

CLEAR CREEK PINES UNIT TWO
WATER WELL USERS ASSOCIATION, INC.
MAY 25, 2024 BOARD MEETING
Meeting Minutes

May 25, 2024 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, David Burrows, Rocky Taylor, Steve Smith

Board Members not in Attendance: Jo Reed-Fuson, Jeff Clement, Jim Curcio

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 25, 2024. The meeting was brought to order at 10:06 am with President Joe Miller presiding.

General Overview:

- Attendance was noted.
- Copies of the meeting agenda and handouts were distributed.
 - Handouts
 - Meeting Agenda
 - September 2, 2023 Board Meeting Minutes
 - Treasurer's Reports: Checkbook Activity | Bank Statement | 2023 Financial Statement | Accounting History | Delinquent Water Assessment Report

September 2, 2023 Boarding Meeting Minutes:

- Motion to Approve September 2, 2023 CCP2 Water Well Users Association Inc Board Members Meeting Minutes
 - Motioned by Scott Unglaub, seconded by Steve Smith, Unanimously Approved

Finances:

- The association's checkbook balance was reported as \$35,644.81 as of May 2, 2024, and the year-to-date checkbook activity was reviewed. It was noted that there is approximately \$1000 due to be paid by the Association for miscellaneous expenses related to the generator.
- Warranty services were added to the Omni Site subscription which will warranty replacement parts on the system. The additional cost is \$120 annually.
- Delinquent Assessments:
 - To date, we have 6 outstanding payments for the 2023-2024 water assessment, and 1 outstanding payment for the 2022-2023 water assessment (totaling \$1750 in past due assessment payments). The board agreed to pursue collection of the outstanding payments by mailing reminder invoices to each delinquent member and speak with members directly if possible. ^A

Water Quality Report:

- Randy Garrison reported that two notices from ADEQ were received:
 1. The US Environmental Protection Agency (EAP) announced new Maximum Containment Levels (MCLs) for per - and polyfluoroalkyl substances in drinking water.
 - There are no concerns with compliance to the new measures.
 2. Arizona Department of Environmental Quality (ADEQ) will begin a phased approach requiring all certified labs and/or public water systems to begin reporting of water quality compliance data through the Compliance Monitoring Data Portal (CMDP) and eliminating the use of Drinking Water Analysis Reporting forms beginning in mid-2024.

- Duplicate notification sent to Water Operator who is responsible for reporting in accordance with ADEQ requirements.

Operations Maintenance:

- The water system operation and water testing are in full compliance with ADEQ standards.
- The well is operating as expected and there are no issues with water pressure.
- On 4/29 an alarm was triggered indicating low tank levels and reduction in water pressure. Scott shut down the system and began to locate a leak within the unit along with David Burrows and Rocky Taylor. A large leak was detected on the lot 12 which caused a constant draw on the pump and a substantial drop in the water table (7' – 8'). Water supply to the lot was terminated and the water system was turned back on. The Board agreed to mail the member a notice to repair. ^A
- Scott reported that a potential leak was identified on Lot 31 and the water supply to the lot was terminated. The member was notified during the meeting and will address the leak.
- Scott will get with Sam Hiatt to schedule the relocation and replacement of the valve at Lot 13/14. Repairs are needed due to normal deterioration and concerns with road grading. ^A
- One of the two pressure transducers 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. ^A
- As a part of preventative maintenance, a distribution line flush will be conducted if needed.
- Scott has replaced water valve markers are needed throughout the unit. To maintain stock of the markers, and additional box will be ordered to have on hand. ^A

Old Business

- Back-up Generator at Well Site
 - Based on member input, the Board installed an emergency back-up generator at the well site on 9/16/2023. The generator will improve the consistency of the water system by providing back-up electricity to the pumps.
 - The Generator was tested on several occasions throughout the winter during power outages and ran as anticipated.
 - Throughout the usage, two tanks of propane were depleted and refilled.
 - Two members contacted Randy directly and expressed their gratitude, who appreciated not undergoing water service interruptions during the power outages.
- Painting of Tank B
 - The painting project is still on backlog.
- Replacement needed for Operations & Maintenance Officer
 - Scott's intentions of retiring from the Board are impending, though he will remain available to assist with system maintenance if needed.
 - In preparation for the transition, the Board agreed to try to identify a third-party contractor to perform work on an on-call basis.
 - Rocky will contact the Contractor who purchased Kevin Scott's business to see if a meeting can be arranged to go over the system, review maps and discuss needs and expectations. ^A
 - In the event of an alarm notification (low water pressure or tank levels), Dave Burrows agreed to assist with isolating leaks and shutting off the system or closing property valves as needed. While Dave does have a full-time job, he is willing to assist when available.
 - Scott will continue to offer assistance if possible.
 - Scott will review the system maps and ensure that all notes are up to date and accurate and Joe will make copies to have on hand for a potential third-party contractor. ^A
- 811 Membership
 - As a utility provider, Clear Creek Pines Unit Two Water Users Association is required to provide location services of underground water lines when contacted by 811. The Association needs to identify who will provide this service. Randy Garrison will research to see if there is an opportunity to hire a third-party vendor to manage the process as members of the Board are not able to be on-call as required. ^A
 - CCP2 811 Identification Number was noted during the conversation, 91065 (315 Ridge Road).

New Business

- Road material is still needed to protect the integrity of the system particularly in two shallow areas in the unit. Due to the upcoming election, the Board agreed to address the issue with the County Supervisor in the Spring of 2025. ^A
- Insurance coverage is needed for the new generator. John Popp will look into adding the coverage to the Association's current policy. ^A
- Upcoming meetings:
 - The next Board meeting is scheduled for Saturday, August 31, 2024, 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, August 31, 2024, 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.
 - The annual financial review will be conducted by the Financial Oversight Committee immediately following the election of officers.

Adjournment

Without objection, the Board adjourned at 11:01 am