

CLEAR CREEK PINES UNIT TWO
WATER WELL USERS ASSOCIATION, INC.
MAY 25, 2019 BOARD MEETING
Minutes

Meeting Date: May 25, 2019

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

Board Members not in Attendance: John Chappel, Rick Johnson

Called to Order: The Water Well Users Association Board Meeting was held in Clear Creek Pines Unit 2 at the Well Site on May 25, 2019. The meeting was convened at 10:00am 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
 - 2017 total liabilities and new assets: \$59,063
 - 2018 total liabilities and new assets: \$60,795
- Review of Statement of Activities
 - 2018 Assessment Delinquency:
 - Lots [REDACTED]
 - Delinquency on lot [REDACTED] has been recorded with the county and a lien is in place for monetary collection when the property be sold
- Year-over-Year Review of Accounting History
- Review of APS Account Activity
 - Average billings \$250/month
- The Association has received inquiries for new memberships (applications and membership costs have been provided to land owners)
 - Lot 29 (Clement)
 - Lot 69 (Melkonich/Shaver)
- Checkbook balance: \$33,911
- Corporate Commission has been filed
- 990 Form for Income Tax has been filed
- The Association received an insurance refund of \$634

System Operation

- The water system operation and water testing are fully in compliance with ADEQ standards.
- Pressure pump operation is working as designed.
- The Board recommends the replacement of Tank A, and redesign of foundation due to continued deterioration and maintenance and settling issues. The discussion will be brought before the water well users in September, 2019 for a vote.
 - Scott Unglaub recommends taking Tank A offline after September 30, 2019 due to the decrease of visitors in the community.
- In May 2019, a lightning arrester was installed to protect the system controllers at the well.
- An OmniSite Auto Dialer will be installed at the well which will provide remote water monitoring such as power failure, pump run time, pump draw down, tank level monitoring and will be set up with automated outbound dialing and web-based monitoring (Joe Miller).
 - The Board approved the monthly costs associated with this service (approximately \$30/month).
- Two incidents caused the drainage of the tanks this winter (leak, and open water valve), which resulted in some sediment in the water lines after the tanks were brought back on line. Scott Unglaub has updated his procedures to avoid the introduction of residue into the waterlines in the future.
- The locations for the individual isolation valves have been identified and will be installed at each tank to provide independent operation. (Scott & Joe Miller)
- Housing will be procured for the installation of a fire hydrant valve and hose connection on the road facing the water storage tank that will be installed with accessibility to the fire department (Scott Unglaub)
- Water sampling points at lot 62 and lot 27 have been identified. The sample point at lot 62 is currently functional using the existing valve. The sample point at lot 27 will be set up using the existing valve as well. (Scott Unglaub, John Popp)
- Materials for a service access gate have been procured. Demolition of a portion of the existing concrete slab and block wall is being scheduled along with the installation of the new gate. The new gate will provide improved maintenance access to the well site and correct the existing defective block wall situation (Scott Unglaub, Joe Miller)
- County road maintenance has caused a decreased level of road material in front of lot 35 making it necessary to replace and relocate 100 feet of water line to the appropriate depth recommended by Coconino County. Similar problems were cited in front of lot 22, which has been rectified by the County replenishing the road material. (Scott Unglaub, Joe Miller)
- Post Meeting Notes: Repair or replace wooden valve box replacement for the flush and secondary flush valve on the north side of the road in front of lot 10. Suggestion to relocate the flush valve to a better location that is better for construction and operating this valve is noted.

Outline of Proposed Projects

- 1) Demo wall at well site and install service gate
- 2) Install individual isolation valves at Tank A and Tank B
- 3) Re-dig 100' of water line in front of lot 35
- 4) Install housing in preparation for the installation of a fire hydrant valve and hose connection at well site

- 5) Finalize sample point at lot 27
- 6) Installation and set-up of OmniSite Auto Dialer
- 7) Research insurance refund of \$634
- 8) Research replacement Tank costs and regulations in preparation for Annual Members Meeting
- 9) Wooden valve box replacement for the flush and secondary flush valve on the north side of the road in front of lot 10

Spring Newsletter

- Draft is in process and will be updated to include the system operation updates and business discussed during the May 25, 2019 board meeting.
 - Will be forwarded to board for review prior to distribution
- Steve Lightfoot will contribute a memorial to Ron Perryman

Annual Member's Meeting Members

- Sunday, September 1, 2019
- 10:00am
- John Popp's property under the Ramada

Future Board of Directors Meeting

- Pre-Members Meeting
 - Sunday, September 1, 2019
 - 9:00am
 - John Popp's property under the Ramada
- Post-Members Meeting (Officer election)
 - Sunday, September 1, 2019
 - Immediately following Member's Meeting
 - John Popp's property under the Ramada

The meeting adjourned at 10:55 am