

Board of Directors of the Trujillo Trail DWID, SCC Arizona
Meeting Minutes August 6, 2022, 9:00 A.M. MTS Time via Zoom



1. **Call to Order and Roll Call:** The meeting was called to order at 9:01. Present were J. Combo, D. Luckadoo, E. Stubbs, F. Cassidy, M. Flanders and P. Fitzsimmons. J. Jenkins joined at 9:05. J. Utecht joined later in the meeting.
2. **Approval of Agenda:** Motion to approve agenda by J. Combo, seconded and unanimously approved.
3. **Approval of Minutes of July 13 Minutes:** Motion to approve minutes by J. Combo, seconded and unanimously approved.
4. **Chair, Board Members, and/or Treasurer and Clerk Reports:** **Treasurer** reported that the Echo Canyon pressure tank supply to the community is back online. The water break of a couple of days ago was quickly isolated and repaired. We lost quite a bit of water from the Echo Canyon yard but it is now full again. The West Yard is pumping close to 5 gpm. We don't have the real pump back yet, so we need to be cautious. We don't know the fill level of the Trujillo Trail Yard. The treasurer reported that we have \$36,890 in three separate bank accounts and that includes Reserves and \$3,500 in payables and about \$4550 in receivables. The pump rebuild will be expensive, so we need to be fiscally conservative. The pump repair is about 4 weeks out and will be over \$1000. When that is back online, we need to rebuild the one presently in use, so that we have a backup. We should hear on the WIFA loan this next week.
5. **System Operator Report:** J. Jenkins has identified another source out of Elephant Head for hauling water. We may want him to haul some water in the next week to keep us in good shape for the next few weeks. He is on standby for this Wednesday and Thursday.
6. **Discussion and Possible Approval of Policy regarding customer obligation for water line extension costs and obligations:** J. Jenkins has looked at the policies of water providers in Tucson and surrounding area. We need to glean the appropriate language from them to develop our own policy. As a general rule, any oversizing of the pipe would be paid for by the DWID, either by discount or credit. Most water companies require that the line extension should go the far side of the property or get an easement, so that the next property can tie in. We would authorize and supervise the work and the trenching and other construction would be at the expense of the contractor. We need to establish criteria for annexation fees. The policy will be discussed further at our next meeting once J. Jenkins has been able to summarize his findings. The Policy about construction of additional is not a fee and would be charged on a case-by-case basis.
7. **Public Hearing on Rates and Fees:** Connection fee went up \$300 to include the water meter. J. Combo reported that P. Tarzian had input about the infrastructure fee. It is going up for all parcels and he was looking at having equality in the fees for existing properties and vacant land. We have never done that. The infrastructure fee used to be \$6,100 and is now \$7,800. There was no other input from the public. D. Luckadoo moved that we approve the new Rates and Fees, seconded and unanimously adopted.
8. **Public Hearing on Budget:** The only comment on the budget was from P. Tarzian about Budget item 6202, wondering why the amount was less in the new budget. It was because we were in the

transition from ASPOA to TTDWID. There were no further public comments. The Public Hearing was closed.

9. **Approval of 2022/2023 Budget:** D. Luckadoo moved that the 2022/2023 Budget as published on the TTDWID website be adopted, seconded and unanimously approved.
10. **Discussion and Possible Action regarding Project Manager:** J. Jenkins has reached out to a couple of people he has worked with before to see if there was any interest. One has expressed interest. These would be positive candidates for Project Managers when we get to that point. Project Manager is closely enough aligned to our project that a Request for Qualifications (RFQ) should probably be done.
11. **Discussion and Possible Action regarding member or contractor damage to District water system components:** Any damage done should be at the expense of the contractor doing the damage. If we do the Blue Stake and it is incorrect, the cost would be ours. Without a Blue Stake or damage within our Blue Stake parameters, the expense is the contractors. Any associated cost would be billed to the contractor. A board member should be able to invoice the District up to \$35/hour in an emergency situation. Precedent has been set with previous work done for ASPOA by board members. J. Jenkins suggested that we make a policy that the DWID will pay up to \$35/hour for any unpaid district member's time associated with an emergency response to our system. The next discussion is about what to charge for the water loss. Water hauling is more expensive for us than the charge for Tier 3 or Tier 4. We need an invoice from the plumbing company, an invoice for David and John's time and an invoice for 7 loads of water at \$50/load, so that we can then invoice Roy since he has been our contact. Because two board members had to work on this emergency water leak, there is a potential conflict of interest, but the board is aware that this was necessary. We may want to contract with a utility locating firm that could do our blue staking and then they would assume the responsibility for a miss marking. J. Jenkins made a motion for Ed to prepare an invoice to be sent to Roy, covering the cost of the lost water, the cost of the plumbing for the repair and the cost covering John and David's time which will be invoiced, seconded and unanimously approved.
12. **Discussion and Possible Action regarding District boundary expansion.** A request has been made to join our District. At this time the 42 Line is not set up to be a distribution line. The pressure is not there, and it is intermittent only to maintain our present system. In order to make it a distribution line there would be a significant change to our present project as extensive infrastructure additions would be necessary. Once we have a mature system, we could look at taking on additional customers, but it is premature at this point without knowing what our proven reserves are. We are unable to commit at this time. In the future when we better understand our system, we may be able to consider it if they still are in need.
13. **Call to the Public:** J. Jackson spoke to Gary Brasher with regard to the easement by 42. We will send the drawing to him again, so that he can present it to Owner. The easement should be at least 20 feet.
14. **Announcements:**
 - 14.A **Next Meeting Date:** Wednesday, August 24, 2022 at 5:00 p.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; Update on Engineering firm; Discussion and possible action with regard to Project manager; Discussion and possible action with regard to Policy statement with regard to emergency work, whether it is a leak or necessary repairs to the system by District member and invoicing for their time

at a rate not to exceed \$35/hr.; Discussion and possible action with regard to easements at top and bottom of project.

9. **Executive Session:** None Required.
10. **Adjournment:** Motion to adjourn at 10:24 by J. Combo, seconded and unanimously approved.