

Board of Directors of the Trujillo Trail DWID, SCC Arizona
Meeting Minutes, February 1, 2023 at 5:00 P.M. MTS Time via Zoom



1. **Call to Order & Roll Call:** Meeting called to order at 5:00 p.m. MST. J. Combo, J. Jenkins, D. Luckadoo. Also present were E. Stubbs. P. Tarzian and M. Flanders.
2. **Approval of Agenda:** J. Jenkins moved to approve agenda, seconded and unanimously approved
3. **Approval of Minutes of the October 19, 2022 Meeting:** D. Luckadoo moved to approve, seconded and unanimously approved
4. **Chair, Board Members, and/or Treasurer and Clerk Reports. Summary of current events.** There are two approved Ibarra pumps companies in Arizona and J. Combo got prices for new pumps and ring kits. The ring kits are around \$400. The wet end pump would be \$1400 to \$1600. J. Jenkins has checked in with Converse to get the electrical information to us. ADEQ is required to do a PFOS mass sampling effort all over the State. ADEQ has tested Trujillo Trail, Echo Canyon and 42 Aliso Springs Road wells. We will be notified if there are any issues. We have 6.8 ppm. arsenic in our water. The limit is 10. The potential for arsenic treatment will be addressed in our plan for the new system. Echo Canyon is working great. Trujillo Trail has had a leaky valve and that has been repaired. There is a ball valve that is cracked and will be repaired. The Trujillo Trail pressure tank has become water locked and that will be reviewed and repaired. At the north storage tank, the ball valve does not completely shut off, so that is also being addressed and repaired.
5. **System Operator Report:** We have purchased and installed a new 3 phase system at Echo Canyon and repaired the gasket on the pressure tank. The leak by the gate at the Trujillo Trail yard has also been repaired. We also purchased two more matching 3 phase motors and a matching VFD, so that we can upgrade the other wells at some point in the future. We need to put ventilation into the Conex at Echo Canyon. We are looking into possible solutions.
6. **Discussion and Possible Action regarding WIFA loan.** Nothing is happening at this time. We are paying a small portion per month as a reserve allocation, but we are not being charged interest. WIFA funded \$50,000 for engineering. The Converse bid was just under the \$50,000 then they tried to tie in the existing infrastructure, but since it was already there, no cost should be added. WIFA may approve going a little over the \$50,000. We have had to do a new testing at 42 Aliso Springs Road for ADEQ at \$3600. Any further increase in the engineering expenses must be approved by us prior to going into effect. We have no way of checking with WIFA to see where we are in the process. E Stubbs will be looking into that.
7. **Update and Possible Action regarding pipeline engineering firm 60% design complete.** Converse says we are at 60%. The Board has reviewed what we have to date and provided comments to Converse, also to include the electrical. We are now looking for more information from them. We may not be far from a final design plan with agreed upon design changes. Final design is what goes out for the bidders, so we will need to be very specific. There was a question as to whether the project can be broken down so that we can start getting bids on the pipeline itself. We don't have the details that we need now, so we could ask Converse if we can get the pipeline itself singled out.. If we have 100% detailed drawings for the pipeline, we could

perhaps forward with that. It appears they are doing 20 to 40 foot lengths of piping. Discussion was had about the type of piping.

8. Discussion and Possible Action regarding pipeline Project Manager. We should have a project manager to help prepare the packages that go out to bid so that they are in compliance. Cost is always an issue. Is it something Converse can do? If so, we will check to see how much they would charge to prepare the bid package. There is \$20,000 on the table for SEAGO assistance, and they may be able to prepare the bid package. We need more information. We need to get the most competitive contractors working on the job.

9. Update and Possible Action regarding Board resolution approving pipeline easement(s) and expense. We already have resolutions to deal with both the lower and upper easements. Converse needs to use the legal description by 42 Aliso Springs Road from the LaPuzza survey. A title search was done on the lower easement and nothing was found to deter us from finalizing the easement with Freeland. It was also agreed that that title insurance will not be purchased. D. Luckadoo moved to approve the finalization of the Freeland easement, seconded and unanimously approved. D. Luckadoo will find out to whom the check should be made out to for the easement across the Freeland property for 42 Aliso Springs. D. Luckadoo will talk to someone regarding the upper easement which we hope to acquire at no charge because they will be receiving water from the system. A motion was made by J. Combo for D. Luckadoo to go forward with the upper easement at no cost as shown in the drawing requesting a 20' easement and LaPuzza will perform the survey for that easement. The motion was seconded and unanimously approved. J. Jenkins will talk to Santa Cruz County to see what the process would be with the County for our pipeline construction.

10. Discussion and Possible Action regarding request for bids to construct the pipeline. We are not ready to do this at this time. Whether Converse will do this or a possible project manager or SEAGO we don't know at this time.

11. Discussion and Possible Action regarding having an outside maintenance person on retainer in case of emergency. Most of the maintenance has been falling on J. Combo, D. Luckadoo, J. Jenkins and some on Garrett. It would be helpful to have someone on call in an emergency. It doesn't have to go to bid. If we use Garrett, we might want to lower the water load charge to \$50 from \$100 and an equipment run to \$50 from \$100, plus an additional \$50 for a run to Tucson and \$75 to Nogales. We have agreed to pay \$175 for an emergency call. We could pay \$100 per month on retainer to ensure that someone will be available when we need them right away. The retainer issue will be tabled for now. Ed will discuss the lower pricing with Garrett.

12. Discussion and possible Action regarding retaining the services of Myhart Associates (Bill Newchester) for District bookkeeping services. This is not something we can do under our present budget but is something we can look forward to doing. It would be around \$350-\$500/ month. Ed will check to get a scope of services and costs. We could be looking at perhaps including this in next year's budget. Ed will ask for a scope of services and cost agreement. All services are \$150/hour. Myhart Associates are doing about 20 to 30 percent of the work right now.

13. Discussion and possible Action regarding the appointment of a new Treasurer. Tabled

14. Discussion and possible Action to trigger the SEAGO help about government contracting thus taking advantage of WIFA's \$20,000 free SEAGO (SouthEast Arizona Government Organization) assistance. We

need to find out how we can use this resource and what it covers. E. Stubbs will ask WIFA what SEAGO funding would cover.

15. **Discussion and Possible Action to find a new clerk/secretary.** Tabled

16. **Call to the Public.** Peter Tarzian, as a board member of ASPOA, wanted to get caught up on what was happening with the District. As things are beginning to be connected, we will need to coordinate with ASPOA.

17. Announcements:

17.A Next Meeting Date: Tentatively set for Wednesday, March 1, 2023

17.B Future Agenda Items: Discussion and Possible Action regarding WIFA loan; Update and Possible Action regarding pipeline engineering firm design, discussion and possible action regarding pipeline project manager, Update and possible action regarding board resolution approving pipeline easements and expense, Discussion and possible action regarding Request for bids to construct pipeline, Discussion and possible action regarding having outside maintenance person on retainer in case of emergency, Discussion and possible action regarding retaining the services of Myhart Associates (Bill Newchester) for District bookkeeping services, discussion and possible action to trigger the SEAGO help about government contracting to take advantage of WIFA's \$20,000 free SEAGO assistance, Discussion and possible action regarding the appointment of new Treasurer, Discussion and Possible Action to find new Clerk/Secretary.

18. **Executive Session:** None Required.

19. **Adjournment:** D. Luckadoo moved to adjourn at 6:32, seconded and unanimously approved.