

CLEAR CREEK PINES UNIT TWO
WATER WELL USERS ASSOCIATION, INC.
MAY 26, 2018 BOARD MEETING
Minutes

Meeting Date: May 26, 2018

Board Members in Attendance: Jo Fuson, Randy Garrison, Joe Giuliano, Jennifer Haggard, John Korcal, Steve Lightfoot, Joe Miller, Scott Unglaub

Board Members not in Attendance: John Chappel, Rick Johnson, John Popp

Called to Order: The Water Well Users Association Board Meeting was held in Clear Creek Pines Unit 2 at the Well Site on May 26, 2018. The meeting was convened at 10:09am with President Joe Miller presiding.

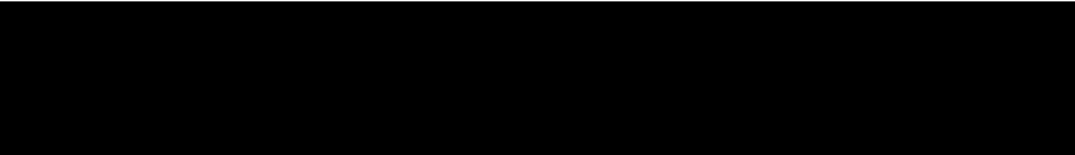
General Overview:

- Attendance was noted.
- Copies of the meeting agenda were distributed.

Water Quality - Current State

- Monthly test procedures, results and system operation are in full compliance with ADEQ standards are audit ready.

Financial Summary

- Review of Financial Position
 - 2016 total liabilities and new assets: \$54,214
 - 2017 total liabilities and new assets: \$59,063
- Review of Statement of Activities
 - 2017 Assessment Delinquency:
 - Lots 
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- YoY Review of Accounting History
- Review of APS Account Activity
 - It was noted that John Popp started his private well on April 27, 2018
 - It was noted that a leak to the main line was repaired outside of lot 22 on Ridge Road
 - Jo Fuson will try to gain online access to the APS account so the monthly detailed billing can be obtained
- New Water Membership (5/1/2018) on Lot 5 includes a \$4000 membership fee. Expenses for water hookup will be deducted from revenue
- Checkbook balance: \$32,211
- Jo Fuson is licensed CPA and filed the association's federal taxes this year resulting in an overall savings of \$700

System Operation

- The water system operation and water testing are fully in compliance with ADEQ standards
- The secondary pump has been rebuilt and both pumps are currently running without issues
- A second float and relay will be installed and general preventative maintenance will be conducted on the well pump (Joe Miller)
- Per system requirements, an individual water valve will be installed at lot 16B (Scott Unglaub)
- Lot 5—New water well membership effective May 1, 2018. A flush out valve, test valve and sample point have been installed
- A water leak on Ridge Road outside of lot 22 was identified and repaired. The cause of the break in the main line was due to overcutting by the County Road Grader. To alleviate future issues, Randy Garrison, Water Quality Liaison, has discussed the situation with Coconino County
- A lightening arrester will be purchased and installed to protect the system controllers.
- A reserve water pump and motor will be purchased to ensure continuous operation in the event of a pump and/or motor failure (Joe Miller)
- Testing will be conducted to confirm there is no over drawing on pressure pumps (Joe Miller)
- A fire hydrant valve and hose connection on the road facing the water storage tank will be installed with accessibility to the fire department (Scott Unglaub)
- Purchase blue valve locator stakes to identify every water system property service valve and distribution gate and pop-off valve (Joe Miller)
- The Board is seeking the recommendation of Rim County Water Testing to identify the best location to install an additional water sample hydrant as well as their recommendation on whether a full system flush is needed (Scott Unglaub)
- A service access gate will be installed at the well site to provide improved maintenance access to the well site and correct the existing defective block wall situation (Scott Unglaub, Joe Miller)

Amended Bylaws

- The proposed amendments to the Bylaws were reviewed and approved by the Board
 - Amendment to the recorded address in bylaws: 315 Ridge Road, Happy Jack, Arizona 86024 (residence of Treasurer Jo Fuson)
 - Amendment to the Annual Meeting date. From “during the month of February” to “September on Labor Day weekend”
 - Amendment to the number of board of directors. From “five directors” to “the number of directors shall be not less than three, nor more than eleven”
 - Addition of Operation & Maintenance Officer and description of role
 - Addition of Water Quality Officer and description of role
 - Before the amendments are recorded the Board will confirm if an outside Statutory Agent is required, or if a board member can be appointed this responsibility

Amended Articles of Corporation

- The amendments to the Articles of Corporation, which include updating the address of the corporation, statutory agent, and updating the number of board members (from no more than seven to no more than eleven) were reviewed and approved by the board

- The board will seek final review and approval from the membership during the Annual Member's Meeting on September 2, 2018

Outline of Approved Projects

- 1) Purchase and install lightening arrestor (Joe Miller)
- 2) Purchase a spare pressure pump and motor (Joe Miller)
 - a. Also, after the meeting a discussion ensued about purchasing a spare well pump. Check with Central AZ pump on the specifications & cost to retain a spare well pump. Communicate this information for a future decision to be made by the Board. (Steve)
 - b. Check with AZ Central Pump as standby well maintenance service provider. (Steve)
- 3) Recommendations for secondary distribution line flush and water test sample hydrant valves. (Randy)
 - a. These should be safe and easy to use even in winter conditions and most importantly, provide sanitary samples.
 - b. Obtain location and design recommendations by the water system operator, Don Ascoli.
 - c. Prepare the design and cost for 1 hydrant for approval by the Board of Directors.
- 4) Repair leaning north wall at well site. Install an access gate for well rig access from the north (Scott & Joe).
- 5) Install of a 2nd water level float valve. (Joe)
 - a. The operating requirement is for the well pump on/off operation can be selected to operate from either Tank A or Tank B. (Joe & Scott).
 - b. Contact the Water System Operator (Don Ascoli) for sanitize procedure with this installation. (Randy)
- 6) Test pump draws (Joe).
 - a. Steve to provide the well pump power operating specifications to Joe.
- 7) Installation of fire hydrant valve and hose connection at well site. Contact Happy Jack Fire Services, Inc. (Scott)
- 8) Purchase blue valve locator stakes to identify every water system property service valve and distribution gate and pop-off valve (Joe Miller)
- 9) Per system requirements, an individual water valve will be installed at lot 16B (Scott Unglaub).
 - a. Contact the Water Operator for sanitize procedure. (Randy)
- 10) Contact APS to add Jo Fuson (and others to view the water system power bills/consumption. (Steve)
- 11) Confirm if the water system Home Depot Account can be re-opened or set up a new account for use by Scott and invoice/payment by Jo. (Steve)
- 12) Contact the Forest Service as a guest speaker at the Annual Meeting on September 2nd (Steve)
- 13) Update the water system distribution diagram (Joe G) Steve will forward the system diagram to Joe G so he can scan a CAD format of the drawing and make updates from the old drawing with hand written updates.

Other work:

- Resolve the varmint problem under the new tank. The varmint is removing supporting aggregate composite material that may cause the tank to shift/lean (Scott and others to help.)
- Contact AZ Blue Stake to add a contact for Clear Creek Pines Unit 2 Water Line location services. (Scott or other with email/internet to facilitate this communication?)

Spring Newsletter

- Draft is in process and will be updated to include the system operation updates and business discussed during the May 26, 2018 board meeting.
 - Will be forwarded to board for review prior to distribution

Annual Member's Meeting Members

- Sunday, September 2, 2018
- 10:00am
- John Popp's property under the Ramada

Future Board of Directors Meeting

- Sunday, September 2, 2018
- 9:00am
- John Popp's property under the Ramada

The meeting adjourned at 11:38 am