

**CLEAR CREEK PINES UNIT TWO  
WATER WELL USERS ASSOCIATION, INC.  
MAY 29, 2021 BOARD MEETING  
*Minutes***

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May 29, 2021 10:00am

The purpose of the meeting was to review the current state of water quality, review the association's current financial status, discuss the current state of planned repairs and preventive maintenance on the well and to discuss other business related to the water system. The following actions and decision were accomplished.

**Board Members in Attendance:** Joe Miller, Joe Giuliano, Jennifer Haggard, Scott Unglaub, Randy Garrison, John Popp

**Board Members not in Attendance:** John Chappel, Jo Reed-Fuson, Rick Johnson

**Called to Order:** The Water Well Users Association Board Meeting was held in Clear Creek Pines Unit 2 at the Well Site, Lot 45 on May 29, 2021. The meeting was convened at 10:07 am with President Joe Miller presiding.

**General Overview:**

- Attendance was noted
- Copies of the meeting agenda and handouts were distributed
  - Handouts
    - Meeting Agenda
    - September 6, 2020 Board Meeting Minutes
    - Treasurer's Reports
      - Accounting History
      - Chase Bank Statement – December
      - Chase Bank Statement – January
      - Checkbook Activity
      - Statement of Financial Position
    - Maintenance Report

**Old Business:**

- Motion to Approve September 6, 2020 CCP2 Water Well Users Association Inc Board Members Meeting Minutes
  - Unanimously Approved
- A copy of the updated insurance policy with the added Mechanical Breakdown Coverage was presented to the Board by John Popp.
  - Going forward, all mechanical breakdowns experienced must be presented to all Board Members and reviewed for insurance coverage prior to scheduling repairs.
- The Board is continuing to seek outside counsel to review of the current Clear Creek Pines Unit Two Water Well Users Association Bylaws and Amendments. The Board wishes to ensure the Bylaws and Amendments are up to current standards and are easily interpreted by its Shareholders.

**Financials:**

- The Board reviewed the Treasurer's Reports, current account balance is \$12,632.04. With major repairs complete, the Association is in good financial standing. Recommendation for the Annual Water Assessment will be broad to the members during the upcoming Annual Member's Meeting, September 5, 2021.
- A review of delinquent water assessments was complete. The Board agrees to address the delinquencies with property owners of [REDACTED] to attempt to resolve the debt.
- An internal audit of the accounting records for the Association was scheduled at the conclusion of the Board Meeting with Randy Garrison and Joe Giuliano.

**Water Quality:**

- Unit One tests were shared with Joe Miller and were reporting high magnesium and nitrates. Randy explained that system is different than ours and reported that documentation of our monthly water tests are in full ADEQ Compliance. An annual inorganic inspection (which is conducted yearly) will be completed this fall.

### Operations:

The well operation and tank operation are working as designed without issue.

Scott reported that the Omni Site is providing alerts to low tank levels which has made it easier to address issues with the tank prior to experiencing water outages.

### System Pressure

- April 2020 lowered pressure from 48 psi to 42 psi.
- May 2020 lowered pressure from 42 psi to 35 psi.
- The pressure sensor at the far tank is providing inaccurate readings +/- 5 psi and will be replaced this summer. The replacement of the transducer is expected to steady the psi readings.
- The Board recommends that shareholders who are experiencing high water pressure install pressure reducers on their property to assist with maintaining safe levels of water pressure. Installing commercial reducers on the main lines would be costly and require a high level of maintenance (\$3k - \$4k per PRV).

The replacement and relocation of 100' of water line in front on lot 35 was completed in November 2020. The project was necessary due to the decreased level of road material which was jeopardizing the safety of the water line.

A main line water leak was detected at lot 34. During the repair, Scott identified the main line is buried only 1.5' below ground due to the decreased level of road material. Repairs to this line are currently under consideration.

County road maintenance continues to be an issue jeopardizing our water lines, valves and electrical boxes. Over the winter the Grader pushed an APS switchbox off of the pad, requiring repairs and replacement by APS. The Board is working on scheduling a meeting with the Coconino County Supervisor to address these concerns and ask that additional road material be brought into the unit.

The well pump went out on November 20, 2020 and was replaced along with the pipe assembly on November 25th. Total cost \$15983.94. The new pump is running like it should and has a good pump draw. John Popp has secured the sale of the old piping (approximately 35-37 sticks) for \$16 per piece. The well pump was last replaced in 2015.

All lines were flushed and tested in April 2021. This is a part of preventative maintenance conducted 2 - 3 times per year.

The replacement of the service tap on the main line at lot #24 is scheduled due to a current leak.

For the preservation of the project, general maintenance is needed at the well site. The fence wall needs to be capped to seal holes, and the well house, gang box and fence are in need of being repainted. Work will be scheduled in the coming months, volunteers requested.

Well level sounding/baseline testing will begin in June 2021 and will be conducted biannually to determine a benchmark of water levels in the well that can later be compared for data analysis.

The property owner at Lot# 49 reported sediment in his water. Scott explained that prior to completing a leak on the main line, the tanks were not shut off which caused some sediment backflow.

**Other Business:**

Meeting Dates

- Annual Member's Meeting, Sunday, September 5, 2021 – 10:00am, Lot 33. Notices will be sent to shareholders 30 days prior to meeting with a reminder that prospective candidates who would like to serve on the board are welcome to present during the meeting.
- Board Member's Meeting, Sunday September 5, 2021 – 9:00am, Lot 33
  - Board members should be prepared to present their recommendation for the annual water assessment at this meeting.

Newsletter

- It was agreed to include Board Member Biographies in a section titled 'Get to Know Your Board Members' in the upcoming Newsletter. Board Members were asked to submit their bio bullet points and photograph to Jennifer Haggard.

Without objection, the board adjourned at 11:15 am

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