

# NOTICE AND AGENDA OF PUBLIC MEETING OF THE BLUE RIDGE DOMESTIC WATER IMPROVEMENT DISTRICT

## NOTICE

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Blue Ridge Domestic Water Improvement District (“District”) will hold a *Special Board Meeting* to initiate the transition plan from Starlight Water Company to BRDWID on **June 28, 2023** beginning at **3:00p.m.** The meeting will be held at the **Starlight Pines Community Center, 2740 Arapaho Drive, Happy Jack, AZ.**

Call-in number: **720-740-9623, Pin 5894439#.**

## AGENDA June 28, 2023

- 1. Call to order and roll call.**
- 2. Pledge of Allegiance**
- 3. Accept Agenda as Presented**
- 4. Regular Agenda Items:**
  - A. Discuss and possibly approve the transition plan from Starlight Water Company to BRDWID. The following timeline and tasks are a draft for discussion:
    - a. Review and consider agreements for the General Manager for the District water system, the Administrative Assistant, water system operator, and the utility management company. Given community feedback regarding problems and issues with SWUM, we may consider Arizona Utility Billing Solutions based in Prescott.
    - b. Legal counsel, consider replacing Riley Snow who represented BRDWID through the ACC approval.
    - c. Liability Insurance – need to get multiple bids.
    - d. Week of July 3<sup>rd</sup> (tbd) – system walk through with owner, current operator, interested Board members, A Quality Water, & HDJ Management to work up a punch-list of issues/items that need to be remedied by the owner before the actual transfer of assets. System is expected to be fully functional by sale finalization.
    - e. 7/01~8/01 – owner to remedy items found during walk-thru.
    - f. 7/31~8/04 – finalize sale transaction
    - g. 7/10 – begin accounting, accounts, and invoicing setup with selected utility management company.
    - h. Mid-July – regular meter reading by owner. Possible training opportunity on the meter routes.
    - i. 7/15, next regular BRDWID Board meeting – Meet’N’Greet. Introduce General Manager for the District water system, the Administrative Assistant, water system operator, and the utility management company to the community during regular Board meeting.
    - j. 7/31~8/04 – Final meter reads owner/first meter reads BRDWID. Training on meter routes.
    - k. Mid-August – final SWC invoicing from final meter reads.
    - l. 9/01 ~ 9/07 – First full month BRDWID meter reads
    - m. 9/15 - First BRDWID billing

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- B. Discuss and possibly approve agreement with HDJ Consulting for the General Management of the District water system.
- C. Discuss and possibly approve agreement with Susan Thompson as Administrative Assistant to District Manager.
- D. Discuss and possibly approve agreement with A Quality Water Company to operate and maintain the water system and ensure the water system meets all regulatory requirements.
- E. Discuss and possibly approve agreement with Arizona Utility Billing Solutions, LLC (AUBS).

**5. Announcements** – next meeting July 15<sup>th</sup> at 1:00pm. Introduce General Manager, Administrative Assistant, Water System Operator, and Utility Management service.

**6. Adjournment.**

**Blue Ridge Domestic Water Improvement District**

Mike Bourne  
Board Chair

Dated: June 27, 2023

Posted at: [time] 10:00 a.m.

Persons with a disability may request a reasonable accommodation by contacting Riley Snow at 480-231-4684. Requests should be made as early as possible to arrange the accommodation. Board members may attend either in person, by telephone conference call or by Zoom Meeting.