

Clear Creek Pines Unit Two
WATER WELL USERS ASSOCIATION, INC.
AUGUST 31, 2024 BOARD MEETING
Board of Directors Meeting Minutes

Location: Lot 33, Clear Creek Pines Unit Two

Meeting Called to Order: 8:43 a.m.

Presiding: Joe Miller, President

Board Members in Attendance:

Joe Miller, Jennifer Haggard, Scott Unglaub, Randy Garrison, John Popp, David Burrows, Rocky Taylor, Steve Smith, Jo Reed-Fuson, Jim Curcio, Jeff Clement

I. Call to Order and General Overview

- The meeting was called to order by President Joe Miller at 8:43 a.m.
- Attendance was confirmed.
- Meeting agenda and supporting documents were distributed, including:
 - Meeting Agenda
 - Minutes from the May 25, 2024 Board Meeting
 - Treasurer's Reports, including:
 - Checkbook Activity
 - Summary of Past Due Assessments
 - Report of Normal Operating and Projected Expenses

II. Old Business

- **Approval of Previous Meeting Minutes:**
 - Motion to approve the May 25, 2024 meeting minutes was made by Randy Garrison and seconded by Steve Smith. The motion passed unanimously.
- **System Maintenance Updates:**
 - Painting of Tank B was completed on June 17, 2024.
 - Insurance coverage was successfully updated to include the new generator, with a nominal additional cost of approximately \$20 per coverage period.
 - The water valve at Lot 13/14 was relocated over the July 4th weekend.
 - Replacement of the pressure transducer remains delayed but is not critical to system operations.
 - Joe Miller agreed to purchase additional water valve markers to maintain inventory for system maintenance.
 - Randy Garrison will lead the process to update the Association's membership with 811 and will serve as the designated point of contact for utility locating services, as required by law.
 - Water service at Lot 31 remains shut off due to an unresolved leak on the member's side. No updates have been received regarding repair.
- **Board Membership Update:**
 - Scott Unglaub officially announced his retirement from the Board.
 - The Board discussed hiring an on-call operator for system maintenance.

- Sam Hiatt and another candidate named Trent were identified as potential hires; David Burrows will contact Trent for availability.
- Jeff Clement, as a full-time resident, was recommended to assume Scott's role as Operations and Maintenance Officer.
- David Burrows volunteered to assist in this role as time permits.
- Scott committed to training Jeff and David and will continue to support the Association in an advisory capacity. He will remain a contact for water shut-off needs and continue assisting with system oversight when available.
- Joe Miller will ensure that updated system maps are shared with Jeff and David.

III. New Business

- **ADEQ Inspection Report:**
 - Randy Garrison reported that the Arizona Department of Environmental Quality (ADEQ) conducted a Drinking Water System Field Inspection on July 16, 2024.
 - A previous permitting variance for Tank B was missing from ADEQ records. Following clarification and documentation, the issue was resolved.
 - The inspection, which included a site visit and photographic review, resulted in no deficiencies.
 - Some minor record updates were required and promptly completed.
 - Recommendations for future safety improvements were provided, including:
 - Permanent ladder installation on Tank B
 - Larger vent on Tank B
 - Improved stairs at the well site
 - Posting the system's well number on the pump house
 - The inspector expressed high regard for the system's condition and commended the professionalism of its management, which reflects the Board's ongoing efforts and dedication.
- **40th Anniversary Recognition:**
 - It was noted that the Association is celebrating its 40th anniversary in 2024.
- **Service Line Material Notification:**
 - ADEQ identified that the materials used in service lines (from main line to member properties) could not be confirmed.
 - The Association mandates the use of 1" Schedule 40 PVC for service lines but cannot verify compliance beyond the curb stop.
 - A formal notification will be issued advising members of the potential presence of lead or galvanized pipes in older installations.
 - Notification will be distributed during the Annual Members Meeting and mailed to those not in attendance. It will also be included in the bi-annual newsletter.
- **Vendor Billing Update:**
 - Joe Miller is currently receiving bills from Yavapai Propane. He will coordinate with the vendor to have invoices sent directly to the Association for payment by Treasurer Jo Reed-Fuson.
 - Joe will also inquire about auto-fill and automatic payment options.

IV. Annual Members Meeting Preparation

- The Board reviewed 2024 year-to-date checkbook activity and confirmed a bank balance of \$35,805.88 as of August 16, 2024.
- Two members were noted as delinquent on assessments:
 - Lot 26: Ownership recently transferred; Jennifer Haggard to follow up with new owners.
 - Lot 51: Mail has been returned; Jennifer will review updated contact information with the Coconino County Assessor's Office.
- The Board unanimously approved maintaining the annual member assessment at \$250.

Meeting Adjourned: 9:40 a.m.

Next Event: Annual Members Meeting scheduled for 10:00 a.m. the same day.

V. Return to Session

At 10:33 a.m., following the conclusion of the Annual Members Meeting, the Board reconvened for the purpose of electing officers for the upcoming term.

During the Annual Members Meeting, a motion was made and approved by the membership 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, and Rocky Taylor.

VI. Election of Officers

Upon nominations duly made and seconded, the following individuals were unanimously elected to serve in the roles indicated:

- President: Joe Miller
- Vice President: John Popp
- Secretary: Jennifer Haggard
- Treasurer: Jo Reed-Fuson
- Operations & Maintenance Officer: Jeff Clement
- Water Quality Liaison: Randy Garrison

VII. Operations & Maintenance Officer Appointment

- Jeff Clement was unanimously appointed as Operations & Maintenance Officer, following a motion by Jim Curcio, seconded by Randy Garrison. David Burrows was named as a secondary/support contact for this role.
- Joe Miller and Scott Unglaub will remain as contacts for Omni Site system notifications. Jeff Clement, David Burrows, and John Popp will be added to the list of notification recipients.
- A discussion was held regarding the inventory of spare parts stored in the gang box at the well site.
- The Board discussed updating the Arizona Department of Environmental Quality (ADEQ) Emergency Operations Plan to reflect current Board membership and contact information.
- Records with Utz Water Consulting will also be updated to ensure proper notification and coordination with the Association's designated contacts.
- Jeff Clement and David Burrows were provided with the location of the key to the pump house and the combination for the well site gate.

- David Burrows agreed to contact Trent to gather information on his service rates—including trip charges, hourly rates, and availability—for potential emergency and heavy repair work.
- Jeff Clement’s primary responsibilities will include responding to emergency issues, isolating the problem, shutting down water service as needed, and coordinating necessary repairs with certified contractors.

VIII. Adjournment

There being no further business, the meeting was adjourned without objection at 10:47 a.m.

IX. Financial Oversight Committee Meeting / Internal Audit

Following the Board Meeting, members of the Financial Oversight Committee—John Popp and Randy Garrison—with Treasurer Jo Reed-Fuson present, conducted an internal audit and financial review of the Association’s financial records for the fiscal year ending August 31, 2024.

The Committee found that all financial records were in order, consistent with expectations, and revealed no discrepancies or irregularities.