

**CLEAR CREEK PINES UNIT TWO
WATER WELL USERS ASSOCIATION, INC.
MAY 28, 2022 BOARD MEETING
*Meeting Minutes***

May 28, 2022 | 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, and to discuss other business related to the water system. The following actions and decisions were accomplished.

Board Members in Attendance: Jim Curcio, Randy Garrison, Jennifer Haggard, Robert Haggard, Rick Johnson, Joe Miller, John Popp, Jo Reed-Fuson, Rocky Taylor, Scott Unglaub

Board Members not in Attendance: David Burrows

Called to Order: The Water Well Users Association Board Meeting was held at the well site (Lot 45) in Clear Creek Pines Unit 2 on May 28, 2022. The meeting was brought to order at 10:02 am with President Joe Miller presiding.

General Overview:

- Attendance was noted
- Copies of the meeting agenda and handouts were distributed
 - Handouts
 - Meeting Agenda
 - September 5, 2021, Board Meeting Minutes
 - Treasurer's Reports | Statement of Financial Position | Statement of Activities | Fixed Assets | Checkbook Activity

Motion to Approve September 5, 2021, CCP2 Water Well Users Association Inc Board Members Meeting Minutes

- Seconded and Unanimously Approved

Finances:

Our balance sheet is strong, and we have no current debt. The association received \$4750 in delinquent assessment payments between February – May 2022 bringing the association's checkbook balance to \$33,026.36 at the time of the meeting. Monthly water quality testing has increased from \$110/mo. to \$120/mo.

- Delinquent Assessments:
 - As of November 1, 2021 we had 7 outstanding delinquent members; as of May 28, 2022 we have reduced that to 3. The board continues to work on the remainder of the outstanding assessments.

Water Quality Report:

- The association was contacted by an ADEQ contractor regarding federal funding for water infrastructure improvements. Our system operation does not meet the requirements for these type loans because our system itself operates at a higher level than the minimum operating standards to receive loan money.
- ADEQ offered to move the association to quarterly water monitoring (instead of monthly), however, because it's best to identify issues as soon as they arise and address any deficiencies quickly, the association will continue monthly water quality monitoring
- The system is due this year for a comprehensive water quality test by ADEQ which is conducted every three years. The test port in the well house will be reinstalled in preparation for the inspection

Operations Maintenance:

- As a part of routine preventative maintenance, all main water lines in the community were flushed on April 16, 2022. Additionally, tank A was drained and refilled, and tank B was flushed for several minutes
- The 2" ball valve at the fire department connection failed this winter due to a hard freeze and was replaced in April
- A water leak at lot 27 was repaired mid-April

- Concerns about high water pressure at lower elevation lots continue to be raised by members. Randy Garrison advised the Board that the association falls under state code which does not outline a maximum psi requirement and clarified that our delivery system does not fall under plumbing codes. The Board acknowledges the concerns of its members and agreed to do an assessment of psi on the properties in question, however, continues to recommend those experiencing high water pressure install pressure regulators on the owner's side of the system.

Old Business:

- Repairs and Maintenance at the well site
 - The pickets were replaced, and the gate was painted
 - The Fire Department Connection Housing was painted and installed
 - Painting of the interior fencing, gang box and Tank B is scheduled later this year
- It was reported that the bleeder valve repair at tank B was completed in the fall of 2021
- The criteria for new nominees of Board members was discussed including the length of time a member should be a part of the Association before a nomination could be accepted and the overall breadth of experience of nominees. The Board agreed to not implement changes to our current process at this time
- In discussion of the next scheduled well level sounding/testing, President Joe Miller, suggested installing a submersible pressure transducer which would electronically monitor the well levels daily (rather than annually by the Association or every 10 years by ADEQ). The system would add to the current electronic monitoring of pressure and tank levels and would provide data on the status of the aquifer. With an estimated expense of \$2500, the motion was brought forward and seconded to approve the installation of the submersible pressure transducer. The motion was approved unanimously
- The second annual financial review of the Association books will be conducted September 3, 2022 by the appointed Oversight Committee (Randy Garrison and John Popp)
- Vice-President, John Popp clarified the intent of electronic discussion amongst the Board members regarding the members decision to terminate Heritage Financial Services for the compilation of the annual financial report (which was brought forth after a member voiced his concerns outside of the members meeting), was to pulse the Board to determine if a special meeting was needed.

New Business:

- The Board recommends Jim Curcio to act as the Association's Statutory Agent whose responsibility will be to accept Service of Process or legal documents on behalf of the association. Because this appointment will require an amendment to the bylaws, members will be provided notice regarding the action prior to the September 2022 meeting
- While the Board recognizes unforeseen and unplanned needs for water by other parties outside of our association, we are not in a legal position to distribute water to non-members due to our general liability insurance. The Board agreed to adopt a standard response when receiving requests from non-members for the sale or gifting of water. The Board voted unanimously to respond to such inquiries by advising the requestor our insurance company will not allow the association to gift or sell water
- Upcoming meetings
 - The next Board meeting is scheduled for Saturday, September 3, 2022 at 8:30 am at lot 33. The purpose of this meeting is to review the financial state of the association and determine a recommendation for the annual water assessment
 - The next annual members meeting is scheduled for Saturday, September 3, 2022 at 10:00 am at lot 33
 - The Board will meet directly following the adjournment of the members meeting to conduct an election of officers
 - An html proxy form has been created to improve the current process of proxy submissions by adding a user-friendly electronic option
 - The Board agreed to invite a member of the Coconino County Forest Service as a guest speaker to this year's annual members meeting
- The bi-annual newsletter will be completed within a week of the conclusion of this Board meeting. Jim Curcio has been asked to provide an initial review of the document and final review will be provided to the entire board after that
- Bylaw Review

- Vice-President, John Popp initiated a review of the association bylaws at his own expense. Legal Counsel supported all actions of the standing Board and found minimal deficiencies. Legal Counsel advises that moving forward the Board provide a notice of any meeting at which an action concerning the bylaws is proposed be mailed to all directors and members at least 10 days prior to such meeting. Additionally, members of the Clear Creek Pines Unit Two Water Well Users Association should not be addressed as “shareholders” but rather “members”, and that all proxy forms must be provided to the Secretary prior to any meeting assembling
- Vice-President, John Popp recognized the hard work and cohesiveness of Board members and encourages everyone to continue to work together for the greater good of the association and its members

The Board meeting adjourned at 11:34 am