



District Manager Board meeting report – October 16, 2025

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. This transition to AUBS was long and difficult.
 - The meter reading/billing cycle will change beginning with October billing. Meters to be read on the 1st~5th of each month; billing statements generated on the 15th or next business day if the 15th is on a Saturday, Sunday, or Holiday.
 - Working with AUBS on new meter and new account forms. Will include the Rules & Regs with the new applications and require applicants to acknowledge receipt of the R&R.
 - Setup access to the APS accounts for AUBS and Steve Cannon.
 - Working with ADOR on account access and TPT filing/payment by AUBS.
4. Meter reading issues - meters were read on September 29~30. Review by AUBS reflected ~30 meter reads that were questionable. Re-reads completed – meter reads were mostly correct. Some issues carried over from SUM including a closed account, meter changes not documented, and some data input issues.
5. Electronic Meter Project:
 - Loan documents under Legal review as required by WIFA.
 - Bob Hardin quued 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 is expected to start on Monday, October 20th.
 - Project time is estimated to be 10 to 14 weeks, depending on weather. Installation may be delayed if we get a deep ground freeze.
 - System training is scheduled for December 16th~17th.
6. Financial Review was completed on October 9th. The financial review report is set up to compare with 2024.
7. Fire Hydrant inspections/testing – coordinating with BRFD to exercise and test the 261 fire hydrants in the BRDWID water system. We provided mineral oil and water-soluble grease to be applied to the water valve and covers to keep everything moving.
8. Provided Water District updates at the Pine Canyon HOA Board meeting on October 10th and Blue Ridge Estates HOA annual meeting on October 11th. Feedback at both meetings was positive with questions around the utility management change, water system condition, electronic meter project, and water rates.

Reminders

- BRDWID has completed the transition away from Southwestern Utility Management to Arizona Utility Billing Solutions in Prescott, AZ. Please call AUBS at (928) 455-0551 for any billing or account issues, or new meter installations.
- Fall is in the air with Winter just around the corner. A few tasks that should be taken in preparation for Winter:
 - Winterize your home/cabin if departing for more than a couple of weeks. If you are not planning to return over the Winter or anytime soon, it is always a good practice to drain your water system after shutting off the water supply and add some anti-freeze to your fixtures to prevent freezing. Seems like common-sense stuff, but many new folks do not think about a mountain home having freezing issues. Typical winterization steps:
 1. Shut off water supply, preferably near the meter.
 2. Open all fixtures in the home.
 3. Drain the home water system if possible. Sometimes using compressed air (<20p.s.i.) helps push out the water through a hose bib or some other valve in the home.
 4. Drain a few gallons from the water heater, then put water heater in vacation mode or shut off. This would be a good time to flush/drain the water heater to remove hard water deposits.
 5. Pour some RV anti-freeze into fixtures to fill the traps. Do NOT use automotive anti-freeze – should be the type used for RV's or specifically for home winterization.
 - Customers should shut off their water at **their** valve (not the District's meter) when departing for any length of time. Many folks also have a second valve at the home for convenience when gone for short periods. Underground leaks are not always evident until meters are read/bills are generated. All customers **must** have a shut-off valve near the meter but finding many properties do not have their own shutoff valve near the meter. Customers have responsibility for their water lines from the meter near the street to the property/home/cabin.