

MINUTES
PINE CREEK CANYON DOMESTIC WATER IMPROVEMENT DISTRICT
PO Box 945, Pine, AZ 85544
September 17, 2016

Regular Meeting
Date: Saturday, September 17, 2016
Place: Pine Strawberry Fire District, 6198 W. Hardscrabble 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

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, Allan Johnson, with Mike Roberts attending via phone.

Others Present: Harry Jones, District Manager, Pat Watson, Tom Jones

A quorum is declared. Jim Cleary arrived at 9:05 AM

Joseph Brown arrived at 9:25 AM

3. CALL FOR MOTION TO APPROVE MINUTES OF THE FOLLOWING MEETING HELD ON June 18, 2016 Regular Meeting.

Mr. Roberts moved to accept the Minutes of the June 18, 2016 Regular Meeting. Mr. Crews seconded. Roll Call: Mr. Crews, Dr. Johnson, Mr. Cleary and Mr. Roberts. All say Aye. None say Nay. Motion Passed.

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

The public had no comments

5. REPORTS

a. Treasurer's Report

i. Balance Sheet

Mr. Crews reported the cash is in the \$100,000 range

ii. Revenues and Expenses

Mr. Crews reported our revenues are on budget and the expenses are down due to a reduction in the amount for insurance policies

iii. Budget vs. Actual Comparison

The two months into this fiscal year show expenses under budget for most categories.

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iv. Check Register last three months

Accepted.

v. Discuss status of five year financial plan

This plan has been extended for another year.

b. District Manager's Report

i. Depth to water in wells

Mr. Jones reported the water level for the shallow well is down but is still in range of the average for last year.

ii. Water Usage

Usage is about the same as last year with performance testing showing no major issues.

iii. Other projects:

(a) Upgrade the blower system at WWTP.

Mr. Joseph Brown will give a report at 9:30 AM.

(b) Tank Recoating Status

The Tank Recoating has been completed and the paint should be dry in about ten days. This cost was under budget at \$12,000.

(c) Upcoming CPA Review

The CPA will be at the office on September 21, 2016 to go over the review.

(d) Application for Interconnection

The developers are working on plans for 17-19 smaller homes (1,000-1200 sq. ft.) on Tracts B-1 and B2 and have been in communication with the District Manager. Ralph Bossert has reportedly completed a first draft for the community development plat.

(e) Mr. Jones reported Mr. Cleary was not re-running for a vacant Board seat, and that Mr. Crews had filed his nomination petitions. The County Election Department reported no candidates other than Mr. Crews have filed for the other open seat on the Board of Directors so there will be no election in November and the Board will need to appoint a new member after December 31, 2016.

(f) Mr. Jones reported that Chase Bank has agreed to eliminate all monthly bank service charges between September and December of 2016 since fees have gone up excessively. This will give the PCCDWID Board time to determine other type of accounts to open that would result in reduction of the \$50-\$70 monthly fees currently charged for this limited activity account.

6. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO UPGRADE/REPAIRS OF WATER PRESSURE CONTROL SYSTEM AND RELATED POLICIES.

7. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO awarding a contract to an engineering firm to model the performance of the District's water pressure control system.

These two items are related and will be discussed at the same time. Harry Jones reported he has talked to Tetra Tech and Sunrise Engineering regarding the creations of a scope of work to provide an analysis of water pressure issues outstanding as outlined on the attached statement of the problem with PRV's. Sunrise Engineering had prepared a more complete scope of work model including a full estimate of engineering costs. Tetra Tech had less cost in their scope, only covering creation and analysis of PRV data.

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Mr. Jones also discussed this project with Pat Carpenter of A Quality Water Co. and Jim Lugo, control valve specialist, of Construction Product Marketing.

The initial step proposed by Mr. Jones would be to immediately spend the funds for a pressure model in order to determine the full scope of the upgrades required for the project.

The board discussed the funding of this project and Mr. Jones presented a report with several sources of funds to pay for the project. Report attached.

Mr. Crews moved to authorize Mr. Jones to spend up to \$7,500 for Tetra Tech to create an engineering model. Mr. Cleary seconded. The motion was amended to allow up to \$8,000 for such work: Roll Call: Mr. Crews, Dr. Johnson, Mr. Cleary and Mr. Roberts all say Aye. None say Nay.

Mr. Roberts asked if the customers affected by this pressure problem should be notified and an interim solution offered to them. The Board discussed possibly having the homeowner purchase and install a small individual home pressure control valve and then has the District reimburse the customer. After discussion it was decided the model report would have to be completed in order to determine the customers that would be affected.

Mr. Roberts moved that upon reviewing the report, based on engineer recommendation, we should notify affected customers and reimburse them up to \$400.00 to install a control valve if they want that extra protection. Mr. Cleary seconded. Roll Call: Mr. Roberts, Mr. Crews, Dr. Johnson and Mr. Cleary all vote Aye. None vote Nay. The motion passed.

Mr. Roberts asked that this subject be placed on the Agenda for the December meeting or an earlier Special Called Meeting if necessary. The report on the model should be available and a method for funding the project should be considered at that time.

8. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO ODOR ISSUES AT THE WWTP PLANT

Mr. Jones indicated the main reason there is a problem with odor control at the WWTP is low usage of the treatment plant. It was designed to serve 173 full time homes and we currently have only 98 homes in the District, most of which are part time residents.

Mr. Brown, of JB Contracting, gave a report on the current system and offered different solutions. One would be a temporary fix and others that would be upgrading all or some of the facilities to be more up to date technologies for a long term solution. He felt it will cost more in the long term for short term fixes over a period of time versus the long term solution that would cost more up front.

Mr. Brown stated he and the local professional engineers are in contact with ADEQ and they have a good understanding of the problem. We should have a report from them by the next meeting date that outlines alternative solutions to odor issues.

This subject should be on the Agenda for next meeting and should also involve a discussion of the Five Year Financial Plan.

9. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO APPROVAL OF CASH DISBURSEMENTS FROM June 1, 2016 through August 31, 2016.

Mr. Crews moved to approve the disbursements. Mr. Roberts seconded. Roll Call: Mr. Crews, Dr. Johnson, Mr. Cleary and Mr. Roberts all vote Aye. None vote Nay. Motion Passed.

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10. CALL TO TE PUBLIC FOR NON-AGENDA ITEMS

There was no discussion from the public.

11. CONFIRM ESTABLISHED DATE AND DESIRED TOPICS FOR THE NEXT BOARD OF DIRECTOR'S MEETING.

The next regular meeting will be December 17, 2016 at 9:00 AM.

12. MOTION TO ADJOURN.

Mr. Crews moved to adjourn the meeting. Mr. Roberts seconded. All say Aye. None say Nay. The meeting adjourned at 11:05 AM

Submitted By: _____