

MINUTES  
PINE CREEK CANYON DOMESTIC WATER IMPROVEMENT DISTRICT  
PO Box 945, Pine, AZ 85544  
September 17, 2022

Regular Meeting  
Date: Saturday, September 17, 2022

**Place: Pine-Strawberry Fire Department Training Room, 6198 W. Hardscrabble Road, Pine, Arizona 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 9:10 AM by Chairman Allan Johnson.

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

Present - Jim Crews, Allan Johnson, Tom Kelly and Dave Karr. Others Present: Harry Jones, District Manager, Pat Watson, Administrative Assistant, Tom Jones, Resident.

**3. CALL FOR MOTION TO APPROVE MINUTES OF THE FOLLOWING MEETING HELD ON June 18, 2022 Regular Meeting**

Mr. Karr moved to accept the Minutes of the meeting listed above. Mr. Kelly seconded. Roll Call: Mr. Crews, Dr. Johnson, Mr. Karr and Mr. Kelly. All say Aye. None say Nay. Motion passed.

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

Mr. Tom Jones asked if there would be any increases in fees in the near future. Mr. Harry Jones answered there would be no increase for this fiscal year, noting that the base water rate did increase on July 1, 2022 by \$5.00 per month.

**5. TREASURER'S REPORT**

Mr. Crews reported the cash position consisted of \$355K plus \$107K of restricted cash related to WIFA loans, for a total of \$462K of cash. Mr. Jones noted there is an Account Receivable of \$15K from WIFA that should be added to that total within a few days.

Mr. Crews noted that the revenue through two months was slightly under budget since one impact fee for sewer and one for water (total \$8,800) actually was received earlier than expected ( in late June of the prior fiscal year) rather than in July. He noted all major expenses for the first two years were under budget so that net income was \$1,500 better than the budget.

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**6. DISTRICT MANAGER'S REPORT**

Mr. Jones reported that the depth of water in the wells and the productivity of the wells were as expected, as was the total water used. He reported that the average monthly use per households is down slightly because we have about nine homes being billed, but still under construction and not using much water.

Mr. Jones reported that the two WIFA projects (one loan) for meter upgrades and for pump station upgrades were completed as of August 31, 2022 and WIFA has approved the final draw request for \$15K. He indicated all aspects of the project continue to perform as expected and that it appears there is some improved electrical efficiency with the new 10 hp pump/motor on the pump station. Me. Crews asked if Mr. Jones had taken any action on new “restricted view” fencing at the WWTP, and Mr. Jones indicated he is awaiting estimated costs from a fence installer. He discussed possibly adding brown slats to the chain link. Mr. Kelly suggested possibly just adding a “Tuff Shed” to the property.

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

Mr. Tom Jones stated the HOA would be repaving the road to the water tank.

**8. CONFIRM ESTABLISHED DATE OF THE NEXT REGULAR BOARD OF DIRECTORS MEETING TO BE HELD:**

December 10, 2022

**9. MOTION TO TEMPORARILY ADJOURN Regular Public Meeting to Executive Session (no public attendances allowed).**

Mr. Crews moved to adjourn to an Executive Meeting. Mr. Karr seconded. All say Aye and none say Nay. Motion passed.

**10. MOTION TO RESUME REGULAR PUBLIC MEETING.**

Mr. Crews moved to resume the regular meeting and Dr. Johnson seconded. All say Aye and none say Nay. The motion passed.

**11. DISCUSS AND TAKE POSSIBLE long term action the Board Directors may need to consider related to a succession plan for other personnel to transition into the existing positions of District Manager and Administration Assistant for the District.**

Upon resumption of the regular meeting after the end of the executive session with Mrs. Watson and Mr. Jones, Dr. Johnson introduced the topic of the Board possibly taking some action related to succession planning in terms of possible inability to work, and preliminary retirement plans he recently discussed with Mrs. Watson and Mr. Jones. Mr. Jones explained that neither of them was planning for any immediate time off or retirement, but they did not want the Board to be caught short in terms of replacement staffing required because of bad health or any immediate needs for retirement.

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The Board members and Mrs. Watson and Mr. Jones discussed the situation and indicated they would all keep their eyes open for opportunities to locate personnel to succeed the management team. Mr. Crews commented that adequate funding for succession activities were in the current budget. Mr. Crews commented he thought Mr. Jones should make any decision related to activities regarding additional help, changes in operating activities or for training of new personnel related to Mrs. Watson. He also expressed his desire to have the whole Board participate in the succession activities related to Mr. Jones. No Decisions were made on this Agenda topic.

**12. MOTION TO ADJOURN**

Mr. Karr moved to adjourn the meeting and Mr. Kelly seconded. All say Aye and none say Nay. The meeting was adjourned at 11:25 AM.

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