

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

Regular Meeting
Date: Saturday, March 21, 2026

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 9:00 AM by Chairman Allan Johnson
- 2. ROLL CALL OF BOARD MEMBERS/DECLARATION OF QUORUM**
Present – Jim Crews, Bill McClung, and Allan Johnson. A quorum is declared. On the phone – Dave Karr. 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):
December 13, 2025, Regular Meeting and January 20, 2026 Special Meeting**
Mr. Crews moved to approve the minutes of the above meetings. Mr. McClung 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 February 28, 2026 Balance sheet, P&L, Budget vs. Actual reports and cash flow, noting in particular that the cash position of \$376,431.01 plus WIFA required debt payment and replacement reserves of \$151,426.08 for total cash of \$527,857.09. 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 \$87,872.72 and slightly ahead of the planned \$125,000 total for the full year.
5d. Mr. McClung moved to approve the Check Registers/Cash Disbursements for the last three months. Mr. Crews seconded the motion. All say Aye, and none say Nay.
5e. 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**

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- 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.
- 6c.** The District had one Hookup Impact fee paid in February and might expect one additional before 6/30/2026.
- 6d.** The District's Assessed Property values for 2026 rose 8.64% LCV per Mr. McClung.
- 6e.** All insurance policies in The District have been renewed for the 2025-2026 year with minor price increases.
- 6f.** There will be a WIFA visit if questions arise to merit the trip.
- 6g.** The District has changed over to cellular phone service and all seems to be working properly.
- 6h.** The District is in the process of changing its email address. All will be notified at that time. Both email addresses will be operational until completed.
- 6i.** The District had its ADEQ (every three years) inspections. Any and all corrections were completed before the inspection.
- 6j.** The Board confirmed the *Addendum to Water/Wastewater Multi-User Dwelling Public Facility and Large Meter (above ¾" User* dated 2/27/2026 to be attached to the *Water and Wastewater Rates and Fee Schedule* dated July 1, 2025.
- 6k.** All information request from Amber Perez have been emailed to her. She will follow-up if she has any other questions.
- 6l.** Discussion on what procedures are being followed on the repair of Lot 66 leak and addressing the status of Lot 67.

7. ASSOCIATE DISTRICT MANAGER'S REPORT

7a-b. Mr. Harry Jones did not have anything further to add on the subjects of the WIFA Loan status or the well at the exit gate. We are waiting for the hearing to come up on April 15, 2026 and we are submitting any additional requested items to WIFA as they review the loan request.

- 8. ADJOURN TO EXECUTIVE SESSION** at 10:24am by a motion made by Mr. Crews and seconded by Mr. McClung. All say Aye, and none say Nay.

- 9. RECONVENE REGULAR MEETING** at 10:26am.

- 10. DISCUSS AND TAKE POSSIBLE ACTION RELATED** to appointing a Portal IV owner to fill the vacancy on the Pine Creek Canyon DWID Board.

Mr. Crews moved that the District appoint to the District's Board Mr. Michael J. Roberts to fill the vacancy on the District's Board. Mr. McClung seconded the motion. All say Aye, and none say Nay. The motion passed.

- 11. DISCUSS AND TAKE POSSIBLE ACTION RELATED** to proposed dates of special meetings for the 2026-2027 budgeting process.

Mr. Crews suggested the initial meeting the middle of April and then again in early May to finalize. All agreed with dates to follow.

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- 12. **CALL TO THE PUBLIC FOR ANY NON-AGENDA ITEMS RELATED TO DISTRICT AFFAIRS**
No public comments.

- 13. **CONFIRM ESTABLISHED DATE AND DESIRED TOPICS FOR THE NEXT REGULAR BOARD OF DIRECTORS MEETING TO BE HELD:**
June 20, 2026 at 9:00 am

- 14. **MOTION TO ADJOURN**
Mr. McClung made a motion and seconded by Mr. Crews to adjourn. All say Aye. None say Nay. The motion passed. Adjourned at 10:34am

Submitted By: _____ *Posted as of* _____ *M*