

Blue Ridge Domestic Water Improvement District (BRDWID)
Minutes of the Board of Directors Website Work Session
September 17, 2022, 2:00 P.M.
Starlight Pines Community Center, 2740 Arapaho Drive, Happy Jack, AZ 86024
Call-in number: 720-740-9623, Access code: 5894439#

1. Call to Order

BRDWID Treasurer and Meeting Chair Mike Bourne called the BRDWID Website Work Session to order at 2:00 P.M.

Board Member Roll Call: Ronald Krug, Sue Davis, Mike Bourne, and Paul Schmidt were present in person. John Ritter was absent.

Quorum: Chair Mike Bourne determined that four of five members present constituted a quorum to conduct business.

Others present in person were John Motley, Dan Pirtle, Webmaster Amy Snodgrass, Community Manager Julia Harn, and Conrad Davis.
No one was present on the phone.

2. Accept Agenda as Presented:

Agenda: Discuss the BRDWID Website

Motion: Accept Agenda as presented **Moved by** Sue Davis. **Seconded by** Mike Bourne. **Action:** Approve the Motion. **The Motion Passed unanimously.** Ayes: 4 No's: 0 Absent: 1

3. Agenda Items. The Board may discuss, consider, and act on these matters separately.

Mike Bourne asked for a Motion to discuss, consider, and act on Agenda Item 3.A. Website Modifications.

Motion: Discuss and propose modifications to the existing BRDWID website to allow users to navigate the website more quickly. **Moved by** Sue Davis. **Seconded by** Mike Bourne. **Action:** Approve the Motion. **The Motion Passed unanimously.** Ayes: 4 No's: 0 Absent: 1

Mike Bourne reported that the BRDWID website was a primary contact point to people trying to learn about the District and how it will affect them.

Mike believed that the website needed some improvements to be able to list various documents in an easy-to-navigate way. Some new tabs could include vendor invoices, location of posting information, future meeting dates, budget information, and capital expense plans, etc.

The fiscal impact of modifying the website would cost \$1,200 to \$1,500 for Webmaster time if good guidance was provided.

Webmaster Amy Snodgrass explained the technical aspects of the BRDWID website design. Amy tests how the site will work on many kinds of devices of different sizes.

Preparing accurate information to be sent out is very important and takes a lot of time. Mike Bourne responded that when the ACC approves the sale of Starlight Water assets to BRDWID, our operations manager would take over sending out email blasts to subscribers.

Ron Krug commented that the website doesn't have a mechanism to engage people to subscribe.

Website information must be fact-based and continually updated.

New property owners need to be connected to the District.

We should buy the Domain name BRDWID.com to protect the District from another organization buying it.

Change the mission statement to “Clean affordable water Locally controlled”.

Our website word search capability. PDF documents are not searchable. PDF

Mike Bourne believed the Forest Lakes website had the best list of categories.

Mike Bourne summarized that we were pretty much aligned on the website modifications and were still in an official meeting.

Mike Bourne announced that BRDWID attorney Riley Snow had received a letter from the Arizona Attorney General on August 31, 2022, regarding BRDWID violations with the Open Meeting Law that had occurred from October 16 through October 19, 2021, in which some of the BRDWID Executive Session procedures including Notice requirements did not properly follow the Open Meeting Law. The remedies for this violation are (1) sharing the AG letter in a public meeting which Mike was doing now, (2) posting the AG’s letter on the website which Amy Snodgrass had already done, and (3) sending certification within 60 days to the AG’s Office that all Board members have completed Open Meeting Training online through the Arizona Ombudsman’s Office. Mike Bourne asked Riley Snow if we can provide the certification within 90 days of the November 8, 2022 Election. Riley has asked the AG’s Office if 90 days after the November 2022 Election is an acceptable deadline. The AG’s Office has given a verbal “that’s good”. Mike is pressing Riley to get the AG’s Office to put their verbal response in writing. Paul Schmidt added that decisions made in improperly convened Executive Sessions might not be valid.

Mike has asked Webmaster Amy Snodgrass to create a subsection on the website for Attorney General complaints to show the complaints and the completed remedies. According to Coconino County Attorney Mark Byrnes, the Board could also complete the Open Meeting Law training in person or online through Coconino County as a Special District.


Sue Davis added that this issue was not on this meeting’s Agenda. We should have amended the Agenda at the beginning of the meeting to include this announcement. Mike believed it was important to announce the AG letter in a public meeting.

Sue Davis noted that she could not vote in the November 8, 2022, Special Election because her properties were held in a Trust and the Coconino County Elections Department (CCED) does not enfranchise trustees of properties held in trusts. She had sent a copy of the Starlight Pines HOA Authorized Voter document prepared by an attorney to Esliir Musta, CCED Elections Director, as a template for their use in the future. Ron Krug commented that some Blue Ridge Estates property owners had the same concern.

4. Adjournment

Motion: To adjourn. **Moved by** Ron Krug. **Seconded by** Paul Schmidt. **Action:** Approve.
The Motion Passed Unanimously. Ayes: 4 No’s: 0 Absent: 1

Meeting Chair Mike Bourne adjourned the Website Work Session Meeting at 3:16 P.M.


Sue Ann Davis, Board Secretary and Clerk
Blue Ridge Domestic Water Improvement District

Prepared on: September 23, 2022

Mike Bourne, Board Treasurer and Meeting Chair
Blue Ridge Domestic Water Improvement District

Board Approved on: _____