Mountain Club Domestic Water Improvement District **Prescott, AZ**

Open Meeting Minutes

Date: October 22, 2026 **Time**: 5:30 p.m. **Location**: Mountain Club Clubhouse, 910 W. Clubhouse Dr. Prescott, AZ

Attendance

Board Members Present:

Susan Rupe Doug Shepherd

Kent Erwin Gary Volkenant

Board Members Absent: Chris Witham

Volunteer Staff: Gloria McConnell

1. **Call to Order** by S. Rupe, Acting Chair, at 5:31 p.m.
2. **Pledge of Allegiance**
3. **Board Roll Call**: See above.
4. **Attendee Introductions**:
   Volunteer staff: Gloria McConnell
   Public: Four members of the public were in attendance.
5. **Call to the Public (1 of 2)**: An attendee asked when the District would become operational. D. Sheperd briefly explained its status and noted that the District would probably not begin full operation until sometime next year.
6. **Consent Agenda**:
   A. **Approval of Minutes:**
      - **October 8, 2026, Public meeting minutes**: One correction was noted.

        Motion: G. Volkenant moved to approve the corrected 10/08/2026 minutes; K. Erwin seconded the motion. Motion carried unanimously.
      - **October 8, 2026, Executive Session minutes**: No corrections were noted.

        Motion: G. Volkenant moved to approve the 10/08/2026 Executive Session minutes; K. Erwin seconded the motion. Motion carried unanimously.

   Action: G. McConnell to post minutes for both meetings to the District website.
7. **Reports and Correspondence**
   A. None.

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8. **Old Business**
   A. **District Insurance Policy Status**: D. Shepherd reported that he had discussed the Grundy application with both Ka. Osterman and the Grundy agent regarding application details. He noted that volunteers will be covered on the auto insurance policy. It was also noted that World

Insurance has not responded to numerous calls. Due to Grundy's responsiveness, experience, and cost, D. Shepherd recommended that the Board approve Grundy as the District's insurance carrier.

The Board also discussed when insurance coverage should begin, and the general consensus was that it can be at a future date.

Motion: D. Shepherd moved to approve Grundy for the District's insurance, with an effective date to be determined. K. Erwin seconded the motion. Motion carried unanimously.

Action: D. Shepherd to work with C. Witham to finalize and submit the application to Grundy.

B. **Permanent Water Services Agreement**: S. Rupe reported that C. Witham has sent final information and changes to the proposed agreement with the City to legal counsel, D. White. He will finalize the agreement and submit it to the City.

C. **Water Application Process for DWID Water Users**: The Board discussed draft #2 of the water service-transfer application and the "update" letter for water customers (property owners), as well as a possible timeline for sending out these documents. G. Volkenant suggested a few changes to the application, including changing the title to "authorization" or "acknowledgement." It was noted that a fillable form should be available online, either on the District's website, or possibly the AUBS site.

The Board agreed that the update letter should be sent right after next meeting, or in January 2027, to avoid the holidays. G. McConnell noted that the letter will be sent by U.S. Mail only to those customers for which C. Witham does not have an email address. She also noted that the email list needs to be verified.

The Board discussed whether or not the Rate and Fee Schedule should be included with the update letter or the application. No consensus was reached.

Actions: 1) G. Volkenant and G. McConnell to work on revisions to the application. 2) Board members and staff to send comments about the update letter to G. Volkenant so that a final version can be presented for approval at the next meeting. 3) G. McConnell to research fillable forms on Streamline.

D. **Customer-Facing Rules Document**: K. Erwin explained that he and Ka. Osterman have prepared a short, "customer friendly" rule summary, instructions for AUBS, and they have also revised the complete "Customer Water Service Rules and Regulations" document. It was agreed that these items would be sent to the Board and discussed at the next meeting.

Actions: K. Erwin or Ka. Osterman to send the customer-facing rules documents to the Board for review for the next meeting.

E. **Rules for Staff Volunteers**: The Board discussed the draft "Rule 14" regarding staff procedures and conduct. This rule will be added to the "Rules and Rules of Procedure" document. G. Volkenant noted that this new rule should not include any information that is already in the primary document. Rather Rule 14 should reference any applicable section in the main document.

Actions: G. McConnell to review the primary document and identify any duplication.

9. **New Business**

   A. **Financial Reports Disposition**: G. McConnell asked the Board whether financial reports should continue to be included at the end of the minutes, now that these reports are more comprehensive. (Or whether they should be posted separately on the website.) The board agreed that the financial reports should continue to be included with the minutes.

      Action: G. McConnell to add financial reports to the end of the minutes.

10. **Call to the Public (2 of 2)**: A question was asked about who will read meters and handle billing once the District is operational. The Board explained that the District has contracted with firms for water operations, billing, and accounting. It also noted that the Board will oversee the work of these contractors.

11. **Future Agenda Items**:

   A. **Proposed Agenda Items for the Next Open Meeting**: No new agenda items were identified.

   B. **Next Regular Board Meeting Date and Time**: The next meeting will be **November 12 at 5:30 p.m.**at the clubhouse.

12. **Adjournment**: With no further business, the meeting adjourned at 6:54 p.m.

Respectfully submitted,

Gloria McConnell
Staff Volunteer
Mountain Club Domestic Water Improvement District

Posted:

/s/Gloria McConnell Draft: Date: 10/26/2026 Time: 12:58 p.m.

_____ Approved: Date: _____ Time _____