

**CLEAR CREEK PINES UNIT TWO**  
**WATER WELL USERS ASSOCIATION, INC.**  
**SEPTEMBER 2, 2018 BOARD MEETING**  
*Minutes*

---

Meeting Date: September 2, 2018

**Board Members in Attendance:** John Chappel, Jo Fuson, Randy Garrison, Joe Giuliano, Jennifer Haggard, Rick Johnson, John Korcal, Steve Lightfoot, Joe Miller, John Popp and Scott Unglaub

**Board Members not in Attendance:**

**Called to Order:** The Water Well Users Association Board Meeting was held in Clear Creek Pines Unit Two, 215 Long Valley Road, Happy Jack, Arizona (Lot #33, Clear Creek Pines Unit Two). The meeting was convened at 9:05 am with President Joe Miller presiding.

**General Overview:**

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

**System Operation**

- The water system operation and water testing are fully in compliance with ADEQ standards. Randy is working with Rim Country Testing to put together a Standard Operating Procedure to sanitize the tanks that will be added to the wellsite book.
- Settling of Tank A caused a break in the brass valve. The valve was replaced, the water was tested and the tank was put back online. The Board recommends installing a concrete tank foundation when the tank is replaced in the future.
- Currently there is one shut-off valve for both tanks. Two isolation valves will need to be installed so the tanks can be turned off and on independently. Projected cost \$1000 (Scott Unglaub).
- The current state of Tank A is holding, however, a replacement is imminent. Discussions ensued regarding the expected life of the current tank, types of replacement tanks available, and estimated replacement costs. The association currently has enough money in reserve to cover the replacement costs.
- The street valve at lot 24 (Fuson) was replaced as it would not turn.
- The secondary pump has been rebuilt and both pumps are currently running without issues.
- To help decrease the wear on the well pump by reducing the number of on/off power cycles, a second water level float and relay were installed in the storage tanks to provide a greater range of water level operation between on and off pumping by the well.
- Per system requirements, an individual water valve was installed at lot 17 to supply an independent street shut off valve at the lot (previously the shut off valve was shared with lot 16B).
- A water leak on Ridge Road outside of lot 22 (Grider) was identified and repaired. The cause of the break in the main line was due to overcutting by the County Road Grader.
- A lightning surge arrester has been acquired and will be installed to protect the system controllers. (Joe Miller).

- A street valve replacement is needed (lot 19) and will be installed. Estimated cost of replacement is \$500.
- It had been discussed earlier that the association would purchase a reserve water pump and motor to have stocked in preparation for a potential failure, however, replacements are readily stocked items and are available for purchase. Stocking this equipment now would ultimately jeopardize the warranty (once an installation is made) and could potentially be damaged by the elements and animals in and around the well site. The decision to not stock these items was agreed upon.
- Testing was conducted to confirm there is no overdrawing on the well pumps.
- 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)
- Blue valve locator stakes to identify every water system property service valve and distribution gate and pop-off valve have been purchased.
- Rim County Water Testing is recommending an additional water sample hydrant be installed at lot 62 as well as the previously identified location at lot 27. (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. Estimated cost of repair \$2500 (Scott Unglaub, Joe Miller)
- Confirmation is needed on repairs exceeding \$12,000. This may be considered an upgrade to the system which would require third-party involvement. (Randy Garrison).

### Financial Summary

- Current bank balance is \$22,108.76
- The 2017 Financial Report prepared by Heritage Certified Public Accounts, PLLC was review by Jo Fuson, Treasurer.
- The summary of the annual revenue and expenses for years 2003 through 2018 year-to-date was presented by Jo Fuson. This 15-year annual financial comparison report provides a compact summary of the operating and maintenance history of the water system.
- Jo Fuson presented the Fixed Asset Report to the Board of Directors for Review.

<u>DATE PLACED</u>	<u>DESCRIPTION</u>	<u>COST</u>
1/1/2001	Well Site	\$ 57,558
1/1/2001	Storage Tank	\$ 17,728
1/1/2001	Water Line Construction	\$ 49,425
1/1/2001	Pressure Pump	\$ 7,599
1/1/2004	Pressure Pump	\$ 7,495
5/23/2011	Well Pump	\$ 8,488
7/25/2011	Water Line Drain Valve	\$ 2,374
8/24/2015	Pumps, Valve Boxes etc	\$ 10,743
10/10/2015	Water Tank	\$ 13,200
	Total Assets	<u>\$ 174,610</u>

- APS Power Consumption and Rate Change
  - A 3-year review of the APS billings and 12-month review of electrical usage was conducted. Increases in billing rates are noted due to recent rate changes and increases, and an increase in usage yoy is observed. The Board will continue to monitor usage for irregularities.

## 2018-19 Annual Water Assessment Cost Per Member Property

### Projected costs of planned expenses for 2018-19

\$10,000	Standard Operating Costs
\$2,500	Wall Repair at Well Site
\$1,000	Installation of Two Isolation Valves
\$500	Replace Street Valve (lot 19)
<u>\$14,000</u>	

- The Board of Directors recommended an annual assessment of \$300 per lot for September 2018 through August 2019. The current bank balance is \$22,108.76. A \$300 assessment will collect \$15,600 in revenue for a total of \$37,708.76 in funds for the next 12 months to cover estimated operating expenses and planned maintenance of \$14,000 and a reserve for additional maintenance and repairs.

### Outline of Approved Projects

- 1) Install lightning arrestor (Joe Miller)
- 2) Install secondary distribution line flush and water test sample hydrant valves at lot 27 and lot 62. (Scott Unglaub)
- 3) Repair leaning north wall at well site. Install an access gate for well rig access from the north (Scott Unglaub & Joe Miller).
- 4) Scan a CAD format of water system distribution diagram to make updates from the old drawing with handwritten updates. (Joe Giuliano)
- 5) Complete the Standard Operating Procedure to sanitize the tanks and add to the wellsite book. (Randy)
- 6) Installation of fire hydrant valve and hose connection at well site. Contact Happy Jack Fire Services, Inc. (Scott Unglaub)
- 7) Install separate isolation valves at well site. (Scott Unglaub)
- 8) Replace street faulty street valve at lot 19. (Scott Unglaub)

The meeting adjourned at 9:50 am