

**MEETING MINUTES**  
**Pine Creek Canyon Domestic Water Improvement District**  
**P.O. Box 945, Pine AZ 85544**

**Special Meeting**  
Tuesday February 06, 2024

Telephonic Meeting  
Time: 5:00 PM

---DRAFT---

Until approved at a following meeting

*The Pine Creek Canyon Domestic Water Improvement District (PCCDWID) met in a Special Meeting as stated above. The meeting was held telephonically. The Board may vote to go into Executive Session on any agenda item for any type of Executive Session indicated below or pursuant to legal advice with the District's attorney( A.R.S. § 38-431.03(A)(3)) on matters as set forth in the agenda item.*

1. **CALL TO ORDER** for Special Meeting

The meeting was called to order at 5:01 PM by Chairman Allan Johnson.

Present: Dr. Johnson, Mr. Karr and Mr. Kelly and, Mr. Crews. Also present, Mr. Jones District Manager, Steve Stevens, Associate District Manager and Susan Thompson.

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

Dr. Johnson, Mr. Karr, Mr. Kelly and Mr. Crews were all present and a quorum was declared.

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

None - No Public Attended.

4. **DISCUSS AND TAKE POSSIBLE ACTION RELATED TO** authorize the District Manager, Harry D. Jones, or Chairman or his designee to apply for a WIFA loan for approximately \$160,000.00 for upgrades to the WWTP Controls Systems.

After Mr. Jones highlighted the need for enhancing the reliability and efficiency of the various electric panels, equipment components, and buildings at the wastewater treatment plant, numerous questions by each of the Board members were answered by Mr. Jones including worker safety issues with the current limited access buildings; payment terms on the loan; adequacy of the contingency amount; coverage in the budget for project management services; experience of our electrician in terms of design, panel fabrication, and installation; next steps in the WIFA process; total project time; etc. After the discussion ended Mr. Karr made a motion and Mr. Kelly seconded a motion to authorize District Manager Harry Jones, and/or Chairman Johnson or his designee, to execute the attached resolution and related documents so as to apply for a WIFA loan for up to \$160,000 to help finance upgrades to the WWTP controls, equipment, and buildings with the District contributing \$16,000 of its own reserve funds to help complete the project as outlined in the draft WIFA application and budget presented previously to each Board member.

7. **MOTION TO ADJOURN**

The meeting adjourned at 5:27 PM.

**MEETING MINUTES**  
**Pine Creek Canyon Domestic Water Improvement District**  
**P.O. Box 945, Pine AZ 85544**

**Special Meeting**  
**Tuesday February 06, 2024**

*CALL TO THE PUBLIC: Those wishing to address the District during the meeting for issues within the Board’s jurisdiction need not request permission in advance, but they should indicate their desire to address the Board on the sign-in guest register provided. During this meeting, the Board is permitted to discuss and possibly take action for public comments related to topics listed on this agenda. Because of the restrictions of the open meeting laws, the PCCDWID Board is not permitted to discuss, or take action on any item raised in the call to the public that are not on this agenda; however, individual Board members may respond to criticism directed to them. Otherwise, for topics not on this agenda, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The Chairman of the meeting may limit the number and length of public comments in order to maintain a reasonable meeting schedule.*

*PERSONS WITH DISABILITIES: If any disabled person needs any type of accommodation, please notify the PCCDWID prior to the schedule meeting time. 928-476-2260.*

*EXECUTIVE SESSIONS: After voting to do so, the Board may go into executive session at any time during this scheduled meeting for consideration of items included on the above agenda if the topics to be discussed meet the requirements of ARS 38.431.02 (a), (1), (3) and/or (5). Additionally, the Board may, during this meeting call for an executive session to be held at a future time after this meeting. Per ARS 38.431.03, executive sessions are closed to the public and only the following seven category topics are permitted to be discussed: 1) Personnel Matters; 2) Discussion of Confidential Records; 3) Legal Advice from attorney; 4) Litigation, Contract Negotiations, and Settlement Discussions with attorney; 5) Discussions with designated Representatives Regarding Salary Negotiations; 6) International, Interstate and Tribal Negotiations; and 7) Purchase, Sale or Lease of Real Property; 8) Discussion of school safety programs; and 9) Discussion related to security of the facilities, information technology, and records storage.*

**By:** \_\_\_\_\_

**Acting for the Board of Directors**

**Posted as of:** \_\_\_\_\_ **M.**