



**REGIONAL WASTEWATER RECLAMATION ADVISORY COMMITTEE**

Water & Energy Sustainability Center  
2955 W. Calle Agua Nueva  
Radon Conference Room

**MEETING MINUTES**

**Thursday, August 21, 2014**

**COMMITTEE MEMBERS PRESENT:**

Ann Marie Wolf	Bill Katzel	Mark Stratton
Mark Taylor	Kendall Kroesen	Jackson Jenkins
Sheila Bowen	Rob Kulakofsky	
Bob Iannarino	Matt Matthewson	

**COMMITTEE MEMBERS ABSENT:**

Barbee Hanson	Amber Smith
John Lynch	

**A. CALL TO ORDER.** Ann Marie Wolf, Chair, called the meeting of the Regional Wastewater Reclamation Advisory Committee (RWRAC) to order at 8:01 a.m. Veronica Lopez took the roll call and a quorum was present. Ms. Wolf welcomed and introduced Mr. Matt Matthewson as the newest RWRAC member.

**B. PLEDGE OF ALLEGIANCE.**

**C. CALL TO THE AUDIENCE.** There were no comments from the audience.

**D. SAFETY SHARE.** Armando Membrila stated there will be a lot of traffic around the University of Arizona campus today as it is move-in day for students, so try to avoid the area, and if not be cautious of traffic and/or pedestrians.

**E. APPROVAL OF MINUTES.**

Meeting Minutes of June 19, 2014

**ACTION:** Mark Taylor made a motion to approve the minutes of the June 19, 2014 meeting. Armando Membrila seconded the motion. Motion passed unanimously.

**F. COMMITTEE/SUBCOMMITTEE REPORTS.**

**1. CITIZENS' WATER ADVISORY COMMITTEE (CWAC) UPDATE.** Mark Taylor stated because CWAC has not held any meetings in the last few months, there is no meeting report to provide. Mr. Taylor introduced Melody Loyer who is now the Planning Administrator for Tucson Water.

**G. DISCUSSION/ACTION.**

**1. DIRECTOR'S UPDATE.**

- a. **Regional Optimization Master Plan (ROMP) Update.** Jackson Jenkins, Director, Regional Wastewater Reclamation Department (RWRD), recommended for future meeting agendas, that items regarding a specific treatment facility now be referred to as the specific facility name and not by the ROMP Update. Mr. Jenkins provided a status of activities at the Agua Nueva Water Reclamation Facility (WRF) and the Tres Rios WRF. Mr. Jenkins announced that RWRD has received the approved clean-closure permits from the Arizona Department of Environmental Quality (ADEQ) for the Roger Road facility. RWRD has partnered with the University of Arizona and are currently accepting Request for Expressions of Interest (RFEI) to establish potential repurpose for this facility.
- b. **RWRD ENERGY OPTIMIZATION MASTER PLAN PROJECT UPDATE.** Mr. Jenkins discussed the July 15, 2014 memorandum he issued to the County Administrator regarding RWRD Energy Optimization. (The Committee members received a copy of this memorandum in their meeting packets.) Mr. Jenkins went over the Tres Rios WRF annual energy costs charts with the Committee. Mr. Jenkins stated RWRD continues to improve energy efficiency and optimize energy costs.
- c. **BIOGAS CONTRACT.** Mr. Jenkins acknowledged Jing Luo, Civil Engineering Manager, RWRD, and Charles Wesselhoft, Deputy County Attorney, Pima County Attorney's Office, as two of the key members that worked on the biogas contract during the Request for Qualifications (RFQ) process. On August 18, 2014, the Board of Supervisors (BOS) unanimously approved the contract with Anaergia/Grannus. RWRD will now move forward to clean the gas and inject it into the Southwest Gas pipeline and sell it to a third party that will pay a premium. This is a Design Build Finance Own Operate (DBFOO) in which there is no cost to the County. RWRD will get 10% of total revenues, which is estimated to be over \$200,000 a year.
- d. **ORDINANCE REVISIONS: PIMA COUNTY CODE TITLE 13 – DIVISION II: SEWERS.** Mr. Jenkins noted that this is a huge effort by staff to revise the ordinances and stated he will keep the Committee updated on the progress. Ms. Wolf asked when the Committee can expect to see the revisions. Jennifer C. Coyle, Special Assistant to the Director, RWRD, stated in approximately six to eight months and hopes to have the entire process complete within the next year and a half.

The Committee asked Mr. Jenkins various questions related to the agenda items. Mr. Jenkins and staff discussed the disinfection process at the Tres Rios WRF.

The Committee recessed at 8:35 a.m. and re-convened at 8:40 a.m.

**2. RWRD FINANCIAL REPORT.**

- a. **FISCAL YEAR (FY) 2013/2014 BUDGET – DETAILED YEAR END REVIEW OF REVENUE AND EXPENSES.** Patrick McGee, Division Manager, Finance and Risk Management Department (FRMD), discussed an RWRD revenue comparison chart for FY 2013/2014 budget, FY 2013/2014 Period 13 Actuals, and FY 2014/2015 Budget. With regards to the Sewer User Fees, RWRD was nearly on budget at \$159.6 million and the budget was at \$159.9 million. The Connection Fees came in below budget at \$11.3 million and the budget was at \$16.5 million. The main reason for this was because connection fees for Davis-Monthan Air Force Base and the Pascua Yaqui were not collected. Mr. McGee continued to discuss the revenue chart.

Mr. McGee went on to discuss the RWRD expense comparison chart for FY 2013/2014 budget, FY 2013/2014 Period 13 Actuals, and FY 2014/2015 Budget. Personnel Services was very

close to being on budget at \$34.8 million and the budget was \$34.9 million. The new budget for Personnel Services is \$33.6 million and this is due to a reduction of full-time RWRD employees. Supplies and Services is under budget at \$38.9 million and the budget was set at \$42 million. The new Supplies and Services budget is \$48.6 million. Mr. McGee stated the debt service retirements are no longer shown in the budget, but stated it is shown on the balance sheet. Matt Matthewson stated he would be interested in receiving background information of this change. Mr. McGee stated he will provide that information. Mr. Taylor asked how debt service is now tracked. Mr. McGee stated sub-ledgers are used to track debt service. Ms. Wolf requested that this item be placed on the upcoming RWRAC Financial Sub-Committee meeting agenda.

**b. COMPARISON OF ADOPTED FISCAL YEAR 2014/2015 BUDGET WITH FISCAL YEAR 2013/2014 PRELIMINARY YEAR END DATA.**

Discussion ensued regarding a handout the Committee received regarding RWRD Expenses – FY End Comparison – FY 2014/2015 Revised Budget and FY 2013/2014 Period 13 Actual. Mr. Membrila asked what Lobbying Services are. Mr. McGee explained that Lobbying Services are paid through the County Administrator's Office and whatever lobbying services are done through the State level and each Department pays a portion of the contract. Sheila Bowen requested a future agenda item to discuss lobbying services. Discussion ensued regarding the County Administrator overhead. Mr. Matthewson suggested Mr. McGee present a demonstration on how the overhead is calculated. Mr. McGee stated he will speak to Tom Burke, Director, FRMD, and get back to the Committee. Ed Curley, Senior Program Manager, RWRD, stated this could also be a future agenda item.

**3. RWRD SUSTAINABILITY PROGRAM.** Jing Luo, Civil Engineering Manager, RWRD, presented a PowerPoint to the Committee regarding the RWRD Integrated Sustainability Program. Pima County has made a huge effort to promote sustainability County-wide. The first 5-year Action Plan began in 2008 and the second 5-year Action Plan was adopted by the BOS this past June.

In the RWRD Sustainability Program there are seven building blocks: Reclaimed Water, Biosolids Utilization, Energy Management, Biogas Utilization, Nutrients Management, Research and Technology, and the Green Team. Ms. Luo went over the three steps to say "I DO" to sustainability. Sustainability has been identified as one of the six Business Pillars of RWRD. The Sustainability and Energy Management Office was created in 2013. RWRD then formed the Green Team and has identified 25 RWRD Eco-Champions.

Ms. Luo provided an overview of each building block. Ms. Luo stated that reclaimed water is scarce and a valuable commodity, which needs to be beneficially utilized to create a sustainable water community. RWRD reclaims over 60 mgd in the metropolitan and sub-regional systems. The Biosolids Agricultural Land Application Program began in 1983 and is one of the most cost effective biosolid programs in the nation. With regards to energy management, RWRD is continuing efforts to optimize energy use and is working closely with the Pima County Facilities Management Department to develop County Energy Management software. Ms. Luo stated the BOS recently approved the DBFOO contract with Anaergia/Grannus to clean and utilize biogas and inject into the pipeline as renewable energy. Ms. Luo presented and discussed a nutrients recovery chart. RWRD's mission is to be an industry leader in the management and sustainability of the water and reclamation cycle and other renewable resources. RWRD has continued to conduct cutting-edge research and collaborate with long-term research partners. Ms. Luo stated the purpose of the Green Team is to promote sustainability. The Green Team was nominated by Mr. Jenkins and received the Women of Government's Sisterhood Award. The Committee recognized the Green Team members who were present in the audience.

- 4. DISPOSE-A-MED UPDATE.** Claire Zucker, Sustainable Environment Program Director, Pima Association of Governments' (PAG), provided a brief overview of the current status of the Dispose-A-Med Program. PAG has been working to develop a non-profit organization. Currently, there is a steering committee that consists of five members.

Ms. Zucker also displayed the website and stated there are a number of drop-off locations throughout town. Ms. Zucker displayed a list of all the partners involved with the Dispose-A Med Program. An important factor of this Program is outreach. The Steering Committee is currently working on guidelines for take-back events. CVS Pharmacies is working with the Steering Committee to coordinate take-back events and determine how to raise funds for advertising campaigns. An outreach sub-committee is also being formed. Bill Katzel stated he would like to see RWRD stay actively involved with this Program.

- 5. REVIEW OF DRAFT ANNUAL REPORT TO THE BOARD OF SUPERVISORS.** Mr. Curley distributed a draft copy of the annual report to the BOS to the Committee. Mr. Curley asked that the Committee review and provide any comments or feedback to Ms. Lopez. Ms. Wolf asked the Committee to respond within the next couple of weeks so the Committee can approve the report at next month's meeting.

- H. FUTURE AGENDA ITEMS.** Ms. Wolf stated future agenda items are: Financial Sub-Committee update, County Lobbying efforts, Randolph Park WRF Update, details on the County overhead charges, and the Effluent Utilization Report. The Committee agreed to delay the County Lobbying efforts item for an agenda early next year. Kendall Kroesen stated he would like to see an item on a future agenda discussing keeping other hazardous materials/chemicals from going into the sewer system. Ms. Wolf added she would like to hear a presentation on innovative research that the Department is involved in and how it benefits the Department. Mr. Taylor stated he would like to hear an update on the South Rillito Interceptor.

- I. CALL TO THE AUDIENCE.** There were no comments from the audience.

**ACTION:** Kendall Kroesen made a motion to adjourn the meeting. Mark Stratton seconded the motion. Motion passed unanimously.

- J. ADJOURNMENT.** The meeting was adjourned at 9:42 a.m.