

CLEAR CREEK PINES UNIT TWO
WATER WELL USERS ASSOCIATION, INC.
SEPTEMBER 2, 2023 BOARD MEETING
Meeting Minutes

September 2, 2023 8:30 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 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 (@8:57am), Jennifer Haggard, Scott Unglaub (@8:57am), Randy Garrison, Jeff Clement, Rocky Taylor, Steve Smith, David Burrows

Board Members not in Attendance: Jim Curcio, John Popp

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 September 2, 2023. In the absence of both the President and Vice-President, the meeting was brought to order at 8:37 am by Randy Garrison, Water Quality Liaison.

General Overview:

- Attendance was noted
- Copies of the meeting agenda and handouts were distributed
 - Handouts
 - Meeting Agenda
 - May 27, 2023 Board Meeting Minutes
 - Treasurer's Reports: Checkbook Activity | Accounting History | Projected Expenses

Old Business:

- Motion to Approve May 27, 2023 CCP2 Water Well Users Association Inc Board Members Meeting Minutes
 - Motioned by Jo Fuson-Reed, Seconded by Rocky Taylor, Unanimously Approved.
- Test Port at well site has been installed.
- Painting of tank, still on backlog – remains unscheduled.
- Relocation of valve at lot 13 delayed due to scheduling conflicts with Operator and rain.
- Replacement of pressure transducer on backlog – remains unscheduled.
- The Hydrostatic Level Measurement Transmitter is providing digital readings locally and through the Omni site.
- ADEQ and ADWR contact information was submitted by Randy Garrison.
 - Address used is 150 Forest Lane (lot next to the well site).
 - Mailbox will be monitored by Jeff Clement, mailbox key to be distributed to Jeff.
 - Jeff will scan or take photographs of any incoming mail received and provide electronic copies to Randy.
- Generator at wellsite:
 - The generator and transfer switch have been received and are ready for installation.
 - The concrete slab has been poured.
 - Randy suggested building pony walls or a cover to minimize the visibility of the equipment from the street. The Board agreed to bolt the generator to the concrete slab to deter theft.
 - Yavapai Bottle Gas will not supply a leased 250-gallon propane tank for the sole use of running a backup generator, however, suggests either purchasing the 250 gallon tank (\$2550.00) or purchasing two 100 gallon propane tanks (\$189.00/each with valve assembly).
 - Yavapai Bottle Gas will supply services to refill tanks as needed
 - Current prices of propane through Yavapai Bottle Gas is \$2.39/gallon.
 - Jennifer Haggard motioned to purchase the two 100-gallon propane tanks, the motion was seconded by Randy Garrison and unanimously approved by the Board members in attendance.

New Business:

- In John Popp's absence, Rocky Taylor was identified as the substitute for the September 2, 2023, Financial Review of the Associations books.
- Joe Miller discussed an email that was forwarded to him and John Popp by Steve Lightfoot regarding Arizona 811 Membership. Based on the email, the Arizona law appears to require participation by organizations that operate underground facilities like water, power phone, etc. however, Joe Miller is concerned about the burden of locating our own lines.
 - Randy Garrison agreed to review the email from Arizona 811 for clarity and understanding.
 - Joe Miller will forward the email to Randy Garrison.
- Via email, Jim Curcio recommended setting up a separate bank account for the Association's Emergency Reserve Fund. The Board discussed the proposal and alternatively decided to list the account allocation as a separate entry on the Balance Sheet. The Emergency Reserve Fund beginning balance will be \$10,000.00 and the remainder of the checking account balance will be listed on the balance sheet as Operating Cash.
- Scott Unglaub will purchase replacement valve markers as many of the existing markers were broken due to the winter weather. Markers will be installed as needed throughout the community.
- Scott Unglaub advised the Board to seek a replacement for his role as his intentions of retiring in the future are imminent.

Preparation for the Annual Members Meeting:

- Randy Garrison will report on the Water Quality advising members of the contact information change with ADEQ and ADWR and upcoming comprehensive ADEQ water testing scheduled in the Spring of 2024. Overall, very little to report on.
- Scott Unglaub will report on System Operation and Maintenance providing members with an update on system repairs and planned maintenance: Test port at well site installed, mainline break at lot 7 repaired in February 2023 and the purchase and installation of the backup Generator at the well site.
- Jo Reed-Fuson, Treasurer, will report the current financial status of the Association to the members.
- The Board reviewed the Association's standard operating expenses, which was determined to be approximately \$12,000 annually. Additionally, the Board agreed a minimum of \$10,000 should be available at all times for emergency repair and maintenance (replacement of tanks, pumps, boosters, etc.). A review of the 2023 ytd checkbook activity was also completed, noting the current bank balance of \$26,765.25.
- It was noted that two members are currently in arrears on their water assessment (deficit of \$500).
 - Lot #26 – Recent Transfer of Ownership – Jennifer to follow up with new owners.
 - Lot #51 – Mailed being returned to sender – Jennifer to research Coconino County Assessors' information.
- The Board unanimously approved a recommendation of \$250 for the upcoming Member's assessment.

The Board Meeting adjourned at 9:38am in preparation of the Annual Members Meeting scheduled at 10:00am.

Return to Session

- At 10:45 am, proceeding the Annual Members Meeting, the Board returned to session for the election of officers
 - During the Annual Members Meeting, it was motioned and approved by the members to retain the current board of directors: David Burrows, Jeff Clement, Jim Curcio, Jo Reed-Fuson, Randy Garrison, Jennifer Haggard, Joe Miller, John Popp, Steve Smith, Rocky Taylor and Scott Unglaub.

Election of Officers

- Upon nominations duly made and seconded, the following Officers were unanimously elected:
 - Joe Miller: President
 - John Popp: Vice-President
 - Jo Reed-Fuson: Treasurer
 - Jennifer Haggard: Secretary
 - Scott Unglaub: Operations & Maintenance Officer
 - Randy Garrison: Water Quality Liaison

Adjourn

Without objection, the meeting was adjourned at 10:47 am.

Financial Oversight Committee Meeting/Audit

Members of the Financial Oversight Committee, Rocky Taylor (substitute for John Popp) and Randy Garrison (with Jo Fuson present) conducted an internal audit and financial review of the Association's books for the fiscal year ending 9/2/2023. The committee found all items were in line with expectations and there were no irregularities in the records.