

BLUE RIDGE DOMESTIC WATER IMPROVEMENT DISTRICT

MEETING MINUTES OF PUBLIC MEETING

Location: Starlight Pines Community Center
2740 Arapaho Drive
Happy Jack, AZ; and
Virtual Meeting via Zoom

Date: October 16, 2025

Meeting called to order at 9:08am by Chairman Tom Osterday.

Board Member Roll Call: Tom Osterday, Harry Markley, Steve Cannon, and Mike Bourne present. Dan Goodwin absent.

Members of the Public:

Berdie Nally (SP0041)	Catherine Rogers (BR0015)	Kevin & Lee Ann McCoy (SP0213)
Dave Wang (PC0080)	Steve Lawrence (BR0098)	
Dave Lutz (SP0341)	Joe Graham (SP0002)	
Jason Raymond (SPR 0057)	Angela Azin (PC0014)	
Ron Betchelder (SP0156)	Andrew Paquette (PC0014)	
Amy Snodgrass (SP0390)	Terry Payne (BR0181)	

Pledge of Allegiance

Motion to accept the agenda as presented by Harry Markley; Second by: Steve Cannon;
Vote: Tom Osterday AYE, Harry Markley AYE, Steve Cannon AYE, Mike Bourne AYE.
None opposed. Agenda adopted as presented.

Call to the Public - No feedback.

General Manager's report by Mike Bourne

1. Pine Canyon Well that was repaired in August with new motor/pump assembly locked up a week after installation. Western Drilling, Fever Controls, and A Quality Water called and attended in-person to get the well running. After briefly reversing the motor, the motor started with no issues and run consistently since August 27th. Well is monitored more frequently than typical.
2. Storage Tank Inspections/Cleaning – working with Rubicon/Applied Divers to complete the SPR tank inspection that was not completed on 9/16 due to water level.
3. Utility Management Company change was completed on 10/09.
4. Meter reading issues - meters were read on September 29~30. Review by AUBS reflected ~30 meter reads that were questionable.
5. Electronic Meter Project - installation started on Monday, October 20th.
6. Financial Review was completed on October 9th.
7. Fire Hydrant inspections/testing – coordinating with BRFD to exercise and test the 261 fire hydrants in the BRDWID water system.
8. Presented BRDWID updates at Pine Canyon Board meeting and Blue Ridge Estates Annual meeting.
Report details on the website at: www/brdwid.org/documents/reports/District Manager Reports/

Consent Agenda items for approval:

1. September 18, 2025 Regular Board Meeting
2. September 12, 2025 Emergency Board Meeting

Since Mike Bourne did not attend the September 18th meeting, he could not vote for the Consent Agenda. The two items were discussed separately.

Motion to approve the September 12th Emergency Board Meeting Minutes by Harry Markley; Second by: Steve Cannon;

Vote: Tom Osterday AYE, Harry Markley AYE, Steve Cannon AYE, Mike Bourne AYE. None opposed.

The September 18 meeting minutes were deferred until next meeting since only two Board members were in attendance today that attended the September 18th meeting and the meeting minutes should be amended to reflect Mike Bourne absence.

7. Regular Agenda Items.

A. Infrastructure Committee Update –Mike Bourne

1. Electronic Meter Project:

- Loan documents review by Legal. An opinion was completed as required by WIFA. Loan documents set to close on October 22nd.
- Bob Hardin queued up to manage the day to day project.
- Half of the meter insulation jackets arrived on September 23rd.
- The electronic meters were delivered on October 1st.
- The meter change-out sheets were printed out and set for the installation.
- Installation starting on Wednesday, October 15th. Some issues already found with meters that had been hard-piped (not using the meter spud connectors).
- Project time estimated to be 10 to 14 weeks, depending on weather. Installation may be delayed if we get a deep ground freeze or if the crew gets called out for an emergency (they support several municipalities and other rural water systems including BRDWID).
- System training is scheduled for December 16th~17th.
- Expect to begin electronic meter readings after the training in mid-December.

2. Storage Tank Inspections/Cleaning – working with Rubicon/Applied Divers to complete the SPR tank inspection that was not completed on 9/16 due to water level.

B. Rules & Regulations Committee Update by Harry Markley.

- AUBS to provide copy of Rules & Regs to new account holders. Property owners are expected to acknowledge receipt of the R&R.
- Existing customers – plan to send a copy of the Rules & Regulations and ask for an acknowledgement of the R&R.

C. Ad hoc Technology Working Group Update - Information storage and archiving strategy; email; calendaring; and virtual meetings – Harry Markley

1. Moving forward with transitioning to MS 365 for the new operating platform.
2. Purchase the MS365 Suite through GoDaddy. Amy Snodgrass (Webmaster) will initiate and begin the transition of information and setup email accounts.
3. A standard file naming protocol will be introduced to help with finding documents on the website.
4. One Drive will become the records depository in addition to the website.
5. Amy will do any training needed for Board members on the new products.

D. District Manager candidate recruitment – Vacancy announcement on the website is outdated (referencing John Ritter as the contact). Harry and Mike will get this updated and communicate to Amy to update the website.

E. Insurance and CPA RFPs update – Tom Osterday (Dan Goodwin absent): New policies secured.

F. Treasurer's Reports by Steve Cannon.

- Brief overview of the Balance Sheet and Profit/Loss Reports. Balance Sheet and P&L will be posted on the website.
- Mike Bourne advised the financial reports now tie into the Financial Review that will be completed by Haynie & Company and shared with the Board next week. There are now 4 distinct bank accounts for BRDWID at National Bank of AZ including Checking, WIFA Debt Service Reserve, WIFA Loan payment savings, and Capital Improvement/Infrastructure Replacement fund. The WIFA Loan Savings was over-funded by SUM so \$21K will be moved to the Capital Impr/Infrastructure account
- Feedback from Dave Wang: Use of Infrastructure Replacement funds for repairs is not appropriate.

G. Chairman's Report – Tom Osterday

BRDWID Accomplishments

- WIFA Loan approved for \$450K for electronic meters and installation! This loan is well-structured to meet the needs of BRDWID.
- Financial Assistance agreement received. Legal review by Snell & Wilmer is complete.
- Resolution by Board to authorize the loan completed.
- Loan closing scheduled for October 22.
- AUBS operational. Done with SUM.
- New highly rated insurance company under contract at significant savings.
- New Owl conferencing device working well.

BRDWID Work-in-process

- Annual Review by Haynie & Company in final review stage. Target completion is October 20.
- Migration to Microsoft 360 in planning process
- District Manager recruitment proceeding
- Continue to evaluate professional service providers, e.g. CPA services
- Prepare for 2026 Elections. Mike Bourne added that the community is changing making it difficult to get candidates for the District Boards, HOA's, and many of the groups formed in the communities.
- Create Board Candidate Search Committee in Jan 2026
- Conduct Board member elections in November 2026

All customers need to transition payments and calls to AUBS per guidance provided!

Announcements

A. Next scheduled Board meeting date: November 20, 2025 at 9:00am at the Starlight Pines Community Center and via Zoom.

B. Future Board meeting agenda items:

- Consider extending the period to waive late fees and bill at Tier1 pricing for another month to get the meter reads caught up and customer billings tried up.

Motion to adjourn by Steve Cannon at 10:51am; Seconded by: Harry Markley

Vote: Tom Osterday AYE, Harry Markley AYE, Steve Cannon AYE, Mike Bourne AYE. None opposed.

Blue Ridge Domestic Water Improvement District

Posted by:

Mike Bourne

Dated: October 16, 2025

Posted at: 4:00pm