



REGIONAL WASTEWATER RECLAMATION ADVISORY COMMITTEE

Transamerica Building
Pima Association of Governments'
177 N. Church Avenue, 5th Floor Conference Room

MEETING MINUTES

Thursday, December 20, 2012

Committee Members Present:

Ann Marie Wolf	Barbee Hanson	Amber Smith	Alan Forrest
John Lynch	Bob Iannarino	Mark Stratton	
Sheila Bowen	Kendall Kroesen	Mark Taylor	
John Carlson	Armando Membrila	Jackson Jenkins	

Committee Members Absent:

Bill Katzel
Rob Kulakofsky

A. CALL TO ORDER. Ann Marie Wolf, Chair, called the meeting of the Regional Wastewater Reclamation Advisory Committee (RWRAC) to order at 7:46 a.m. Veronica Lopez took the roll call and a quorum was present.

B. PLEDGE OF ALLEGIANCE.

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

D. APPROVAL OF MINUTES.

1. Meeting Minutes of November 15, 2012

ACTION: Mark Stratton made a motion to approve the minutes of the November 15, 2012 meeting. Bob Iannarino seconded the motion. Motion passed unanimously.

E. COMMITTEE/SUBCOMMITTEE REPORTS.

1. **CITIZENS' WATER ADVISORY COMMITTEE (CWAC).** Mark Taylor provided an update on the main topics discussed at the December 5th CWAC meeting, which were the Water Checkbook update, ADD Water and the Financial Committee.

F. DISCUSSION/ACTION.

1. **DIRECTOR'S UPDATE.** Jackson Jenkins, Director, Regional Wastewater Reclamation Department (RWRD), gave an update on various items that are currently occurring within the department.

Mr. Jenkins first discussed the Board of Supervisors (BOS) approved credit and refund program based on the new sewer connection fee methodology. Mr. Jenkins stated the BOS approved approximately \$770,000 worth of credits at the last BOS meeting. There is a deadline for applicants to utilize these credits, which is 12-months for residential and 18-months for commercial. The credit program is closed but, applications to

receive a refund are still being accepted through December 31, 2012.

Mr. Jenkins recognized Eric Wieduwilt, Deputy Director, RWRD, and the Engineering Division staff for their outstanding work on revising the Engineering Design Standards Manual, which was approved by the BOS on December 18th.

With regards to the Regional Optimization Master Plan (ROMP) project, Mr. Jenkins announced that an extensive ROMP presentation will be given to the Committee at the February meeting. The project is continuing to go well and the Campus Project is ahead of schedule. The Ina Road project is the most challenging project, but is also going well and remains on schedule. Mr. Jenkins discussed the scheduled completion dates for the various projects within ROMP. Mr. Jenkins stated that the budget being submitted for next fiscal year may include a \$15 million reduction in the current ROMP budget of \$660 million.

Mr. Jenkins stated the department continues to take a detailed step-by-step approach to the biogas analysis and how to best utilize this renewable resource. A packet of information is being compiled which will include a summary of the facts and details that led to the department's decision, as well as a copy of what will be advertised for the Request for Proposals (RFP). This packet will be provided to the BOS and to the Committee for review. Mr. Jenkins continued to discuss what types of companies are expected to likely respond to the RFP and noted there will be a grace period for comments. Ms. Wolf asked if the Committee will have an opportunity to review and respond to the biogas issue. Mr. Jenkins stated yes and will mail out the draft recommendation on the biogas to the Committee prior to the January RWRAC meeting. Discussion ensued regarding the biogas issue.

RWRD Senior Management attended a Strategic Plan Quarterly Retreat and further refined some of the strategic priority goals. Armando Membila asked if the Strategic Plan is on the RWRD website. The Committee asked that the Strategic Plan be sent out in the next meeting packet.

Mr. Jenkins announced that the Dispose-A-Med Program received an award at the Metropolitan Pima Alliance Common Ground Award Dinner.

Mr. Jenkins congratulated and recognized Amber Smith for receiving the 40 under 40 Award.

Mr. Jenkins stated during Executive Session the BOS approved a settlement agreement between the County and the Town of Marana (TOM). Two options have been presented to the TOM for their consideration for a settlement agreement. Mr. Jenkins gave a brief overview of the two options.

Ms. Wolf asked Mr. Wieduwilt about the committee being formed to review Design Standards. Mr. Wieduwilt stated a standard based committee will be formed and will consist of internal and external members with expertise in the development of design engineering process.

- 2. FY 2011/12 BUDGET AND FY 2012/13 BUDGET/FINANCIAL PLAN UPDATE.** Patrick McGee, Division Manager, Finance and Risk Management Department, provided the budget/financial update. Mr. McGee stated the current expenditures as of October 31st were at \$21 million and staff is projecting the department will come in slightly under budget. Current revenues are at \$57 million, which is also projected to come in under budget.

Mr. McGee stated staff is still working on the budget for the upcoming fiscal year. Mark Stratton asked if the operating budget will be increased or decreased for next fiscal year. Mr. McGee stated it will be increased by 1.7%. Mr. Jenkins added that the BOS requires that budgets are not increased more than 3.4% any given year and explained the department decided to try an internal target of 1.7%.

The Committee's various financial questions were addressed regarding the operating budget, straight-line forecasting, and the financial projections.

- 3. RWRAC FINANCIAL SUB-COMMITTEE.** Ms. Wolf announced that John Lynch is serving as the RWRAC Financial Sub-Committee's Chair and will be providing the update.

Mr. Lynch explained the Financial Sub-Committee's purpose and importance as it relates to reviewing the financial future of the department, in regards to ROMP and other Capital Improvement Programs. Mr. Lynch gave an overview of what was discussed at the first Sub-Committee meeting and stated the next three sessions of meetings will focus on specific issues: Revenues, Expenses, and Debt Financing, respectively. Mr. Lynch stated that the Financial Sub-Committee is proactive and dedicated in helping educate the RWRAC as a whole on the department's financial issues since the Sub-Committee will have more time to review and discuss these issues with Finance staff to gain a better understanding of processes on the entire budget.

Discussion ensued regarding other RWRAC Committee members attending the Sub-Committee meetings and whether this would pose an issue of establishing a RWRAC quorum and whether or not the meeting would have to be noticed as a RWRAC meeting. Ms. Lopez will get clarification from the Pima County Attorney's Office (PCAO) and the Clerk of the Board's Office. (Clarifying e-mail received from Karen Friar, PCAO, on December 31, 2012)

Mr. Lynch stated the next RWRAC Financial Sub-Committee meeting is scheduled for Tuesday, January 8, 2013 at 2:00 p.m. at the Public Works Building, Basement Level, Conference Room D. Beginning in February, the regular meeting schedule is the first Wednesday of every month at 1:30 p.m.

- 4. ENGINEERING DESIGN STANDARDS MANUAL REVISIONS.** Eric Wieduwilt, Deputy Director, RWRD, stated the revisions to the Engineering Design Standards manual was a monumental effort and took over 3 years to accomplish. The BOS approved the revisions at a recent Board meeting. Mr. Wieduwilt stated this was a huge group effort and recognized two members of his staff who worked diligently on this manual, Louis Romero, Carol Johnson and Adam Bliven. Mr. Wieduwilt also recognized David Godlewski, Southern Arizona Home Builders Association (SAHBA), for his efforts in coordinating the stakeholder meetings and comments.

Mr. Jenkins added that the development community was tremendously cooperative with RWRD staff in working together on this matter.

Mr. Wieduwilt explained that RWRD staff is working with Arizona Department of Environmental Quality on addressing the inconsistencies between the Arizona Revised Statutes citations and the updated manual.

- 5. SEWER CONNECTION FEE ORDINANCE UPDATE.** Mr. Wieduwilt provided status on the refunds and credits. Mr. Wieduwilt then discussed the seven key points that will be addressed in the draft report on shell buildings that is to go to the BOS. Discussion ensued regarding these key points.

Committee posed various questions to RWRD staff on this process. Mr. Wieduwilt stated the department would like to present this report to the BOS at the January 15 or 22, 2013 Board meeting. If the Committee has any input, they should provide their feedback to Mr. Curley by December 27th. The Committee is to review the draft report and communicate to staff which options they prefer. Staff will provide a new draft for the Committee's review by January 4, 2013.

- 6. THANKSGIVING GREASE COLLECTION UPDATE.** Mr. Jenkins stated the Thanksgiving Grease Collection campaign was successful. Lorraine Simon, Community Relations Specialist, RWRD, stated 3,700 pounds of grease was collected and, since the program begun in 2005, over 20,000 pounds of grease has been collected. Mr. Jenkins stated he is appreciative of all the volunteers who have assisted with this campaign.

F. FUTURE AGENDA ITEMS. Mr. Curley handed out the 2012 Work Plan to the Committee members and Ms. Wolf asked that the Committee members review and provide comments to Mr. Curley. The 2013 Work Plan will be finalized at the January meeting. Mr. Jenkins will provide an update on the Biogas RFP and will give an extensive ROMP presentation at the February meeting.

Sheila Bowen suggested that there be fewer items on the meeting agenda to allow more time for discussion.

G. CALL TO THE AUDIENCE. Staff noted that the RWRD Strategic Work Plan and Annual Work Plan are available on the RWRD home webpage: <http://www.pima.gov/wwm/>.

Mr. Jenkins thanked the Committee for their continued support and wished everyone a wonderful holiday season.

ACTION: Barbee Hanson made a motion to adjourn the meeting. Kendall Kroesen seconded the motion. Motion passed unanimously.

H. ADJOURNMENT. The meeting was adjourned at 9:24 a.m.