

CLEAR CREEK PINES UNIT TWO
WATER WELL USERS ASSOCIATION, INC.
MAY 27, 2023 BOARD MEETING
Meeting Minutes

May 27, 2023 10:00 am

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: Joe Miller, Jennifer Haggard, Scott Unglaub, Randy Garrison, John Popp, Jeff Clement, Rocky Taylor, Jim Curcio, Steve Smith

Board Members not in Attendance: Jo Reed-Fuson, 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 27, 2023. The meeting was brought to order at 10:00 am with President Joe Miller presiding.

General Overview:

- Attendance was noted
- Copies of the meeting agenda and handouts were distributed
 - Handouts
 - Meeting Agenda
 - September 3, 2022 Board Meeting Minutes
 - Treasurer's Reports | Checkbook Activity | Bank Statement | Bylaw Amendments Approved September 3, 2022 | AZCC Statement of Change Confirmation filed September 12, 2022 [re: Statutory Agent]

September 3, 2022 Boarding Meeting Minutes:

- Motion to Approve September 3, 2022 CCP2 Water Well Users Association Inc Board Members Meeting Minutes
 - Motioned by John Popp, Seconded by Jim Curcio, Unanimously Approved

Finances:

- Our balance sheet is strong, and we have no current debt. The association's checkbook balance was reported as \$35,913.28 and the year-to-date checkbook activity was reviewed.
- Delinquent Assessments:
 - As of February 1, 2023, we had outstanding delinquent members (totaling \$1750 in past due assessment payments for 2022); as of May 27, 2023 we have reduced that to 4 members (totaling \$1000 in past due assessment payments for 2022). The Board agreed to pursue collection of the remaining past due accounts with a thirty-day remittance expectation. Notices will be mailed via certified mail and if payments remain outstanding, the Board will take further action (including disconnection of services) pursuant to the Clear Creek Pines Unit Two Water Well Users Association, Inc. Bylaws and Membership Agreement.

Water Quality Report:

- Monitoring Violation
 - The Association received a monitoring violation from ADEQ dated May 5, 2023, stating ADEQ records indicated that they had not yet received some of all required results for the Total Coliform sample(s) for CLEAR CREEK PINES UNIT 2 for March 2023 at locations in the distribution system.
 - It was discovered the violation was issued erroneously as the results in question were submitted on 3/8/2023.
 - ADEQ confirmed receipt of the test results however the wrong PWS number was used.
 - Correction was made on May 1, 2023, and the violation for the missing result was rejected and deleted.
- Test Port at Well Site

- As required by ADEQ, the test port at the well site was installed in April 2023. The testing location will serve as an additional test port and will be used for regularly scheduled comprehensive water quality testing.
- Randy Garrison will report completion of the installation to the ADEQ.
- Jim Curcio will create a sign or tag for the new test port.
- Other
 - While previously requested, Randy Garrison will reach out to the ADEQ again to update the email distribution list for Clear Creek Pines Unit Two, with a request to remove previous Board members.

Operations Maintenance:

- The water system operation and water testing are in full compliance with ADEQ standards.
- A break in a main water line was detected and located on February 4, 2023 at lot 7. A section of the system was turned off to isolate the leak which impacted the distribution of water to members at lots 5-7 and 16-19. A small volunteer crew repaired the line on February 12, 2023 restoring services to the affected lots.
- The turn of the season and weather changes delayed the painting of Tank B, however, the project has been rescheduled for the summer of 2023. An internal volunteer crew will be established to complete the project.
- The test port at the well house was reinstalled in April 2023 to provide an additional water quality testing location.
- The valve at Lot 13 will be moved back and replaced this summer due to normal deterioration and concerns with road grading.
- One of the two pressure reducers is measuring pressure slightly inaccurately (by 3-4 PSI) and will be replaced. Projected cost is \$300. The existing unit will be saved for emergency backup use if needed.
- As no dirt or debris have been observed in the water lines, flushing the system is not currently needed.
- The valve at Tank B is maintaining however due to normal deterioration will need to be replaced when the tank is empty.

Old Business

- Statutory Agent - Documentation presented to Board Members: Appointment of James Curcio effective 9/11/2022 • Filed with AZCC 9/11/2022
- Recorded Bylaw Amendments - Documentation presented to Board Members: approved by the Board of Directors 9/3/2022
 - Section 3.0 Number of Board of Directors. Amendment - number of directors shall be not less than five, nor more than eleven.
 - Section 10.0 Statutory Agent. Amendment - effective date 9/11/2022:
 - This corporation hereby appoints the Statutory Agent to be:
 - James Curcio | 5411 W. Ivanhoe Ct. | Chandler, AZ 85226
 - T : 602.750.3054 | E : jimcinaz@yahoo.com
- Oversight Committee - Financial Review
 - Review completed 9/3/2022 (John Popp and Randy Garrison with Jo Fuson present)
 - No deficiencies found
 - Next scheduled review: 9/2/2023 following Annual Member and Board Meetings
 - Will be conducted by Randy Garrison and John Popp with Jo Reed-Fuson present, in the event John Popp will be absent during the Review, an alternate Board member will be selected to participate in the review.
- Back-up Generator and Well Site
 - Based on member input, the Board has agreed to install an emergency back-up generator at the well site. The generator will improve the consistency of the water system by providing back-up electricity to the pumps. Total budgeted expense is \$8000, and the goal is to complete installation by July, 2023.
 - A location for the concrete pad, propane tank and generator at the well-site was identified during the Board Meeting.
 - Specifications
 - Generac Model 7228
 - Propane
 - 18KW
 - ATS
 - Oil Heater (cold weather)

- Battery Heater (cold weather)
- Additional resources/costs related to installation
 - Conduit and wiring - Joe Miller will provide
 - Labor - will be self-performed by Board committee
 - Concrete Pad - 54" x 32' X 4" - Board committee will self-perform installation
 - Gas Piping - installation will be self-performed by Board
 - 250 Gallon Propane Tank
 - Yavapai Bottle Gas
 - Annual rental fee \$80
 - Delivery and Set-Up \$225.00
 - Initial Tank Fill \$600.00
- Maintenance of Generator
 - Minimal maintenance will be required, and regular preventive maintenance will be self-performed.
 - Unit will be scheduled to perform test cycling at minimum of once monthly and the propane usage is expected to be approximately 2 gallons per hour.
- A detailed overview of fully developed costs and project requirements will be presented to the Board prior to proceeding.
- The Hydrostatic Level Measurement Transmitter was also installed in April 2023. The state-of-the-art device enhances the CCP2 system by providing electronic readings on the health of the well, including well levels, and is a proactive approach to immediately identifying issues if they arise.
 - 8/22/2021 • Initial reading of sound level testing: 632'
 - 5/27/2023 • Secondary reading at time of Board Meeting: 613'
 - Readings indicate a rise in the well level over a five-week span
 - While digital readings are currently displayed at the well-site, the information is not interfacing with the Omni site. Joe Miller will reach out to Omni to determine what additional costs are associated to add the mobile monitoring functionality.

New Business

- Upcoming meetings:
 - The next Board meeting is scheduled for Saturday, September 2, 2023, 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 2, 2023, 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 which was created and used in 2022 to improve the process of proxy submissions by adding a user-friendly electronic option, will be used in 2023.
 - Continuation of the text messaging drip campaign will be implemented to remind members of the scheduled meeting date and use of proxy voting.
 - A guest speaker will not be invited to attend the 2023 annual members meeting.
- The bi-annual newsletter will be completed within a week of the conclusion of the 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.
- John Popp may be unable to attend the scheduled September 2, 2023, Board and Members meeting and may not be able to perform the annual Financial Review. In the event of absence, an alternate will be appointed to complete required actions at the meetings and Financial Review. The use of Lot 33 for the Board and Members member will still be available regardless of John Popp's attendance.

The Board adjourned at 11:10 am