

Mountain Club Domestic Water Improvement District

Prescott, AZ

Open Meeting Minutes

Date: July 09, 2026

Time: 4:00 p.m.

Location: Mountain Club Clubhouse,
910 W. Clubhouse Dr. Prescott, AZ

Attendance

Board Members Present:

Susan Rupe

Doug Shepherd

Dave Stewart

Chris Witham

Kent Erwin

Board Members Absent: None

Volunteer Staff: Karyn Osterman, Gloria McConnell

Public: Terri Reeves was in attendance.

1. **Call to Order** by C. Witham, Chair, at 4:00 p.m.
2. **Pledge of Allegiance**
3. **Roll Call:** See above.
4. **Staff/Volunteer Introductions:** See above.
5. **Consent Agenda:**
 - A. **Approval of June 25, 2026 minutes:** G. McConnell noted that absent members need to be listed. C. Witham agreed to add board members absent at the June 25 meeting to the minutes.
Motion: C. Witham moved to approve the 6/25/2026 minutes as amended; D. Shepherd seconded the motion. Motion carried unanimously.
Action: C. Witham to post revised minutes.
 - B. **Approval of July 1, 2026 minutes:** No corrections were noted.
Motion: C. Witham moved to approve the July 1 minutes; K. Erwin seconded the motion. Motion carried unanimously.
Action: G. McConnell to post approved minutes.
6. **Call to the Public:** Ms. Reeves asked about the procedure for speaking to the board. C. Witham briefly explained the open meeting law.
7. **Reports and Correspondence**
 - A. **Board Chairperson's Report:** C. Witham reported the following:
 - i. Budget & rates/fees hearing: The meeting went well and both items were passed.
 - ii. Contractor status: Contracts have been signed by Facilitation PLLC and Arizona Utility Billing Service (AUBS). The Fann contract is in progress. C. Witham noted that he is working with contractors to learn the steps they require regarding District operation.
 - iii. City of Prescott: The City has indicated that lead testing will occur in August or September. Also, an attorney has been assigned to prepare a draft agreement.

- iv. **Board Member Election:** No other candidates have come forward for the 2026 election. Write-in candidates have until July 20th to file with the County. The election can be cancelled after that date if no write-in candidates register with the County.
- v. C. Witham noted he may be late for the July 23rd meeting, and will be absent from the August 6th meeting.

B. **Treasurer's Report:** D. Stewart provided the funds report; see the last page of these minutes.

8. Old Business

- A. **District Insurance Policy Status:** D. Shepherd reported that the Grundy application will be submitted on Tuesday, and that he is still trying to contact Martin Insurance.

Action: D. Shepherd to send the application to Grundy.

- B. **Board Member Opening:** Board member David Stewart will be moving later this summer and resigning from the Board. His position will need to be filled, pursuant to A.R.S. § 48-1012. Property owner Gary Volkenant has expressed an interested in filling the position and provided a resumé to the Board.

Action: D. Stewart to provide a written resignation. C. Witham to invite G. Volkenant to the next meeting to give the Board an opportunity to ask questions.

9. New Business:

- A. **Steps Needed to Become Operational:** C. Witham explained that the Board needs a list of steps that will be required to become operational. Following are the items the Board discussed:

- Completion of lead testing by the City.
- Agreement between the City and Water District.
- Possibly obtain new (signed) water agreement from all residents. The Board discussed whether this will be required. C. Witham to follow-up with attorney S. Polk. Ka. Osterman noted that perhaps the City could include a notice in the last bill they send. G. McConnell asked whether an "opt-out" approach could be used. C. Witham to ask AUBS if they have any related experience/suggestions.
- Steps required by Fann Environmental, Facilitation PLLC, and AUBS so that they can perform needed duties for the District.
- Are there steps required by the City?
- D. Shepherd noted the need for customer communication indicating transfer of billing operations, billing date, etc.
- G. McConnell noted the need for a transfer agreement between the Mountain Club Community Association and the Water District.

Action: C. Witham to do further research and expand the list.

- B. **Google Account Login Security:** C. Witham explained that our Google email is subject to hacking, and recommended that multi-factor authentication be turned on. The board had no objections, so he will do this.
- C. **Board Meeting Signs:** C. Witham noted that several people at the Budget and Rates/Fees hearing were unaware that the District has been meeting and suggested that signs be posted before each meeting. The board agreed.

Motion: C. Witham moved to approve up to \$200 for Board Meeting signs. D. Shepherd seconded. Motion carried unanimously.

Action: S. Rupe and G. McConnell to design and order the signs.

- D. **Board Meeting Start Time:** C. Witham explained that a later start time would allow more people (especially those who work) to attend the meetings. The Board discussed starting at 5 vs. 5:30 p.m.

Motion: C. Witham moved change the meeting time to 5:30 p.m. K. Erwin seconded. Motion carried unanimously.

10. Future Agenda Items:

- A. **Proposed Agenda Items for the Next Meeting:** The following items will be on the next agenda: personal auto insurance policy, leak forgiveness policy.
- B. **Next Regular Board Meeting Date and Time:** The next meeting will be on **July 23, 2026** at 5:30 p.m.

11. Adjournment: With no further business, the meeting adjourned at 5:03 p.m.

Respectfully submitted,

Gloria McConnell

Volunteer

Mountain Club Domestic Water Improvement District

Posted:

/s/Gloria McConnell

Date: _____

Time: _____

Approved:

Date: 7/27/2026

Time: 2 p.m.

AZ One Credit Union Account Balances & Yavapai July 8,2026

Mountain Club DWID	Member Account Account # 8438	Money Market Account Account # 8465	Checking Account Account # 8456
Beginning Balance	\$5.00	\$25,578.47	\$5,328.14
Deposits		\$0.00	\$0.00
Withdrawals		\$0.00	\$0.00
Fees / Miscellaneous charges	\$0.00	\$0.00	\$0.00
Fee Reversal	\$0.00	\$0.00	\$0.00
Interest Earned/ Dividends	\$0.00	\$22.90	\$0.53
Ending Balance	\$5.00	\$25,601.37	\$5,328.67

Mountain Club DWID	Checking Account # 8456	
Beginning Balance	\$5,328.67	
Deposits	\$0.00	
Cash Withdrawal	\$0.00	
Check 104		
Check 105		
Electronic transfer #902		
Electronic transfer #903		
Electronic transfer #904		

