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

## Open Meeting Minutes

**Date**: August 13, 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 New member Gary Volkenant

Board Members Absent: Chris Witham

Volunteer Staff: Karyn Osterman (by phone), Gloria McConnell

1. **Call to Order** by S. Rupe, Interim Chair, at 5:31 p.m.
2. **Pledge of Allegiance**
3. **Board Roll Call**: See above.
4. **Attendee Introductions**:
   Volunteer staff: Karyn Osterman and Gloria McConnell
   Public: Ten members of the public were in attendance, including: K. Johnson, L. Wall, M. Stockstell, L. McKay, M. McKay, J. Rupe, G. Volkenant, S. Owens, R. Olsen, J. Rice.
5. **Consent Agenda**:
   A. **Approval of July 23 2026, minutes**: Minor corrections were noted by S. Rupe and Ka. Osterman. **Motion:** S. Rupe moved to approve the 07/23/2026 minutes with corrections; K. Erwin seconded the motion. Motion carried unanimously.

      **Action**: G. McConnell to post corrected minutes to the District website.
6. **Reports and Correspondence**
   A. None.

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7. **Old Business**
   A. **District Insurance Policy Status**: D. Shepherd reported he received the Grundy Insurance information, including a quote. He noted that this company has a division devoted to water systems and entities such as the District and that they provided a very competitive quote. In addition, he stated that he is still working with the Marshall Insurance to obtain a quote from them.

      **Actions**: a) All board members are to review the Grundy and any other insurance information provided before the next meeting and be prepared to discuss and select an insurance company. b) D. Shepherd to provide insurance information to G. Volkenant (new board member) and also continue working with Marshall Insurance.
   B. **District Member Vehicle Insurance Policy**: The need for a policy requiring proof of insurance for anyone using their car for District business was discussed briefly. D. Shepherd stated that

Grundy Insurance provided information on the minimum insurance that should be required, which will need to be incorporated into the policy.

**Actions**: a) D. Shepherd to have the Grundy recommendation distributed to Board members. b) Board members are to review the Vehicle Insurance Policy (included in this packet) and Grundy's recommendation so they will be able to discuss/vote on the policy at the next meeting.

C. **Board Member Opening**: D. Stewart's verbal resignation was effective July 31, 2026. The term for his seat expires in 2028. G. Volkenant volunteered to fill the open seat. He was introduced at the last meeting and reviewed his credentials at this meeting. It was noted that he met with volunteers and board members to better understand his role and responsibilities. D. Shepherd thanked him for doing so. It was also noted that D. Stewart's banking access and privileges needed to be formally removed due to his resignation.

Ka. Osterman noted that the Oath of Office must be signed and delivered to the Yavapai County Clerk of the Board. G. Volkenant stated that he had already done so.

**Motion**: S. Rupe moved to appoint Gary Volkenant to fill the vacancy created by the resignation of David Stewart from the Board of Directors and serve the remainder of that unexpired term, pursuant to A.R.S. 48-1012; K. Erwin seconded the motion. Motion carried unanimously.

**Motion**: S. Rupe moved to remove David Stewart's signing authority, account access, and administrative privileges from all District bank accounts at One AZ Credit Union and the Yavapai County warrant account, effective immediately, due to his resignation from the Board of Directors. D. Shepherd seconded the motion. Motion carried unanimously.

**Actions**: C. Witham or G. McConnell to follow up with D. Stewart on his formal resignation notice. C. Witham and/or S. Rupe to remove D. Stewart from all bank-related access and authority and to add G. Volkenant as the authorized Treasurer.

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**8. New Business**

A. **Appointment of a Records Officer:** The statutory requirement for a Records Officer for the District was discussed [A.R.S 41-151.14(A)(6)]. S. Rupe volunteered to serve as the Records Officer.

**Motion**: S. Rupe moved to appoint herself as the District Records Officer, to direct the District's record management program, and serve as the official liaison to the Arizona State Library, Archives and Public Records (LAPR) division, effective immediately. G. Volkenant seconded the motion. Motion carried unanimously.

**Action**: S. Rupe to take actions required by the above statute.

B. **Appointment of District Board Treasurer**: G. Volkenant agreed to assume the role of Treasurer.

**Motion**: S. Rupe move to appoint Director Gary Volkenant as District Treasurer, effective immediately, and grant him full signatory authority and administrative access to all District bank accounts at the One AZ Credit Union, as well as full authority to manage, review, and execute

warrants and claims on the District's Yavapai County warrant account. D. Shepherd seconded the motion. Motion carried unanimously.

**Action**: C. Witham and/or S. Rupe to work with OneAZ Credit Union and the County to ensure G. Volkenant has the appropriate banking privileges.

9. **Call to the Public**:
   Resident K. Olsen asked if there is enough information on the website to get up to speed on the District. S. Rupe gave an overview of progress to date. D. Shepherd provided additional information. A question was asked about when the DWID will be operational; the answer was that the District is waiting on the City.
10. **Future Agenda Items**:
    A. **Proposed Agenda Items for the Next Meeting**: The following items will be addressed at the next meeting: a) Insurance; b) District Member Vehicle Insurance Policy; c) Report on City's progress regarding lead testing and draft water agreement.
    B. **Next Regular Board Meeting Date and Time**: The next meeting will be on **9/10/2026** at 5:30 p.m.
    C. **To do**: G. McConnell to send current packet to G. Volkenant; C. Witham to add G. Volkenant to mailing system for future packets and correspondence.
11. **Adjournment**: With no further business, the meeting adjourned at 6:19 p.m.

Respectfully submitted,

*Gloria McConnell*
Volunteer
Mountain Club Domestic Water Improvement District

**Posted:**

/s/Gloria McConnell Draft: Date: 8/18/2026 Time: 5:30 p.m.

/s/Gloria McConnell Approved: Date: 09/27/2026 Time: 6:01 p.m.