

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

**Conveyance Division
3355 N. Dodge Blvd., Conference Room
Wednesday, December 6, 2017 at 11:00 a.m.**

Members Present: Matt Matthewson, Mark Taylor, Ann Marie Wolf

Members Absent: Shaun McClusky, Amber Smith

Others Present: Adam Bliven (RWRD), Jennifer C. Coyle (RWRD), Jackson Jenkins (RWRD), Veronica Lopez (RWRD), Patrick McGee (FRMD), Jaime Rivera (RWRD)

A. Call to Order / Roll Call – Matt Matthewson, Chair, called the meeting to order at 11:06 a.m. Veronica Lopez, Program Coordinator, Regional Wastewater Reclamation Department, took the roll call and a quorum was present. Mr. Matthewson congratulated Jaime Rivera, Deputy Director, RWRD, and Adam Bliven, CIP Program Manager, RWRD, on their recent promotions.

B. Pledge of Allegiance

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

D. Safety Share – Mr. Matthewson provided safety tips for holiday decorating, such as: not to overload electrical circuits and ladder safety.

E. Approval of Minutes – Meeting Minutes of June 20, 2017

ACTION: Ann Marie Wolf made a motion to approve the meeting minutes of June 20, 2017. Matt Matthewson seconded the motion. Motion passed unanimously.

F. Discussion/Action

1. Review of FY 2017/2018 CIP Projects

Mr. Bliven presented a PowerPoint presentation. In FY 2016/2017, RWRD's budget for the year was \$46.7 million and at FY closeout, RWRD spent \$46.3 million. The CIP budget is divided into several programs to facilitate the tracking and management of funds, which include: treatment rehabilitation, conveyance augmentation and rehabilitation, and utility modification. Mr. Bliven stated there were 49 CIP projects last year all at various stages of development.

For the current FY 2017/2018, RWRD has an approved budget of \$49.2 million. Mr. Bliven provided highlights on three various projects that are currently underway. The Continental Ranch Regional Pump Station Rehabilitation project will bring the pump station to current RWRD standards, add a permanent back up pumping system, and provide provisions for connection of two additional force mains when development in the basin generates higher sewer flow. A sewer augmentation project near the Park Mall, Broadway – Chantilly to Craycroft, was completed to provide additional capacity, reduce maintenance, and eliminate potential sanitary sewer overflow (SSO) events. The treatment rehabilitation project at Quail Creek included upgrades to the Green Valley Water Reclamation Facility (WRF), which included: the relocation of an influent pump station onto the WRF plant site. The new location is protected during storm events and is more secure due to plant security systems.

Mr. Rivera provided a review of future planning of RWRD's CIP. The department's goal is to achieve a stable, prioritized CIP program. The current five-year planning indicates a potential average spending at approximately \$40 million per FY through FY 2022/2023.

The department will continue to focus on conveyance rehabilitation, maintenance and repair. Mr. Rivera stated projects will continue to be implemented to reduce treatment operating and maintenance and the beneficial utilization of renewable energy. Mr. Rivera added that staff is also working with the Pima County Procurement Department to implement efficiencies and create templates with the delivery of projects. Discussion ensued regarding how staff budget and plan for CIP. Ann Marie Wolf, Subcommittee Member, RWRAC, asked if there has been further discussion on consolidating the Project Management Office. Mr. Jenkins stated the Public Works Departments are evaluating whether the consolidation would be beneficial and discussions are ongoing. Mr. Jenkins stated he will keep the committee updated on this matter.

2. Review of FY 2018/2019 Five-Year CIP Plan

The subcommittee received a spreadsheet of the five-year CIP projects. Mr. Bliven explained how the spreadsheet is organized and the data that is covered. Mr. Bliven provided a review of the current FY budget. Mr. Matthewson stated he appreciated receiving the FY 2018/2019 CIP Budget Development memorandum that provided preliminary milestones and guidance. Mr. Matthewson discussed the CIP budget development process and the RWRAC's role with the review, adoption, and approval. Discussion ensued regarding the timeline for the RWRAC to recommend approval of the five-year CIP budget. It was agreed that ideally the RWRAC approve the CIP budget at next week's meeting.

A review and discussion of the various projects for FY 2018/2019 ensued. Mr. Rivera provided an overview of the work being conducted at the headworks at the Tres Rios facility for additional odor control. Discussion ensued regarding the forecasted budget over the next five years. Mr. Jenkins noted the Mount Lemmon WRF will be shut down this spring so the department can clean it and conduct a full evaluation to determine whether to build a new plant or rehabilitate the current plant. Ms. Wolf asked if the department anticipates any upcoming projects that could impact the current forecasted budget. Mr. Jenkins stated the department is not aware of any major challenges at this time. Mr. Matthewson asked if the department is in communication with the University of Arizona's (U of A) development needs. Mr. Jenkins stated staff holds meetings with the U of A quarterly.

Discussion ensued regarding the subcommittee and whether the topics covered at these meetings should be held amongst the full committee. The subcommittee felt the meetings should continue to meet once or twice a year, and that serving on the subcommittee is beneficial in getting more detailed information regarding CIP.

ACTION: Ann Marie Wolf made a motion to recommend the approval of the FY 2018/2019 CIP budget. Mark Taylor seconded the motion. Motion passed unanimously.

ACTION: Ann Marie Wolf made a motion to recommend the approval of the five-year CIP budget. Mark Taylor seconded the motion. Motion passed unanimously.

3. Meeting Schedule

The next meeting date is yet to be determined. The subcommittee will review the FY 2017/2018 projects at that time.

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

H. Adjournment

ACTION: Mark Taylor made a motion to adjourn the meeting. Ann Marie Wolf seconded the motion. The meeting was adjourned at 12:27 p.m.