

Board of Directors of the Trujillo Trail DWID, SCC Arizona
Meeting Minutes August 24, 2022, 5:00 P.M. MTS Time via Zoom



1. **Call to Order and Roll Call:** The meeting was called to order at 5:03. Present were J. Combo, D. Luckadoo, J. Jenkins, E. Stubbs, F. Cassidy, and P. Fitzsimmons were also present. Because of technical difficulties, M. Flanders joined the meeting later.
2. **Approval of Agenda:** Motion to approve agenda by D. Luckadoo, seconded and unanimously approved.
3. **Approval of Minutes of August 6 Meeting:** Motion to approve minutes by J. Jenkins, seconded and unanimously approved.
4. **Chair, Board Members, and/or Treasurer and Clerk Reports Current Events:** J. Combo has updated list of equipment by well yard to include the conex and the equipment we keep in each yard and all the equipment that is available. Motor for Ibarra pump has been repaired. We don't know how long it will take to repair the Ibarra Pump itself. It was determined that the motor that goes with the Franklin Pump is good. It doesn't match any other pumps but the Franklin. We are trying to order another Ibarra pump. We are looking at back ups for Echo and Trujillo yards. We need to look at repair cost before we buy new. We have received money from Ferguson and around \$9,400 has been deposited. E. Stubbs will send a detailed financial report after the meeting.
5. **System Operator Report:** Wells are not producing as much water as we need and we had another leak at Fergusons, but we have not had to haul more water and not as much water was lost as last time. Inventories are holding well enough. A lot of money and time has been spent with the well issues. 2nd horizontal pump is now working. We may want to consider having a maintenance person on retainer to lessen the load of the three board members. If repairs are going to be less than 50% of a new purchase, it is generally approved but we have to consider the appropriateness of our available pumps. We do need to get an air compressor for the Echo Canyon. Unless the pumps are TEAO or TEFC we shouldn't bother repairing them. We need to have closed framed motors or we will have to continue to be repairing them. Totally Enclosed Fan Cooled is the best. The Ferguson tie in is not proper and needs to be changed. We need to establish whether this is permanent or not. We don't know the status of the connection. There should be at least a 2-inch line running to the house. We will check with the plans that we have to see if we can determine what the final will be.
6. **Discussion and Possible Approval of Policy regarding customer obligation for water line extension costs and obligations:** We have a document before us that needs to be reviewed. The DWID should use Tucson Water requirements, as do other small water companies. We will then add and adjust to our supplemental requirements and refine the policy. Disinfection is necessary and beyond the meter is the user's responsibility, but we can require them to go by ADEQ, Bulletin 10. We will address this further at the next meeting. We need an escalation policy for fees and fines which needs to be in place in advance. We need to figure out our base construction requirements.
7. **Update on WIFA and Possible Required Action:** Frank sent a screen shot of what WIFA was proposing for us, but we didn't receive the draft addendum from Evan until yesterday. Principal amount is \$700,000 and forgivable is \$370,000 and Frank drew up a standardized Resolution. Jeanne Combo can sign the Addendum for Meg as she was approved as an interim District Clerk. Evan didn't

send the finalized form, but unless something is changed that is substantive, we can approve the Resolution to allow John to sign the Addendum once we get the final document. J. Combo made a motion to Approve the Trujillo Trail Domestic Water Improvement District Resolution 2022-04, seconded and unanimously approved.

8. **Update and Possible Action regarding Engineering Firm:** The engineering firm, Team Converse, has begun the survey with drones and getting elevations for the CAD drawings. He informed us that we do not have line of site with 42 and Trujillo Trail yards so it would require a 60-foot antenna. They are waiting for a final evaluation to determine what we will need to do. They are including the easements we are trying to acquire and will give us options with or without those easements. They are dealing with Samantha from WIFA. This work could be part of the \$50,000 which WIFA covers over and above the loan. We can expect a final cost of around \$75,000 to \$100,000 for engineering. We need to have them give us notice when we get within \$5,000 for the \$50,000, so that we can consider where we are and what their estimated end costs will be. We will need to consider putting conduit in the trench while laying the water line. There are towers across the arroyo that may provide other options. There will be updates at 30, 60 and 90 percent of the project design work. J. Jenkins will get more definitive information for us.
9. **Discussion and possible action regarding Project Manager:** We will need to start soliciting bids for a Project Manager rather quickly. We need to determine the scope of work we need to fill that position. It would probably be \$100 to \$125 per hour. It is not a full-time job and mostly administrative, to make sure the governmental issues are done properly. The hours concerned will vary through out the project. We are budgeting \$1,200 per month. We must be diligent about the scope of work in order to keep the cost down.
10. **Authorization for Power of Attorney for John Combo:** J. Jenkins made a motion to allow J. Combo to get a power of attorney in order to register the water trailer with ADOT, seconded and unanimously approved.
11. **Discussion and Possible Action regarding member or contractor damage to District water system components:** J. Jenkins made a motion that we allow reimbursements to residents at an hourly rate of up to \$35 per hour for time spent in dealing with emergency water issues, seconded and unanimously approved. It was also noted that there is a potential conflict of interest because board members will be involved.
12. **Discussion and Possible Action regarding District Easements and Boundary Expansion:** All of the parcels adjoining Trujillo Trail have expressed interest in joining the District. We have agreed that our obligation to our original service members and until the system is in, we will not consider new members. However, in requesting the easement from Tony Freeland, we may be asked to give membership in lieu of funds in order to receive the easement.
13. **Call to the Public:** None
14. **Announcements:**
 - 14.A **Next Meeting Date:** Saturday, September 10, 2022 at 9:00 a.m. MST.
 - 14.B **Future Agenda Items:** Discussion and possible action with regard to Policy regarding Customer requirements for water line extension costs and obligations; Update on WIFA and possible required action; Discussion and Update on Engineering firm; Discussion and possible action with regard to Project manager; Discussion and possible action regarding fees and fines incurred with faulty water line connections and construction; Discussion and possible action regarding easements at top and bottom of project; Discussion and possible action regarding having an outside maintenance person on retainer in case of emergency.

15. **Executive Session:** None Required.
16. **Adjournment:** Motion to adjourn at 6.22 p.m. by J. Combo, seconded and unanimously approved.