goodwin 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: Sept 20, 2024

Tom Osterday Board Chairperson  
Blue Ridge Domestic Water Improvement District

Board Approved on: Oct 17, 2024