

**MINUTES**  
**PINE CREEK CANYON DOMESTIC WATER IMPROVEMENT DISTRICT**  
PO Box 945, Pine, AZ 85544  
September 21, 2024

Regular Meeting  
Date: Saturday, September 21, 2024

**Place: District Office of Pine Creek Canyon DWID, 3617 N Hwy 87, Ste A, Pine AZ 85544**  
**Teleconference Number: 1-877-594-8353, Participant Pass code 20932491#**  
**Phone in participants will be placed on hold listening to music until the**  
**Chairperson joins the meeting**  
Time: 9:00 AM

DRAFT  
Until approved at a future meeting

**1. CALL ORDER**

The meeting was called to order at 9:00 AM by Chairman Allan Johnson.

**2. ROLL CALL OF BOARD MEMBERS/DECLARATION OF QUORUM**

Present - Allan Johnson, Bill McClung, Tom Kelly and Jim Crews and via phone Dave Karr. A quorum is declared. Others Present: Harry Jones, District Manager; Steve Stevens, Associate District Manager; Susan Thompson-Administration Assistant. No members of the public were in attendance.

**3. CALL FOR MOTION TO APPROVE MINUTES OF THE FOLLOWING MEETING(S):**

**June 15, 2024, Regular Meeting**

**July 22, 2024, Special Budget Meeting**

Mr. Crews moved to approve the minutes of the above meetings. Mr. McClung seconded the motion. All say Aye, and none say Nay. The motion passed.

**4. CALL TO THE PUBLIC FOR INPUT ON SCHEDULED AGENDA TOPICS**

No comments from the public on the current agenda items.

**5. REPORTS**

**a. TREASURER'S REPORT**

**5 [a-d]** Treasurer McClung presented a brief overview of the August 31, 2024 balance sheet, profit and loss, budget vs. actual reports, and cash flow. He noted we were down a bit on cash due to our funding the Waste Water Treatment Plant project which we have not been reimbursed for as of August 31, 2024. There was a discussion that we could pay off some of our loans if we wanted to but it might be better to continue paying on them. Mr. McClung stated that we are in good financial position and we still maintain excellent liquidity.

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**5 [e-f]** The Board voted unanimously to approve the check register and cash disbursement. Mr. Kelly made a motion to approve the check registers and cash disbursements. Mr. McClung seconded the motion. All say Aye, and none say Nay. The Motion passed.

**6. DISTRICT MANAGER REPORTS**

**6 [a-b]** Mr. Stevens reviewed the water reports with the board indicating that the values for the well output and the depth to water were within the range we expected. Increased water use is in line with increased home construction and occupancy.

**6 [c]** Mr. Stevens reported there is still only one new home expected to be constructed within the next year.

**6 [d]** Mr. Stevens reported about the upgrades to the Wastewater Treatment Plant, which include three electrical panels to control the blowers and the effluent. The South and West fence removal and cleanup has been completed. Mr. Jones discussed the property line and where we would put the new fence when it is replaced. A report from Doug Crowl about our pond was given to the board members and included in their packets. We discussed the recommendations included in the report.

**6 [e]** Mr. Stevens gave an update on the first disbursement of our WIFA loan for the WWTP project. We drew \$42,656.91 from our loan for our first draw.

**6 [f]** Mr. Jones gave an overview of the current status of the CPA review which is expect to be completed by November.

**6 [g]** The staff discussed with the board the transition of duties from Mr. Jones to Mr. Stevens and Ms. Thompson. Mr. Jones expects his billing during January to June 2025 to be about 25% of the amounts in the prior years.

**6 [h]** Mr. Stevens informed the Board there has no additional papers submitted to Gila County by other candidates for the Board so there will not an election. Mr. Crews and Mr. Kelly will be appointed to the Board on January 1, 2025 for a 4-year term.

**6 [i]** Mrs. Thompson gave an update on the ACH activities. She reported that PCCDWID had at this time 64 (equaling 48%) customers using ACH. There have been no issues with the ACH to date. We have received positive input about this new program. Mr. Stevens presented information on customers using credit cards to pay their account and the fees attached to this use. After discussion, the Board tabled the use of credit cards to pay the homeowner's invoices until there was more interest in their use.

**6 [j]** Mr. Jones informed the Board about a lightening strike at the Deep Well and the minimal damage we received because of the protection that was in place. He informed them that more protection was on order and would be installed for approximately \$2,000.00.

**7. CALL TO THE PUBLIC FOR ANY NON-AGENDA ITEMS RELATED TO DISTRICT AFFAIRS**

There was none.

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8. **CONFIRM ESTABLISHED DATE AND DESIRED TOPICS FOR THE NEXT REGULAR BOARD OF DIRECTORS MEETING TO BE HELD:**  
December 14, 2024 at 9:00 AM

9. **MOTION TO ADJOURN**  
The meeting was adjourned at 10:29AM. Mr. Kelly made the motion to adjourn the meeting and Mr. Crews seconded. All say Aye. None say Nay. The motion passed.

*Submitted By:* \_\_\_\_\_ *Posted as of* \_\_\_\_\_ M