

**SPRING CREEK IMPROVEMENT AND SERVICE DISTRICT**  
**Special Meeting Minutes**  
**July 9, 2014**

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**Attendees:**

Directors Present: Ron Harris and Stephen Price  
Directors Absent: Derek Goodson

**I. Call to Order, Determination of Quorum, and Agenda Review**

The meeting was called to order at 3:30 pm. A quorum was established. There was agreement to proceed with the agenda that was distributed.

**II. Review & Approval of Minutes**

**A. February 10, 2014 Special Meeting**

Motion to approve the minutes.

Motion: Stephen Price  
Second: Ron Harris  
Unanimous

**B. July 2, 2014 Special Meeting**

Motion to approve the minutes.

Motion: Stephen Price  
Second: Ron Harris  
Unanimous

**III. Standing Reports**

**A. Financial – Deferred.**

**B. Operations**

The Operations Report for the SCR water and sewer systems, prepared by Bob Norton and distributed by him via email to the Directors, was discussed briefly.

Stephen Price reported that the electronic controls on the wells had failed very recently due to a power surge, and the backup system was not operating, so that the wells shut down without an alarm sounding. The wells have since been brought back up, and a new backup system for the electronic controls has been ordered.

Stephen also reported that a proposal for new well controls has been provided by Delcon and forwarded to the District by Bob Norton. The installation of the new control panels requires some expansion and reconfiguration of the current well house. Bob is still reviewing the detailed specifications involved with the panels themselves and their housing. It was noted for the record that considerable email correspondence has taken place among the Directors and Bob Norton regarding the failure of the old controls and potential solutions; there is currently a work-around in place so that both wells are operating, but with considerable manual intervention. The SCHOA Board has been apprised of the situation, which it concurs constitutes an emergency that needs to be addressed as quickly as possible.

The Directors agree that new electronic controls, as recommended by Bob Norton, are needed. Bob recommends that expansion of the well house should be done in a way that it can house a separate electrical room, and that it should be designed so that it could accommodate the control panel for a new 3<sup>rd</sup> well, should one be needed at some point in the future. All of this would necessitate an enlargement in the size of the current well house of approximately six feet. The well house would be brought up to current building (including electrical) code provisions in the process.

It was noted that SCHOA Architectural Committee approval should be requested. It was also noted that Bob Norton has indicated there is considerable lead time (9-10 weeks) required for the delivery of the new control panels, as well as for arranging construction; so proceeding expeditiously is important. It is expected that the SCHOA will be responsible for funding the emergency work associated with the new well controls and well house expansion.

#### **IV. Old and New Business**

##### **A. Water and Sewer System**

1. Well controls and building – See Operations Report above.
2. Fire hydrant tag installation – Stephen Price reported that this work has been completed.
3. Water usage, locations without readings, and unmetered locations – Stephen Price reported that staff is looking into situations which have been identified where meter readings are either not being taken or are not reading properly.
4. Metering for Amangani water feature – Deferred.
5. Water tank membrane roof cover banding – Deferred.

6. Preventive maintenance schedule – Deferred.

**B. Road System**

1. Entrance area berm landscaping and irrigation – Stephen Price reported that his staff plan to water this area by hand.
2. Service road barriers, seeding, and irrigation – Stephen Price reported that reseeding will be done in the fall.
3. Service road utility easement – Deferred.
4. Preventive maintenance and repairs schedule – Deferred.

**C. Policies and Procedures – Deferred.**

**D. Financial Matters and Expenses – Deferred.**

**E. Other –** Stephen Price reported that notice of the District’s Annual Meeting and Budget Hearing has been published in the local newspaper.

**VI. Meeting Schedule and Adjournment**

**A. Meeting Schedule**

The District’s Annual Meeting and Budget Hearing are scheduled to begin at 11:00 am on Thursday, July 17<sup>th</sup>.

**B. Adjournment –** Upon completion of the business at hand, the meeting was adjourned.