

**Board of Directors of the Trujillo Trail DWID, SCC Arizona  
Meeting Minutes December 10, 2021, Tubac Community Center**

1. **Call to Order and Roll Call:** The meeting was called to order at 4:00 p.m. by Chairman Combo. The Clerk, Flanders called the roll. In attendance were Atty F. Cassidy, D. Luckadoo, J. Jenkins, E. Stubbs, K Stubbs, J. Beach and M. Flanders
2. **Chair, Board Members & Treasurer and Clerk Report:**

**Chair:** Current Clerk, Alma Schultz, of the Board of Supervisors for Santa Cruz County is also the Elections Director for the County. We get notice asking if we are having elections, to which we responded that we do not need an election at this time.

**Treasurer:** We have about \$50,000 in 2 accounts; aged receivable almost \$1000, Receivables \$3200 but those are invoices that have gone out that haven't been paid yet; payables around \$200 for meters and one to Jenkins. Opening new account at Chase so that we can enable Zelle. PayPal is enabled temporarily to aid members paying but because of the expense will not be continued after Zelle has been established
3. **System Operator Report:** New meter at Susick & Lopps properties. Everyone worked together to fix issues that we have had recently, and systems are recovered at this time. Active wells: Rock Canyon EEJ Well shut off as no water since April; the 2 contributing wells are the West Well in Echo Canyon and North Well at Trujillo Trail. Echo Canyon is the lion's share of production. Tests run at the beginning of each month. ADEQ tested our new 42 well recently and will give us some ideas about what to do for system treatment if needed in the future.
4. **Approval of the Minutes from August 28<sup>th</sup> Meeting:** Motion to approve, seconded and passed unanimously.
5. **Report Regarding Outcome of the Search for a District Clerk, etc..** Resolution 2022-01 to accept Meg Flanders as Clerk and Ed Stubbs as Treasurer and authorizing the Chairperson, the Treasurer and the Clerk to take actions and make expenditures consistent with the TTDWID's adopted budget with an update of action taken to other Board members at next meeting. Motion to approve, seconded and passed unanimously.
6. **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.
7. **Recordation of Notice regarding TTDWID Boundaries and Inquiries Regarding Fees and Assessments:** Title companies had not picked up us as an entity and therefore did not advise of a transfer so that they could know there were fees due. That is now corrected, and we are on track to receive notice of transfer and we can provide demand letters and resale certificate from TTDWID. We will develop our own Demand Letter and Resale Certificate.
8. **Discussion of Member Feedback on Billing:** PayPal enable temporarily until Zelle can be established to help some of our customers in paying their invoices. PayPal is 3.4%, Zelle has no cost. Ed will try to set up a link on the invoice so that customers can pay directly from invoice. Three property owners are in arrears
9. **Discussion and Reimbursement Authorization for Establishing a Zoom Account:** Zoom account established for a fee of \$149.90
10. **Discussion Regarding Findings Regarding Potential County Grants for Water Infrastructure:** American Recovery Plan Act provides fund to county to be used for water, sewer and broadband. We can't make an application. (Brader said \$2 million was set aside for broadband) also \$1.8M for aid to nonprofits. We are not nonprofit. Jennifer St. John suggested we send a note to her that she would present to the board. Jackson was talking about WIFA and the timing. Our project seems a good fit for WIFA. Re American Recovery Plan Act, County still waiting for ruling on disbursement. Don't know if

Infrastructure Investments and Jobs Act would have any funding. But pursuing County for any funding would just slow us down.

11. **Discussion and Possible Action Regarding Loan Application with Water Infrastructure Finance Authority of Arizona (WIFA):** Board needs to Approve Resolution. Grant amount \$275,000, median usage \$67; Connected \$80; we must budget for loan servicing; we need pipeline, we hope we get a waiver for forgivable interest, but if we don't, we need to be able to fund the debt service. Free technical consulting up to \$50K through WIFA is still available. We would give them the names of 3 licensed engineers from a State list and they choose one. Our current budget only has one month of debt service in it. We need to provide the County with a budget by next June and we need to provide our numbers to the County in time for them to include them in the budget. Motion to approve Resolution 2022-03, seconded and approved unanimously.
12. **Discussion and Possible Action Regarding Late Fee/Lien Resolution:** Discussion Motion to approve Resolution 2022-02 modifying the fees for past due accounts and establishes procedures for collections of past due account suspension of service requiring customers to pay all fees. It would be simpler to go to a flat fee of \$15. Originally adopted to be 10% of past due amount. Section 3 has the regular rules of the road; it also covers the event if we have to hire an attorney, whoever is responsible for past due amount has to cover the bill; section also covers accounts over 90 days old can have a lien filed against the property, also provisions for small claims court action, however, that could be expensive for us. Attorney could write a letter if demand letters have not been acknowledged and account is still not paid. 3F allows accounts to be turned over to collection agency. Treasurer and Clerk is hereby authorized to hire someone to take action against offending party. Last minute change in Section 1, Section 3 revised to lesser of \$15 or 10% would be charged. Motion to approve as revised; seconded and passed unanimously.
13. **Public Official Overview:** Not discussed
14. **Call to Public:** Jeff Beach requested that the board do something about the West Yard with the same color as was used in Trujillo Trail Yard; Meg Flanders had questions about the maintenance of the vegetation shielding the Trujillo Trail Yard. Elaine Bender will have more information.
- 15: **Announcements:**
  - Next Meeting:** Sunday, January 9, 2022, after ASPOA Meeting
  - Future Agenda Items:** West Yard spruce up; Discussion of surround at Trujillo Trail yard; Update on WIFA; Update on Late payments; discussion as to whether to require new home builds to install water storage tanks; in Treasurer Update, include report on any liens; List of planned connections over time if known.

Motion to adjourn, seconded and unanimously approved. Meeting Adjourned at 5:20