

**MINUTES**  
**PINE CREEK CANYON DOMESTIC WATER IMPROVEMENT DISTRICT**  
PO Box 945, Pine, AZ 85544  
September 20, 2025

Regular Meeting  
Date: Saturday, September 20, 2025

**Place: District Office of Pine Creek Canyon DWID, 3617 N Hwy 87, Ste A, Pine AZ 85544**

**Teleconference Number: 1-866-580-6521, Participant Pass code 98193837#**

**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 9:01 AM by Secretary Jim Crews.

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

Present – Tom Kelly. Board Members present on the telephone: Bill McClung, Jim Crews. Mr. Crews declared a quorum. Others present: Steve Stevens, District Manager; Harry Jones, Associate District Manager; Susan Thompson-Administrative Assistant and Carri Kelly (homeowner).

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

**June 21, 2025, Regular Meeting**

Mr. McClung moved to approve the minutes of the above meeting. Mr. Kelly 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**

**TREASURER'S REPORT**

**a-d:** Treasurer McClung then presented a brief overview of the August 31, 2025 Balance sheet, P&L, Budget vs. actual reports, Cash flow, and noted in particular that the cash of \$324,908.00 in the operating and reserve accounts plus \$141,902.00 in WIFA required reserve for a total for cash balance of \$466,810.00. Mr. McClung summarized indicating that the District was in excellent financial position and was maintaining adequate liquidity.

**e:** The Board voted unanimously to approve the check register and cash disbursements.

**f:** The Board had no comments related to the District Manager or Associate District Manager's Invoices.

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**6. DISTRICT MANAGER'S REPORT**

**a-b:** Mr. Stevens reported the recent values for well output, depth to water, water used, etc. and concluded all the control variables appeared normal. The District is anticipating two new hook-ups for the coming year per Portal IV HOA

**c:** Mr. Stevens reported that the District has provided all information asked for during our review at this time. Haynie & Company might ask for additional information as we go forward. We are expecting a response within the next few weeks.

**d:** Mr. Stevens reported that the 2024 CCR report was corrected by our lab and we were in compliance in all areas. The report was posted on the PCCDWID.org website as REVISED.

**e:** Mr. Stevens reported on a question about previous reporting on Lead and Copper samples. Mr. Stevens stated that was in the year of 2022 and we have been on a regular schedule since the beginning of 2023.

**f:** Mr. Stevens reported that we had another issue with a blower motor running backwards but the new Scada Alert System in the WWTP notified all concerned and the problem was corrected before damage was done to that blower.

**g:** Mr. Stevens updated the Board on the project of realigning water pipes on Dream Catcher Way. The project has been completed. A new water line and meter were installed for Lot 124.

**h:** Mr. Stevens updated the Board on how many homes had sold within the last month.

**7. ASSOCIATE DISTRICT MANAGER REPORTS**

**a:** Associate District Manager Harry Jones gave a history of the well site at the exit gate. No further discussion.

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

There was none.

**9. CONFIRM ESTABLISHED DATE AND DESIRED TOPICS FOR THE NEXT REGULAR BOARD OF DIRECTORS MEETING TO BE HELD:**

December 13, 2025 at 9:00 AM

**10. MOTION TO ADJOURN**

The meeting was adjourned at 10:02AM. Mr. Crews made the motion to adjourn the meeting and Mr. Kelly seconded. All say Aye. None say Nay. The motion passed.

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