

**Board of Directors of the Trujillo Trail DWID, SCC Arizona**  
**Meeting Minutes, January 2, 2025 at 5:00 P.M. MTS Time via Zoom**



- 1. Call to Order & Roll Call.** The meeting was called to order at 5:05p.m. MST. J. Combo and J. Jenkins were present. E. Stubbs, F. Cassidy and M. Flanders were also present.
- 2. Approval of Agenda.** J. Combo made a motion to approve the agenda. The motion was seconded and unanimously approved.
- 3. Approval of Minutes of June 26, 2024 and December 17, 2025 Meeting.** J. Combo made a motion to approve the Minutes. The motion was seconded and unanimously approved.
- 4. Chair, Board Members and/or Treasurer and Clerk Report.** None
- 5. System Operator Report.** We've been using the new system from the 42 yard and are pumping water to the Trujillo Trail Yard for some time now. It is manual, so it takes a lot of people keeping an eye on the system. We are in cooler weather, so we don't have as much demand now. The Echo Canyon yard was out of service while a new pump was being installed, and the 42 yard was being used to keep water level up at the Trujillo Trail yard. Now the Echo Canyon yard is back in service, both it and the Trujillo Trail yard are keeping up with demand and we are not having to draw from the 42 yard as much. J. Combo and J. Jenkins have insulated above ground pipes at the 42 yard and the Trujillo Trail yard so we are in good shape should we have any sustained cold weather. The Trujillo Trail yard still needs some minor updates. There will also be some minor upgrades at the Echo Canyon yard as time allows. It is still fairly well insulated so shouldn't be a problem if cold weather its. Work will continue as needed. We are continuing to make sure we have back-up equipment for all of the yards. The short length of pipe at Trujillo Trail from which electronic box hangs is not yet insulated.
- 6. Discussion and possible action** regarding itemization of internal funds spent to date and internal funds remaining to be spent to complete work on the 42 and Trujillo Trail yards to optimize use of the new pipeline and water supply from 42 to Trujillo Trail. Certain items were approved in last year's budget to be committed, about \$10,000, and then there were other items that our DWID had responsibility for vs KE&G. The spreadsheet that E. Stubbs sent to the Board is a bit high because there are some water meters in there that don't belong to the pipeline project. It will be about \$31,000 to date including what D. Luckadoo and E Stubbs spent and \$17,300 for the work done at both yards byHenson Excavation for plumbing and to bring the yards up to ADEQ standards. That's where we are today with capital expense against the pipeline project and work done on both yards. There is \$4,900 in the spread sheet for pipeline project and water meters that needs to be scrutinized to see what of that amount is pipeline and what is other expenses. D. Luckadoo spent \$4,992. Will this be maintenance or part of pipeline. J. Combo will be billing \$1,050 for insulation and tape which will probably go to the pipeline. What remains to be done if anything in terms with the money we have? We need a couple of bungs at Trujillo Trail and a bill from the electrician is still to come in. There will be a payable to Omar probably \$4,000 to \$5,000 that we don't have any data for that yet. E. Stubbs sent a spreadsheet that started out as a year to date Profit and Loss statement to which he capped the budgeted amount to the Board prior to the meeting.

The \$3,100 isn't there because it is offset into capital. There are some items are posted capital expense so they are not individually identified as to where the money is going. We still have \$68,800 payable to KE&G, \$1,500 to Jackson and \$100 for meter reading, Turner Labs \$118 and \$2,681 to WIFA, which should have been paid. We should probably create a bill as payable for Omar. The board approved up to \$4000 for the Pump. E. Stubbs said it actually costs \$3,840 with an additional \$400 for shipping, so it is over the \$4,000 approved. The only thing we do not have covered is the build out at 42. We budgeted \$25,000 for this year and \$10,000 from last year. The spreadsheet included dates. We spent \$5,000 before we had a new budget. We haven't spent the \$35,000 but when we pay Omar we probably would go over. J. Jenkins made a motion to add a 10% contingency for any variables in costs and any additional expense over any budgeted item will come out of the contingency fund. If E. Stubbs is to buy a substitute wet end for any yard would this then apply. It was decided that this motion does cover the issue. The motion was seconded and unanimously approved.

**7. Discussion and potential action regarding final payment to KE&G and WIFA loan status.** There are still a few things that KE&G needs to do. The County had an issue with the cattle guard at 42 which KE&G worked on last week, but it seems the County is still not happy with the repair. There is \$68,800 due to KE&G. And there will be about \$12,000 left over from the WIFA loan . WIFA will be paying the \$68,800 to KE&G and we will then renounce whatever overage is left back to WIFA.

**8. Discussion and possible action** to approve a resolution authorizing the TTDWID's Certified System Operator (1) to undertake non-emergency maintenance and repairs up to and including the full repairs and maintenance line item in the adopted budget (Item 6010 Repairs & Maintenance in the 2024/2025 adopted budget) and (2) to undertake emergency repair work including equipment replacement up to and including the full contingency line item in the adopted budget (Item 6500 Contingency Expense in the 20204/2025 adopted budget). F. Cassidy and J. Combo had discussions about authorizing J. Jenkins as System Operator to make appropriate expenditures on the system on an emergency basis. When we first set up the District, the previous Resolution that gave authorization to the Chair and the Clerk to spend monies consistent with the Budget and the report at the next Board meeting as to the expense. We did not include the System Operator. With this proposed Resolution we should modify section 1 and 2 of the draft Resolution to say, "in any budget year" and delete the parenthetical statement and adjust to the revised draft sent during the meeting by our attorney. This will allow us to keep the system going in any situation. Any expenditure would be limited to cash reserves and amount remaining in the contingency fund. This could be an issue if we have a 3<sup>rd</sup> party System Operator that we don't have experience with. To control this the Resolution is amended to add approval of a sitting Board Member if the System Operator is not a Board Member. J. Jenkins made a Motion to approve the revised Resolution. The Motion was seconded and unanimously approved.

**9. Discussion and possible action** regarding cleanup at the Trujillo Trail, Echo Canyon and 42 yards, including the conex at Echo Canyon, installation of pipe insulation, reimbursement of same, expenditures and reimbursement for new pump and motor at Echo Canyon, backup pump and motor for 42. The cleanup, especially for the EC conex, could include a community volunteer help morning or day. J. Combo will be submitting some bills for \$250 to get wet end evaluated and for foot valves for \$30 and for the insulation and tape and zoom renewal for about \$1,500. With regard to cleaning up, we will have a trailer available. D. Luckadoo will bring his tractor down. We will ask for volunteers. Do we need full replacement or just another wet end for the Echo Canyon and Trujillo Trail. We already have 2 WEG motors.

**10. Discussion and possible action** for the agenda of a Board meeting adjacent to the ASPOA annual meeting on February 2, 2025 at 10:00 at Tubac Community Center. At the next meeting talk about elections and pipeline update and about the EPA Lead rules and notices had to be sent out to about 10 members. Discuss clean up and ask for volunteers. John will coordinate with K. Stubbs about the meeting.

**11. Call to the Public.** At this time any member of the public is allowed to address the Board of Directors on any issue within the jurisdiction of the TTDWID. Pursuant to the Arizona Open Meeting Law, at the conclusion of Call to the Public, individual members of the Board may respond to the criticism made by those who have addressed the Board, and may ask staff to review the matter, or may ask that the matter be placed on a future agenda.

**12. Announcements.**

**12.A Next Meeting.** February 2, 2025 immediately following the 10a.m. Annual Meeting of ASPOA

**12.B Future Agenda Items.** Pipeline Update, Financial Update, Cleanup Announcement,

**13. Adjournment:** J. Jenkins moved to adjourn the meeting. Motion was seconded and unanimously approved. The meeting was adjourned at 6:06 PM