

**REGIONAL WASTEWATER RECLAMATION ADVISORY COMMITTEE (RWRAC)  
CAPITAL IMPROVEMENT PROGRAM (CIP) SUBCOMMITTEE MEETING**

**Conveyance Division  
3355 N. Dodge Blvd., Conference Room  
Tuesday, December 4, 2018 at 2:00 p.m.**

**Members Present:** Matt Matthewson, Asia Philbin, Mark Taylor, Ann Marie Wolf

**Members Absent:** Shaun McClusky

**Others Present:** Mandy Armenta (FRMD), Adam Bliven (RWRD), Jennifer C. Coyle (RWRD), Jackson Jenkins (RWRD), Fernanda Quintanilla (RWRD), Xavier Rendon (FRMD), Jaime Rivera (RWRD)

**A. Call to Order / Roll Call** – Matt Matthewson, Chair, called the meeting to order at 3:01 p.m. Fernanda Quintanilla, Program Coordinator, Regional Wastewater Reclamation Department (RWRD), 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. Safety Share** – Adam Bliven, Program Manager, RWRD, stated his niece recently fell off of a ladder and hurt her leg. Mr. Bliven reminded members to use caution on ladders during the holiday season and stay off the top rung.

**E. Approval of Minutes – Meeting Minutes of June 12, 2018**

**ACTION:** Ann Marie Wolf made a motion to approve the meeting minutes of June 12, 2018 with a number of date corrections. Mark Taylor seconded the motion. Motion passed unanimously.

**F. Discussion/Action**

**1. Review of Five-Year CIP Projects**

Mr. Bliven distributed a spreadsheet of the proposed five-year CIP Projects for FY 2019/2020. Mr. Bliven explained how the spreadsheet is organized and the data that is covered. Mr. Bliven focused the discussion on the FY 2019/2020 projects. Discussion ensued.

**2. Review of FY 2019/2020 Five-Year CIP Plan**

Mr. Bliven distributed a spreadsheet of the proposed five-year CIP program. Mr. Bliven explained that Director Jenkins requests the CIP plan be kept around \$200 million so that the current rate structure can support that kind of borrowing. Mr. Bliven added that he front loads the first two years of the five year program and will taper off the remaining years as certainty decreases. Discussion ensued.

Asia Philbin, member, RWRAC CIP Subcommittee, asked how the Department develops the \$200 million five-year CIP budget. Jaime Rivera, Deputy Director, RWRD, stated the number is set by the Finance and Risk Management Department as the amount the Department can invest in sewer infrastructure without having to increase sewer rates.

**3. RWRAC Ordinance 2008-115: Discussion of Possible Revisions Regarding 10-Year CIP Review**

Matt Matthewson, Chair, CIP Subcommittee, stated reviewing a 10-year plan may be challenging as it is difficult to plan that far in advance with very little certainty. Mr. Matthewson added this was the reason the CIP Subcommittee reviewed the Facilities Plan in order to get a better perspective on long range planning needs.

**RWRAC CIP Subcommittee Meeting Minutes**  
**Tuesday, December 4, 2018**

Ann Marie Wolf, member, RWRAC CIP Subcommittee, suggested the RWRAC tries to get involved with the 10-year CIP plan earlier in the process and make it an agenda item that can be discussed before it is developed.

Mark Taylor, member, CIP Subcommittee, stated the only outstanding item on the 10-year plan is the potential for a Sahuarita Regional Wastewater Reclamation Facility. Mr. Taylor suggested the RWRAC be informed about the developments on the potential plant and the implications.

**ACTION:** Ann Marie Wolf motioned to approve for recommendation to the full RWRAC the Five-Year CIP Projects and Five-Year CIP Plan. Motion was seconded by Mark Taylor. Motion passed unanimously.

**4. Meeting Schedule**

The subcommittee will hold their next meeting in June.

**G. Future Agenda Items**

- Review of Facility Plan
- Review 10-Year CIP Plan

**H. Call to the Audience** – There were no comments from the audience.

**I. Adjournment**

**ACTION:** Ann Marie Wolfe made a motion to adjourn the meeting. Mark Taylor seconded the motion. The meeting was adjourned at 3:23 p.m.