

**CLEAR CREEK PINES UNIT TWO**  
**WATER WELL USERS ASSOCIATION, INC.**  
**SEPTEMBER 5, 2021 BOARD MEETING**  
*Meeting Minutes*

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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

**Called to Order:** 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
  - 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.



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

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- 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.

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### **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
  - Jo Reed-Fuson: Treasurer
  - Jennifer Haggard: Secretary
  - Scott Unglaub: Operations & Maintenance Officer
  - Randy Garrison: Water Quality Liaison
- 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

### **Adjourn**

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