

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

Regular Meeting
Date: Saturday, December 13, 2025

Place: District Office at 3617 N Highway 87, Suite A, Pine, Arizona 85544
Teleconference Number: 1-866-580-6521, Participant Pass code 83651801#
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 8:59 AM by President Allan Johnson

2. ROLL CALL OF BOARD MEMBERS/DECLARATION OF QUORUM

Present – Jim Crews, Bill McClung, Tom Kelly, Dave Karr and Allan Johnson. A quorum is declared. Others Present: Steve Stevens-District Manager, Harry Jones-Associate District Manager, and Susan Thompson-Administration Assistant. No public attended.

3. CALL FOR MOTION TO APPROVE MINUTES OF THE FOLLOWING MEETING(S):
September 20, 2025, Regular Meeting

Mr. Kelly moved to approve the minutes of the above meeting. Mr. Karr 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. TREASURER'S REPORT

5a. Mr. McClung presented a brief overview of the November 30, 2025 Balance sheet, P&L, Budget vs. Actual reports and cash flow, noting in particular that the cash position of \$368,140.03 plus WIFA required debt payment and replacement reserves of \$148,774.15 for total cash of \$516,914.18. Mr. McClung summarized that the District was in excellent financial position and was maintaining adequate liquidity.

5b. and 5c. The Treasurer then reviewed Profit & Loss and the Budget vs. Actual Report noting that property tax collections through five months were \$69,582.67 and slightly ahead of the planned \$125,000 total for the full year.

5d. The Cash Flow statement appeared normal.

5e. Mr. Crews moved to approve the Check Registers/Cash Disbursements for the last three months. Mr. McClung seconded the motion. All say Aye, and none say Nay.

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5f. There was no discussion concerning the District Manager's or Associate District Manager's invoices for the last three months.

6. DISTRICT MANAGER'S REPORT

6a. Mr. Stevens reported: Aquifer conditions are healthy. The supply of water to the shallow well continues to be adequate with no problems to report. The deep well is also performing well with no problems to report.

6b. Total Water Usage has been consistent with what we have seen in the past.

7. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO the CPA annual review report submitted by Haynie & Company CPA.

A draft copy of the CPA Review was distributed to the board. Mr. McClung said he was pleased with the review. Mr. Karr moved that we approve the CPA Review from Haynie & Company dated June 30, 2025. Mr. Kelly seconded the motion. All say Aye, and none say Nay. The motion passed. Mr. McClung and Mr. Stevens then executed the Management Representation Letter.

8. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO decline or make offer on adjacent properties in Pine.

Mr. Crews moved to authorize Mr. Jones to have discussions with a property owner in the Pine area for possible acquisition, setting amounts for a quick purchase and any higher amount that would require further authorization from the Board. Mr. Karr seconded the motion. All say Aye, and none say Nay. The motion passed.

9. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO possibly applying for a WIFA or other loan to acquire, further develop, and potentially integrate the property acquisition into our existing infrastructure and the storage tank recoating costs.

Mr. Crews moved that the District begin the process of applying for WIFA funds for future infrastructure projects up to \$350,000. Mr. Karr seconded the motion. All say Aye, and none say Nay. The motion passed.

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

No public comments.

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

March 21, 2026 at 9:00 am

12. MOTION TO ADJOURN

Mr. Kelly made a motion and seconded by Mr. Karr to adjourn. All say Aye. None say Nay. The motion passed. Adjourned at 10:25am

Submitted By: _____ Posted as of _____ M