

Board of Directors of the Trujillo Trail DWID, SCC Arizona
Meeting Minutes, May 16, 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, D. Luckadoo were present, J. Jenkins joined at 5:35. Also present were E. Stubbs. F. Cassidy and M. Flanders.
2. **Approval of Agenda:** D. Luckadoo moved to approve agenda, seconded and unanimously approved.
3. **Approval of Minutes of the February 1, 2023 Meeting:** D. Luckadoo moved to approve the minutes, seconded and unanimously approved.
4. **Chair, Board Members, and/or Treasurer and Clerk Reports. Summary of current events.** The faulty valve at Trujillo Trail yard has been repaired. There was no flow showing on the internet at Echo Canyon so it couldn't be monitored. J. Combo checked and it is pumping; the West Well is pumping at 2.7gpm. He also tried resetting the camera and internet but it wouldn't connect. There are a lot of weeds at Echo Canyon. The relief valve for Trujillo Trail yard is being delivered tomorrow. Treasure report: There is \$41,000 in the Chase account; \$3,500 in the WaFd account which pays all of our auto pays; and there is \$500 in our saving/reserve account. Funds from that account have been used for some of our capital expenditures in the last 9 months. We have no payables and just a handful of receivables. John sent a note to Evan Marsh of WIFA for clarifications regarding resolutions.
5. **System Operator Report:** J. Jenkins was not available for System Operator Report.
6. **Discussion and Possible Action to trigger SEAGO help** with government contracting thus taking advantage of WIFAs \$20K Free SEAGO allocation. We need to get things to bid as soon as possible. We can take advantage of the \$20,000 from WIFA to have SEAGO assist us with the bid package. We are beyond the 90% complete design. We don't have the specifications for air separator stations and relief valves which happen 6 times along the pipeline. Do we need SEAGO to help in the bid. Frank let us know that SEAGO puts together the entire bid package specifications that will be incorporating all of our specifications and a lot of that comes from WIFA. How do we determine who gets the bid? There are several people who have come forward who want to work on our project. Frank said that the bid package would be posted in the regular places. They will not only post them, but also put them in a publication for small projects, so that all people who want to bid can bid. Once the bid package is posted, we, with SEAGO's assistance, would pick the bid using the general provisions for public contacting as specified in the 100 series of Pima County, City of Tucson standard specifications, it explains how you determine the low bid. It also explains how you fix errors. We are supposed to pick the lowest qualified bid. We can reject a low bidder and can take the seconded bidder, but would have to show cause and that is ripe for litigation. There should be a debarment process in place, should that happen. We would formally approve of SEAGO's recommendation. We can waive irregularities. SEAGO's assistance should be initiated right away so that they can be getting familiar with the package so we can mitigate delays. We will check with WIFA to initiate our contact with SEAGO. We can wrap up the loose ends as SEAGO is working with what we have. If there is a general contractor involved there will be a 15% mark-up. SEAGO can help us to decide whether we can or should split up parts of the bid package. If the

pump skid is manufactured off site that might be able split off as well. A motion was made by J. Combo for J. Combo to call Evan Marsh at WIFA regarding contacting SEAGO. It was seconded and approved.

7. Discussion and Possible Action regarding 90% complete pipeline design. We haven't heard back from Converse regarding our last corrections. J. Jenkins and Combo received documents from Evan Marsh for Loan Amendment No 1. The description of the project included some of the stuff that is in Agenda Item 12. Allan at Converse was trying to self-increase his scope of work and he needs to strike a sentence out of the design package so we can move forward. The loan amount from WIFA is meant to cover the lining of the tank at 42 as part of the project. We need a low bid for the earthworks team, for the skid, industrial quality pipeline contractor to connect and do the welding for all of the piping and equipment. If it can be done separately, we would save a general contractor fee. J. Jenkins said it should be one bid for a firm that does all of those things with a project manager for oversight. He didn't recommend that we parcel it out separately. If the bid doesn't meet our finances, we can question it. We could purchase the skid to the engineer's specifications and assign it to them. If the bid comes in too high, can we split things out? WIFA and SEAGO would have to approve that. If the cost becomes higher, we might need to talk to WIFA about additional funds. J. Jenkins will check to see where we are on finalizing the project design.

8. Discussion and Possible Action regarding the bid package and standard specification to be included in the invitation to bidders for the pipeline project. The project will be using the Pima County, City of Tucson specifications as our standards.

9. Discussion and Possible Action regarding request for bids to construct the pipeline. Discussed above.

10. Discussion and Possible Action regarding retaining project manager and obtaining permits if any are required. The contractor has to do the blue staking, permits, clearances and approvals. WIFA may take care of historic preservation issues. J. Jenkins will check with Allan at Converse.

11. Board resolution approving pipeline easement from Caracal Point to Trujillo Trail yard and any associated expenses. No further contact has been made on the Caracal easement. We have not had any communication from them. We will contact Gary again and get that back on track. We will also finalize the easement with Tony at the 42 yard.

12. Discussion and possible Action regarding non-WIFA scope of this project, for example modifying the storage tank at 42 ASR including epoxying the tank. Discussed above.

13. Discussion and possible Action regarding obtaining insurance, both Director and Officer and general insurance for TTDWID. Tabled

14. Discussion and possible Action regarding WIFA loan and funding the associated payments once construction begins. Tabled

15. Discussion and possible Action regarding beginning preparation for annual budget. We need to have a public hearing on the proposed 2023-2024 Budget by the third week of July. The board needs to give the Treasurer direction on what they want to see in the budget. It will have to include the servicing of the \$700,000 debt for pipeline construction. We have estimates from Converse that we might be able to use for budgeting purposes. We don't have limitations on how much we can raise the monthly fee. We need to know how much forgiveness we have and how much the actual debt service will be. We need clarification from WIFA.

16. Discussion and Possible Action regarding communication with Santa Cruz County road easement. We need to contact the County to verify our use of the easement. Right of way clearance is under the purview of the contractor. It has been confirmed that the County owns the road all the way to Aliso Springs.

17. Call to the Public. No one present.

18. Announcements:

18.A Next Meeting Date: Tentatively set for Wednesday, May 24, 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 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., Discussion and Possible Action regarding budget for 2023-2024 fiscal year.

18. Executive Session: None Required.

19. Adjournment: J. Combo moved to adjourn the meeting at 6:05, seconded and unanimously approved.