

Mountain Club Domestic Water Improvement District

Prescott, AZ

Open Meeting Minutes

Date: June 11, 2026

Time: 4:00 p.m.

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

Attendance

Board Members Present:

Susan Rupe

Doug Shepherd (by phone)

Dave Stewart (by phone)

Chris Witham

Board Members Absent: Kent Erwin

Volunteer Staff: Karyn Osterman, Gloria McConnell

Public: One member of the public was in attendance.

1. **Call to Order** by C. Witham, Chair, at 4:01 p.m.

2. **Pledge of Allegiance**

3. **Roll Call:** See above.

4. **Staff/Volunteer Introductions:** See above.

5. **Consent Agenda:**

A. **Approval of prior month's minutes:** No corrections were noted.

Motion: D. Stewart moved to approve the 5/28/2026 minutes; D. Shepherd seconded the motion. Motion carried unanimously.

Action: G. McConnell to post approved minutes.

6. **Reports and Correspondence**

A. **Board Chairperson's Report:** C. Witham reported the following:

i. Budget/fees public hearing: The meeting announcement was published in the paper on June 9; it will be published again June 16th. The announcement has also been posted at the library and Clubhouse kiosk; signs (which have been ordered) will be posted later.

Action: C. Witham will post signs on 6/21.

ii. Highland Pines meeting: C. Witham noted that he and G. McConnell attended the Highland Pines budget/fees meeting; he provided some observations.

iii. Contracts:

- Fann Environmental – Waiting for a letter of engagement.
- Facilitation PLLC – C. Witham reported that S. Ahlbrecht had several questions regarding the addendum provided by District attorney. The agreement has been signed, though, and he is working on the contract start date.
- Arizona Utility Billing Solutions – The agreement has been signed.

- iv. Elections: C. Witham noted that he has turned in his candidacy paperwork to the County. The deadline (for D. Shepherd) is July 6.
- B. **Treasurer's Report:** D. Stewart provided the funds report; see the last page of these minutes. C. Witham clarified bank fees and noted that no fees will be imposed if certain balances are met.

7. Old Business

- A. **Tentatively Adopted District Budget and Rate & Fee Schedule:** C. Witham explained the information to be presented at the public hearing and order of events. He stated that two resolutions are needed. He also noted that at the meeting, paper copies will be available for attendees and the meeting focus will be on the budget and rates, not to explain why the District was formed. This will guide the public forum portion of the meeting.
Actions: C. Witham to write the needed resolutions. Copies of budget and rates/fees sheet to be made in time for the meeting.
- B. **District Insurance Policy Status:** In response to the fact that Highland Pines uses NFP Insurance, D. Shepherd noted that he contacted that company previously. He will contact them again. He also reported that Grundy Insurance has various items to be submitted.
Action: G. McConnell to follow up with Grundy and complete their application. D. Shepherd to contact NFP again.
- C. **Possible District Disconnection Policy:** The board discussed having a policy vs. a procedure. They agreed that they need a simple policy to make it clear to residents what will occur if water bills are not paid. They also need a procedure for the board/billing company/water operator explaining the steps that will be taken.
- D. **Actions:** C. Witham to check with the City regarding their procedure; G. McConnell to check the different district documents that she has.
- E. **Possible Low-Income Billing Assistance Policy:** S. Rupe reported that the City of Prescott does not have such a policy or program, but it does offer rebates for water conservation expenses (e.g., rainwater barrel). She noted that several types of organizations may be able to provide assistance, such as NACOG, AARP, or the Salvation Army. Ka. Osterman mentioned the AZ-211 program as another resource. C. Witham noted that the District might offer a temporary payment arrangement.
Action: The Board should be prepared to discuss a possible temporary payment plan at next meeting.

8. New Business: None

9. Future Agenda Items:

- A. **Proposed agenda items for the next meeting:** a. Add Sonn Ahlbrecht to the District bank accounts. b. Find a replacement for D. Stewart, who is moving out of the District later this summer. c. Discuss and possibly adopt a temporary payment plan.
- B. **Next regular board meeting date and time:** The next meeting will be on **June 25, 2026** at 4:00 p.m.

10. Call to the Public: Regarding a low-income policy, resident G. Volkenant agreed that the Board is premature and basic information for residents should be adequate.

11. Adjournment: With no further business, the meeting adjourned at 5:05 p.m.

Respectfully submitted,

Gloria McConnell

Volunteer

Mountain Club Domestic Water Improvement District

Posted:

/s/Gloria McConnell

Date: _____

Time: _____

Approved:

Date: 7/1/2026

Time: 12:29 p.m.