

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

Special Meeting and Study Session

Date and Time:

Tuesday May 4, 2024 at 9:00am

Held at the District Office at 3617 N Hwy 87, Ste A, Pine, AZ 85544

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Until approved at a following meeting

The Pine Creek Canyon Domestic Water Improvement District (PCCDWID) met in a Special Meeting and Study Session as stated above. The meeting was held in person at Pine Creek Canyon DWID District Office at 3617 N. Hwy 87, Ste A, Pine, AZ 85544. 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

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

Present: Dr. Johnson, Mr. Karr and Mr. Kelly and, Mr. McClung. Members present via telephone were Mr. Crews. Also present, Mr. Jones, District Manager and Susan Thompson. Mr. Stevens, Associate District Manager was present via telephone.

2. ROLL CALL OF BOARD MEMBERS/DECLARATION OF QUORUM

Dr. Johnson, Mr. Karr, Mr. Kelly and Mr. Crews and Mr. McClung 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 approval of a proposed budget and rate and fee schedule for the District for the 2024-2025 fiscal year, such budget and rates and fees to be the topic of a public hearing that is to occur during the regularly scheduled Board meeting of June 15, 2024.

Mr. McClung gave an overview on the budget. Property taxes will be raised by \$10,000 based on estimated collections on new homes added to the District. Water rates will not be raised but the sewer rates will be raised \$6.00 to \$62.25 a month (they haven't been raised since 2011). Mr. Kelly made a motion, seconded by Mr. Karr, to approve the proposed budget and rate fee for the District's for the 2024-2025 fiscal year, such budget and rates and fees to be topic of a public hearing that is to occur during the regularly scheduled Board meeting of June 15, 2024 and for the District Manager to take all required action to properly post and publish the notice of such meetings. Roll call was taken. All say Aye. None say Nay. The motion passed.

5. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO issuing a call for election on Tuesday, November 5, 2024, at which time the Board of Director seats currently occupied by Tom Kelly and James Crews are subject to election and for the District Manager to take all required actions to notify the District

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Members of such open Board seats and to engage the Gila County Elections Department to hold such election on behalf of the District.

Mr. Karr made a motion, seconded by Mr. McClung, to issuing a call for an election on Tuesday, November 5, 2024, at which time the Board of Director seats currently occupied by Tom Kelly and James Crews are subject to election and for the District Manager to take all required actions to notify the District Members of such open Board seats and to engage the Gila County Elections Department to hold such election on behalf of the District. Roll call was taken. All say Aye. None say Nay. The motion passed.

6. **DISCUSS AND TAKE POSSIBLE ACTION RELATED TO** the PCCDWID Board passing a resolution to take all actions to approve and carry out the terms and conditions of the WIFA loan scheduled for approval by the WIFA Board on or about May 15, 2024, such loan a maximum of \$123,000.

Mr. Crews amended the motion adding the WIFA loan approval be subject to receiving a forgiveness amount of \$61,500. The motion was made by Mr. Crews for the PCCDWID Board to pass a resolution to take all actions to approve and carry out the terms and conditions of the WIFA loan scheduled for approval by the WIFA Board on or about May 15, 2024, such loan a maximum of \$123,000 subject to receiving \$61,500 in loan forgiveness from WIFA and seconded by Mr. McClung. Roll call was taken. All say Aye. None say Nay. The motion passed.

7. **DISCUSS AND TAKE POSSIBLE ACTION RELATED TO** declare an emergency to commence the WIFA project immediately after approval of the loan by the WIFA board, such declaration allowing the District to promptly pursue the project without delay.

Mr. Kelly made a motion, seconded by Mr. Karr to declare an emergency to commence the WIFA project immediately after approval of the loan by the WIFA board, such declaration allowing the District to promptly pursue the project without delay. Roll call was taken. All say Aye. None say Nay. The motion passed.

8. **UPDATE REPORTS:**

- **Status of new projects as required by ADEQ**

Mr. Stevens reported on ADEQ Lead and Copper survey that would require all water companies to determine how much lead was used in their systems. Since our community was built after the lead ban went into effect, we have met their requirements for the survey. ADEQ will contact us if they need any additional information.

- **Schedule for making available new customers bill paying procedures**

Mr. Stevens reported that we have acquired a check scanning machine. Machine has been installed and is up and running. This will allow us to deposit checks to our bank account on a daily basis from our office.

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Mr. Stevens also reported on the ACH (automated bank withdrawals) feature we will soon offer to our homeowners. We are in the final stages of making this feature available to them.

9. **CALL TO PUBLIC FOR INPUT ON TOPICS NOT ON THE CURRENT AGENDA** (see footnote below regarding procedures). No public comment.

10. **CONFIRM ESTABLISHED DATE AND DESIRED TOPICS FOR THE NEXT BOARD OF DIRECTOR'S MEETING.**
June 15, 2024 – Topics will include the 2024-2025 Budget

11. **MOTION TO ADJOURN.**
Mr. Karr moved to adjourn the meeting and Mr. Kelly seconded. All say Aye and none say Nay. Motion passed. The meeting was adjourned at 9:37am.

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; 7) Purchase, Sale or Lease of Real Property; 8) Discussions 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.**