

Board of Directors of the Trujillo Trail DWID, SCC Arizona
Meeting Minutes January 9, 2022 at Tubac Community Center

1. **Call to Order and Roll Call:** The meeting was called to order at 12:00 p.m. by Chairman Combo. The Clerk, Flanders called the roll. In attendance were J. Combo, D. Luckadoo, J. Jenkins, E. Stubbs and M. Flanders

2. **Chair, Board Members & Treasurer and Clerk Report:**

Chair: Dan Haught of Cedar Creek Services will be moving pressure equipment from the Rock Canyon yard to the Echo Canyon yard in order to regulate the pressure in the pressure tank at the Echo Canyon yard.

System Operator Report: Advised members that the DWID's primary purpose is to provide safe water to our community through regular sampling and careful protocols whenever we have to work on the system. Every month we test for coliform, fecal coliform to be sure the water is safe. We have very deep wells which helps. There are different time frames for different testing. We are in a 3 year cycle for lead and copper testing because we don't have that as an issue. We don't have any lead or copper plumbing in our systems. We check 5 different residences every 3 to 5 years just to be sure where we are. Because we are a small system, ADEQ samples on a regular basis and they give us the data and we put out a Consumer Confidence report every year that is posted on our website and all of the different components are there. The 2nd focus is to make sure that water is coming out of the faucets. That is the harder job because of the system we have. With the volunteers and help from contractors we keep the system running. We need the whole community to help us keep the system running. If you see a leak while you are out and about, be sure to let someone know.

Treasurer: The current balance sheet and P&L as of this date have been posted on the website, so members can preview where we are. Our fiscal year ends in June to coincide with the County's fiscal year. We have \$58,000 in assets. \$52,300 of that is in liquid cash and \$4,400 and change in receivables which will be in within the next couple of weeks. We have almost no payables. Our significant payables and expenses for the 1st 6 months of our operation have been about \$1,200 to our attorney, who has been a huge help with our association; a couple of thousand to Dan Haught, who has been very important to the health of our system; and to our system operator, who is Jackson Jenkins for a modest amount; then to Aiden, who reads our meters one a month. We are in a very good position financially. Our total income to date is only \$28,800, however, ASPOA gave us \$34,700 when we transferred the system to the TTDWID. As we proceed, things will be interesting, especially with the WIFA loan. Question: number of past due account. Answer: Of the \$4,400 in receivables, \$4,200 of that is current with invoices just sent out a week ago. Looking at aging: 1-30 days \$322, 31-60 days \$329, 61-90 days \$205. The total is less than \$1000.

We have been created by Santa Cruz County and we are a governmental entity. As such, we are controlled by the County.

3. **Approval of the Minutes from December 10th Meeting:** Motion to approve, seconded and passed unanimously.

4. **Discussion Regarding Outcome of Water Plant and Funds Transfer from ASPOA:** Notarized document from ASPOA transferring assets, equipment etc. via quit claim deed and bill of sale have been finalized and recorded.

5. **Discussion of Water Infrastructure Authority (WIFA):** WIFA is a State agency funded and existing to provide loans, and even possibly forgiveness loans, to water districts throughout the state. They seem to be very helpful so far and we have high hopes for approval for funding for our pipeline up Aliso Springs Road later this year. The application to be considered for a loan at February meeting had to be filed on or

before December 24th, which we did make. Subsequently they sent us back a raft of forms to be filled out, which is the minutia within the application. That has not been completed, but is almost done. 90% of the work has been done by Karol, who is in another meeting. The main thing that needs to be done is to get a Dun and Bradstreet number which will be done soon. There is no charge for the D&B number. The forms are long and arduous. There are a variety of things that WIFA asks for. Thanks to Karol for all her hard work.

6. **Sprucing up Echo Canyon yard and Update on Trujillo Trail yard:** Echo Canyon yard still needs work. Tanks need to be painted and the yard cleaned up. We need a work party to assist. Jackson was able to get rolled steel which is needed for the horizontal storage tank to stop a leak. That needs to be done first. Regarding Trujillo Trail yard, with the obligation to maintain screening, irrigation was installed at the beginning and was continued to give the plantings a start. They are not being irrigated now. Nothing else will be done until the line comes up from the 42 yard.
7. **Moving to Quarterly Billing:** We had questions from a couple of members regarding quarterly billing. Water utilities are required to bill monthly. Because we are a new entity, we also need to show a monthly flow of income. Basically, the only way quarterly payments could be made would be to prepay. As we proceed, WIFA will have rules that we will have to follow. We don't have enough history to determine usage of water at this point. We need to keep track of leaks. **Question:** Is there a forgiveness policy? **Answer:** Yes. It is similar to ASPOA's. Ed will send a copy to Dan so he can look it over. **Question:** Re online payments. **Answer:** A check is best at this time. PayPal is set up temporarily, but it is very expensive. We will be moving to Zelle as soon as the account is set up at Chase Bank
8. **Discussion re New build and Water Storage tanks:** This is a great idea, but we are not prepared to required water storage tanks, However, we would highly recommend members installing them, so that through power outages or breakdowns of the system members would be protected. Water storage tanks could also be another issue for our system. John pointed out that this was only a discussion item.
9. **Discussion of Funding and Grants:** John sent the Treasurer a 1039-page bill recently passed by the legislature. There is a small part of it that deals with meters and monitoring. Grant will be set up in the future, but they are no where near distributing funds. There will be 1 million plus available. It is possible that there could be something out there that may or may not work for us. We will keep an eye on future developments. The Federal Government in some cases would be paying 90% and in other 100%.
10. **Call to Public:** Elaine Bender thank the Board for all their hard work.
11. **Announcements:**

Next Meeting: When we have the result from any further information from WIFA we can set a meeting date. Tentatively sometime after the 24th of February.

Future Agenda Items: WIFA update. They will want to look at our system. They may want to speak to our system operator; Report on Zelle and Chase Bank; Echo Canyon yard update; any information we may receive from the County.

Adjournment: Motion to adjourn, seconded and unanimously approved. Meeting Adjourned at 12:46.