September 5, 2021 8:30am

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, determine a recommendation for the annual assessment and to discuss other business related to the water system. The following actions and decision were accomplished.

**Board Members in Attendance:** Joe Miller, Jennifer Haggard, Scott Unglaub, Randy Garrison, John Popp, Jo Reed-Fuson

# Board Members not in Attendance: Joe Giuliano, Rick Johnson

<u>Called to Order</u>: The Water Well Users Association Board Meeting was held at Lot 33 in Clear Creek Pines Unit 2 on September 5, 2021. The meeting was convened at 8:35 am with President Joe Miller presiding.

# **General Overview:**

- Attendance was noted
- Copies of the meeting agenda and handouts were distributed
  - o Handouts
    - Meeting Agenda
    - May 29, 2021 Board Meeting Minutes
      - Treasurer's Reports | Checkbook Activity

## Old Business:

- Motion to Approve May 29, 2021 CCP2 Water Well Users Association Inc Board Members Meeting Minutes

   Unanimously Approved
- The pressure sensor has been purchased and is scheduled to be replaced before this winter, 2021. The current sensor's calibration is failing and providing inaccurate readings. Upon installation of the new sensor, it will be programmed with the OmniSite system to provide automatic notifications in the event reduced pressure occurs.
- County Road Maintenance: Randy Garrison advised the Board Coconino County has scheduled to bring in additional road material to the area, and we are hopeful Unit Two will be a part of the general maintenance. Coconino County has a new District Supervisor, Road Supervisor and Grade Operator and we are continuing to build a relationship with them so that specific maintenance issues can be addressed.
- The Board decided to outline the work detail needed to complete the repairs and maintenance at the well site (to cap, seal and paint the block wall, well house and gang box). The Board agreed to schedule the project for the weekend of September 10-11, 2021 and will request volunteers during the Annual Members Meeting.

## New Business:

- The Association received a Notice of Correction from the ADEQ regarding missing lab reports. Randy Garrison worked with Don Ascoli, Rim Country Water Testing, and determined the lab reports were submitted to the ADEQ in accordance to regulations, however, an administrative oversight resulted in the Notice of Correction. The matter was resolved and the Notice of Correction was removed from our record.
- The Association received a Notice of Correction from the ADEQ regarding the absence of a Certified Operator maintaining the system. With the passing of Don Ascoli, and transition of water systems to his son Mario Ascoli, ADEQ had failed to acknowledge the change for the Clear Creek Pines Unit Two Water Well Users Association. Randy Garrison worked with Rim Country Water Testing and ADEQ to quickly resolve the issue.
- In August of 2021, a water leak was detected through the Omni Site water monitoring system. After an
  inspection of the system, Scott Unglaub identified the line that comes off of the mainline at Lot 67 had been
  broken. Repairs were completed August 7 with minimal interruption to members.

- The mechanical breakdown coverage claim for the failed well pump was approved and the association received a reimbursement for the repairs in the amount of \$10,366. The total cost to replace the well pump was \$15,983 which included replacing the piping and electrical as a proactive measure to maintain the replacement pump.
- The Board confirmed receipt of \$621 for the sale of the used well pipe.
- John Chappel, Director, sold his property in Clear Creek Pines Unit Two in August, 2021 and subsequently resigned from the Board. The Board received an official notice of resignation from Joe Giuliano, Vice-President, on September 4, 2021. There are currently four vacancies on the Board of Directors members will be advised of during the Annual Members Meeting.
- Randy Garrison suggested amending the bylaws to update the criteria for members wishing to run for the Board of Directors – requiring a one-year residency before being eligible to run. Further discussion about Board Member qualifications took place before agreeing to move this topic to the next scheduled Board Meeting in May 2022.
- Well level sounding/baseline testing was conducted on August 21, 2021 to determine a benchmark of water levels in the well. Measuring the depth of water in the well will become a part of our routine preventative maintenance to help identify potential changes in the water supply. Results of the testing are recorded below:
  - ► Well Pump Draw Down: 750'
- ► Draw Down (when pump is turned on): 10'
- ► Water Column Came Up to: 632'
- ► Means we have 188' of head
- The Board has agreed to terminate the annual compilation from Heritage CPA, which costs the Association \$600 annually. The third-party review is not an audit of accounts or transactions and is an unnecessary expense. Matter will be presented to the Members during the Annual Members Meeting. *Need to review the Bylaws to determine if an amendment is necessary*.
  - An oversight committee has been developed by the Board to conduct regular audits of the Treasurer's reports, including a review of all checkbook transactional activity. The committee will meet following the Board Meeting to conduct an audit of the books. The committee will consist of Randy Garrison and the newly appointed Vice-President.

# Preparation for the Annual Members Meeting:

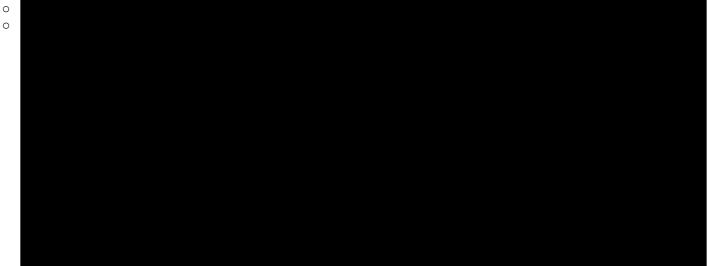
- Randy Garrison will report on the Water Quality advising members of the transition of Certified Operators and the Notice of Corrections received by the ADEQ.
- Scott Unbglaub will report on System Operation and Maintenance providing members with an update on system repairs and planned maintenance.
- New water system members will be introduced in the Annual Members Meeting:
  - Lot 9, Tim and Barbie Fagan, Transfer of Membership
  - Lot 6, Rocky and Sandra Taylor, Transfer of Membership
  - Lot 39, Lori Lacy, David Davenport, Brian and Benita Olsen New Community Members, no water hook-up
  - Lot 66, Phil and Monique Cox
  - Lot 67, Tom Melkonich, Jeremy and Jamie Shaver
- John Popp will provide the members with a recap of Board activities, outlining highlighted events and savings throughout the year.
- Jo Reed-Fuson, Treasurer, will report the current financial status of the Association to the members. The current checkbook balance is \$21,044.82 less a recent payment made to Farm Bureau Insurance.
- The Board reviewed the Association's standard operating expenses, which was determined to be \$10,000 \$12,000 annually. The Board agreed that annual member assessments should cover the standard operating expenses and the account should hold a capital expense of at least \$15,000 for catastrophic repairs and maintenance and the well operation.
- John Popp motioned that the Board would recommend a \$250 annual assessment which was seconded by Joe Miller. The motion was unanimously passed by the Board (6-0).

## Other Business:

- Scott Unglaub suggested moving the September Board Meeting and Annual Members to the Saturday before Labor Day (instead of Sunday). The Board agreed to present the recommendation to the Members for an open discussion and decision.
- Joe Miller received a text message from Steve Crownover, Lot 45 regarding the lock on the hose bib/spigot at the well house. Mr. Crownover is under the impression the spigot is for community use and is requesting that the lock be removed, or he be provided the combination to the lock. The Board clarified that the spigot at the well house is used for maintenance and testing as a water sampling point for ADEQ and is not a point of access to members. In addition, ADEQ had requested the lock be installed on the spigot. Randy Garrison motioned

that lock not be removed and the combination not be shared with members, which was seconded by John Popp. The motion was unanimously passed by the Board and will be addressed with Steve Crownover.

- Scott Unglaub agreed to bring in a bucket of fill dirt to level out the divot in the road at Lot 66, which was caused when water hook-up installation was complete at the lot.
- One of the anti-frost bleeder valves in the well has failed and is stuck open. The Board is scheduling to pull two sections of the well up to remove the bleeder valves and allow the foot valve to act as the main drain source.
- Delinquent Assessments



- APS
  - John Popp shared that Steve Lightfoot is currently reviewing the status of the APS and considering closing the account and providing a reimbursement to all CCP2 electric members.

The Board adjourned at 9:39 am for the Annual Shareholders Meeting scheduled at 10:00 am.

## **Return to Session**

- At 11:39 am, proceeding the Annual Shareholders Meeting, the Board returned to session for the election of
  officers
  - During the Annual Shareholders Meeting, it was motioned and approved by the members to retain the current board of directors: Jo Reed-Fuson, Randy Garrison, Jennifer Haggard, Rick Johnson, Joe Miller, John Popp and Scott Unglaub.
  - During the Annual Shareholders Meeting, the following members were nominated and approved as Directors to the Board to fill four vacancies: David Burrows, Jim Curcio, Robert Haggard, Rocky Taylor.

## **Election of Officers**

- Upon nominations duly made and seconded, the following Officers were unanimously elected (9-0):
  - Joe Miller: President
- Scott Unglaub: Operations & Maintenance Officer
- Jo Reed-Fuson: Treasurer
- o Randy Garrison: Water Quality Liaison
- Jennifer Haggard: Secretary
- The nomination to appoint John Popp as Vice-President was motioned and approved by the Board of Directors (9-0)

## Financial Oversight Committee Meeting/Audit

Members of the Financial Oversight Committee, John Popp and Randy Garrison (with Jo Fuson present) conducted an internal audit and financial review of the Association's books. The committee found no deficiencies for the 2020 financial cycle.

## **Future Board of Directors Meeting**

• Spring Meeting – To be announced

## <u>Adjourn</u>

Without objection, the meeting was adjourned at 11:46 am.