

MINUTES  
PINE CREEK CANYON DOMESTIC WATER IMPROVEMENT DISTRICT  
PO Box 945, Pine, AZ 85544  
September 21, 2019

Regular Meeting  
Date: Saturday, September 21, 2019  
Place: Pine Strawberry Fire Dept. 6306 W. Hardscrabble Mesa Rd.  
Pine, Arizona 85544  
For conference call-in  
Teleconference Number 1-877-594-8353, Participant Passcode 20932491#  
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 Chairman Allan Johnson.

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

Present - Jim Crews, Allan Johnson. Dave Karr was present via telephone: Others Present - Harry Jones, District Manager, Watson, Administrative Assistant  
A quorum is declared.

**3. CALL FOR MOTION TO APPROVE MINUTES OF THE FOLLOWING MEETING HELD ON**

**a. June 15, 2019 Regular Meeting**

Mr. Jim Crews moved to accept the Minutes of the meeting listed above. Mr. Karr seconded. Roll Call: Mr. Crews, Dr. Johnson, and Mr. Karr. All say Aye. None say Nay. Motion Passed.

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

There was no public in attendance.

**5. REPORTS**

**a. Treasurer's Report**

**i. Balance Sheet**

Mr. Crews reported the numbers are right on budget two months into the fiscal year.

**ii. Revenues and Expenses**

We are on budget for fees and normal sales, and \$8,800 ahead on impact fees for new homes being added to the active customer list.

**iii. Budget vs. Actual Comparison**

Expenses are \$4,500 under budget and we continue to add to the reserves

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**iv. Status of Contingency/Reserve Account**

Mr. Jones explained the new Contingency/Reserve Report indicating historical changes in the balance that now totals \$97,006. It was noted there are additional reserves of \$74,256 related to required amounts held for WIFA loans.

**v. Check Registers/Cash Disbursements for the last three months (vote of Board required)**

Mr. Crews moved to accept the check registers/cash disbursements for the last three months and Mr. Karr seconded. All say Aye. None say Nay. Motion passed.

**b. District Manager's Report**

**i. Depth to water in wells**

Mr. Jones reported the depth to water near normal at the deep well. The shallow well is down about 5 ft. but still within range for this time of year.

**ii. Water Usage**

Water usage is comparable to historical numbers.

**iii. Status of Elk Rim (B-1 B-2) Development**

Currently has three homes being billed. One more is in the building process. There are four more in the planning stage; Lots 4, 5, 7, and 10. Lots B-3 and B-6 are under construction. There are also two lots in Portal IV under construction and one in plan review.

**iv. WWTP Upgrade Project**

Mr. Jones reported it is running better than it has been per operator Pat Carpenter.

**v. Inspection of Water Tank**

Mr. Jones reported this inspection will be done in the next couple of months. Divers will check the interior of the tank and make a video tape of the interior.

Mr. Karr asked if there was lock on top of the tank. Mr. Jones said there is.

- 6. DISCUSS AND TAKE POSSIBLE ACTION RELATED** to replacement of Board Member Robert Langley whose home sale is expected to close on September 16, 2019. Mr. Langley sent an email to the District Manager resigning as Board Member as of September 16, 2019. Mr. Crews moved to accept the resignation reluctantly and with regrets. Mr. Karr seconded the motion. All say Aye. None say Nay. The Board instructed the District Manager to notify all lot owners in Portal IV regarding this vacancy and instructions about the procedure to apply to be on the Board.
- 7. DISCUSS AND TAKE POSSIBLE ACTION RELATED** to status of the annual CPA Financial Statement Review Report.  
Mr. Jones reported the receipt of the Draft from the CPA. It should be finalized within a week.
- 8. CALL TO THE PUBLIC FOR NON-AGENDA ITEMS**  
There was no public in attendance.
- 9. CONFIRM ESTABLISHED DATE OF THE NEXT BOARD OF DIRECTORS MEETING TO BE HELD:** Due to the Holiday Season, the Board Members suggested this meeting occur on December 14, 2019

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**10. MOTION TO ADJOURN.**

Mr. Crews moved to adjourn the meeting. Mr. Karr seconded. All vote Aye. The meeting was adjourned at 9:31 AM.

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