

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

Conveyance Division

**3355 N. Dodge Blvd., Conference Room
Thursday, December 12, 2019 at 9:00 a.m.**

Members Present: Matt Matthewson, Scott Oldendorph, Asia Philbin, Ann Marie Wolf

Members Absent: Mark Taylor

Others Present: Marla Berry (RWRD), Adam Bliven (RWRD), Mike Gerstenberger (RWRD), Greg Hitt (PMO), Dave Kay (RWRD), Jackson Jenkins (RWRD), Jaime Rivera (RWRD), Erika Swan (RWRD),

A. Call to Order / Roll Call – Matt Matthewson, Chair, called the meeting to order at 9:06 a.m. Erika Swan, Administrative Support Specialist Senior, 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 – Jackson Jenkins, Director, RWRD, spoke about driving safety and discussed vehicle incidents within the Department. He stated that based on the Department’s research and records we will be able to apply targeted coaching for employees with reoccurring incidents. Matt Matthewson, Chair, reminded everyone to be cautious with ladders this holiday season.

E. Approval of Minutes – Meeting Minutes of June 25, 2019

ACTION: Ann Marie Wolf made a motion to approve the meeting minutes from June 25, 2019. Asia Philbin seconded the motion. Motion passed unanimously.

F. Discussion/Action

1. 10-Year Integrated Infrastructure Plan 2019-2029

Adam Bliven, Program Manager, RWRD explained the three steps of a Project Charter. Project Charters help to define projects before making a commitment to spend money on planning, design and construction. Mr. Bliven reviewed Pima County’s 10-Year Integrated Infrastructure Plan that details the Capital Improvement Projects for County Departments. Mr. Bliven explained the prioritization process and criteria considered for future projects, and he highlighted the sections of the Integrated Infrastructure Plan that covered RWRD’s projects. Greg Hitt, PC Project Management Office, discussed the top 10 priority projects for RWRD in the report and how the County is moving to a Pay-As-You-Go payment method for most of the County’s capital projects. The Integrated Infrastructure Plan helps the County prioritize all Capital Improvement Projects throughout the County; RWRD submits their priority projects to be considered with all County projects.

2. Review of FY 2020/2021 5-Year CIP Plan

Adam Bliven presented the 5-year CIP Plan. RWRD has a 5-year CIP plan of \$225 million, which breaks down to \$45 million for each of those 5 years. Pima County Finance Department has advised that if RWRD keeps the CIP budget at this level, it should sustain the Department requirements without a need for rate increases. Mr. Bliven explained the different sections of the Plan and how it is compiled. Jackson Jenkins added that the budget presented today is constantly changing. Items and amounts may shift, but the goal each year stays around \$45 million, though that number could shift year-to-year as well. Mr. Bliven went on to explain that while he was presenting RWRD's 5-year Plan, the Board of Supervisors approves the budget one year at a time.

Discussion ensued between RWRAC members, Mr. Blevins and Director Jenkins regarding questions on projects and the budget process for funding CIP.

Matt Mathewson summarized the discussion. He stated that although changes that may occur to specific project dollar amounts and perhaps the year assignments of those dollar amounts, "Exhibit A" is the CIP 1 and 5 Year Forecast that RWRD has presented to the CIP Sub-Committee. RWRD will submit the final Plan to the Pima County Board of Supervisors next year, probably in March. The Plan's budget is \$45 million for each year and \$225 million total for the 5 years. Matt Mathewson reiterated dialogue that a revised, more final, Plan will be presented to the full RWRAC at the January meeting for an expression of support with the projects listed and recognizing that projects and budget amounts may continue to be revised.

ACTION: Scott Oldendorph made a motion for the CIP Sub-committee to support the CIP Plan as presented and to approve the intention of bringing an updated version of the CIP Plan and budget to the RWRAC in January. Asia Philbin seconded the motion. Motion passed unanimously.

3. Review of 2019/2020 CIP Projects

Adam Bliven presented a review of the 2019/2020 CIP Projects. With a budget of \$48,001,306, RWRD Project Managers are projecting spending \$48,932,694. As we get closer to the end of the fiscal year, this projection on spending tends to come down. Mr. Bliven pointed out the 2019/2020 major projects and gave a brief status and cost update on each. Mr. Bliven believes that the Department will be at a 95% spend rate or better, by the end of the fiscal year.

4. Meeting Schedule

The subcommittee will hold their next meeting in summer of 2020.

G. Future Agenda Items

- Review of Wastewater Facility Plan
- PAG 208 Plan Update
- 10-Year Integrated Infrastructure Plan

The CIP Sub-Committee discussed the possible dissolution of the CIP Sub-Committee now that the Department is in a more stable position and not experiencing major CIP expenditures. The Committee ultimately decided to continue meeting as is, roughly twice a year.

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

I. Adjournment

ACTION: Ann Marie Wolf made a motion to adjourn the meeting. Scott Oldendorph seconded the motion.

The meeting was adjourned at 10:40 a.m.