



**REGIONAL WASTEWATER RECLAMATION ADVISORY COMMITTEE**

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

**MEETING MINUTES**

**Thursday, March 20, 2014**

**Committee Members Present:**

Ann Marie Wolf	Rob Kulakofsky	Mark Taylor
Barbee Hanson	John Lynch	Jackson Jenkins
Bon Iannarino	Armando Membriola	Jeff Biggs
Kendall Kroesen	Mark Stratton	

**Committee Members Absent:**

Sheila Bowen	Amber Smith
Bill Katzel	

**A. CALL TO ORDER.** Ann Marie Wolf, Chair, called the meeting of the Regional Wastewater Reclamation Advisory Committee (RWRAC) to order at 8:04 a.m. Veronica Lopez took the roll call and a quorum was present.

**B. PLEDGE OF ALLEGIANCE.**

**C. CALL TO THE AUDIENCE.** Jeff Biggs, Tucson Water Department, introduced Asia Philbin who used to be a Tucson Water employee and is now working for the Town of Marana Utilities Department.

Kendall Kroesen passed around a catalog that provides information on the bird and wildlife festival, which is being organized by the Tucson Audubon.

**D. SAFETY SHARE.** Jackson Jenkins, Director, Regional Wastewater Reclamation Department (RWRD) reminded everyone when driving to be aware of emergency vehicles and to be careful with pulling back out into traffic once the emergency vehicles have passed.

**E. APPROVAL OF MINUTES.**

1. Meeting Minutes of February 20, 2014

**ACTION:** Rob Kulakofsky made a motion to approve the minutes of the February 20, 2014 meeting. Mark Taylor seconded the motion. Motion passed unanimously.

**F. COMMITTEE/SUBCOMMITTEE REPORTS.**

1. **CITIZENS' WATER ADVISORY COMMITTEE (CWAC) UPDATE.** Mr. Biggs stated the last CWAC meeting was held on March 12, 2014 and there were two items of importance that were discussed. Mr. Biggs stated the first was that Mark Taylor was reappointed as the CWAC representative on the

RWRAC. The second item was discussion on the Tucson Water's financial plan and rate schedule options. On February 19, 2014, the City of Tucson's (COT) Mayor and Council approved the 5-year financial plan and in that plan, an 8.3% revenue increase is listed for each individual year. Mr. Biggs continued to provide an overview of the COT financial plan and the various COT customer accounts. There are two rate options that are being forwarded to the Mayor and Council for their consideration. Both options have an increase in the service charge. Option A has a 9% increase for service charges and Option B has a 12% increase for service charges. The usage charges for all four tiers are all the same, it is dependent on what the Mayor and Council wants to do regarding the service charge. Mr. Biggs stated that the Mayor and Council will review the proposals on April 23, 2014. COT will hold public hearings. Discussion ensued regarding the 8.3% revenue increase.

## **G. DISCUSSION/ACTION.**

- 1. DIRECTOR'S UPDATE.** Mr. Jenkins stated RWRD's capital improvement projects are comprised of three large conveyance rehabilitation projects: the North and South Rillito Interceptor Rehabilitation Projects, as well as the relief bypass sewer project. All these projects are well underway and costs are estimated in the \$40 million range.

The Agua Nueva Water Reclamation Facility (WRF) is 100% complete with the construction and the Department is still waiting on the acceptance testing to be completed. The current plan is to begin the acceptance testing on April 2, 2014. It will be a 24 million gallon per day test, which will run for 30 consecutive days. Mr. Jenkins explained that the Roger Road facility is producing some odors because some digesters are still open. The clean-up should be completed by the end of this fiscal year.

Mr. Jenkins stated five firms were interviewed and ranked in the Biogas Request for Proposal process. Negotiations are ongoing with the first place ranked firm. John Lynch asked if there is a specific timeframe for these negotiations. Chuck Wesselhoft, Deputy County Attorney, stated there is no formal deadline and when negotiations are completed is dependent on how the process progresses.

Mr. Jenkins explained that the County will be transitioning into a fully automated and integrated payroll, human resources and benefits system, which is called the Automatic Data Processing (ADP), and it is scheduled to be fully operational on August 1, 2014. Mr. Jenkins continued to provide a brief overview of the ADP.

Mr. Jenkins reminded the Committee of the Regional Optimization Master Plan ribbon cutting ceremony on April 9, 2014 at the Tres Rios WRF and again invited the Committee and encouraged them to attend. The ceremony will begin at 9:00 a.m. and tours will also be offered.

- 2. BIOGAS UPDATE.** Mr. Jenkins presented a video clip of an interview he gave with Arizona Illustrated discussing the County's plans for biogas.
- 3. FY 2013/14 HALF-YEAR BUDGET UPDATE.** Patrick McGee, Division Manager, Finance and Risk Management Department, presented the Period 7 Revenue and Expense Comparison data. The Department is currently at \$159,293,850 for sewer user fees, which is \$676,000 under the budget. Connection fees are currently at \$13,075,539. Mr. McGee stated Personnel Services is \$1.3 million over budget and most of that is due to the 3% cost of living raise.
- 4. COMMUNITY OUTREACH: RWRD & RWRAC.** Ms. Wolf reminded the Committee that Ordinance 2008-115 states that the Committee will sponsor and support community outreach and education projects.

Laura Fairbanks, Community Relations Manager, RWRD, then gave a PowerPoint presentation and provided an overview of what the Community Relations role is within the Department. Some of the tasks of the Community Relations staff are to serve as the liaison/advocate for community members; provide public education/outreach regarding conveyance and treatment of wastewater and the value of effluent, and to serve as the Department's media liaison and provide internal communication within the Department.

Community Relations staff also communicates with the public for construction project notification. They hold public meetings, distribute door hangers and mailers, and send out media releases when necessary. Ms. Fairbanks stated community outreach is a very important aspect of what they do and provided examples of how they handle various situations and communicate with the public.

Ms. Fairbanks discussed the Save Our Sewers Program, which is the day after Thanksgiving grease collection event, and talked about the various ways staff gets the word out about this event. Ms. Fairbanks continued to discuss the other public education programs Community Relations handles. The Community Relations staff also responds to constituents and provides assistance on various issues.

In order to communicate with RWRD staff and keep staff informed on departmental issues, the Department has a monthly newsletter, *The Pipeline*, as well as *The Clarifier*, which is posted on bulletin boards or e-mailed to staff. The Executive Team holds Pillar Talks twice a year to discuss RWRD and County issues with all RWRD staff. This allows staff to ask questions or receive clarification on any matters they want addressed.

Ms. Fairbanks introduced the Community Relations staff to the Committee. The Committee asked various questions and discussion ensued.

- 5. STATE LEGISLATIVE/REGULATORY UPDATE.** Ed Curley, Senior Program Manager, RWRD, provided a state legislative and regulatory update and distributed the March 14, 2014 weekly legislative report to the Committee. Mr. Curley stated HB 2092 was amended in committee to reduce the 10-year continuation for Arizona Department of Environmental Quality to six years.

Mr. Curley pointed out the Legislative Tracking Report includes a summary, which makes it easier to read what each bill is about. Mr. Curley briefly discussed some of the various house bills. Mark Stratton added that he likes this weekly legislative report because it provides up to date information. Discussion ensued regarding tracking any items that would be of concern or interest to the Department.

- H. FUTURE AGENDA ITEMS.** The Committee will have an opportunity to tour the Tres Rios WRF at the ROMP ribbon cutting ceremony on April 9, 2014. Catlow Shipek will give a presentation on waste composting at next month's meeting. John Warner will give a system-wide odor update, as well. Mr. Taylor asked for an update on Pima County having private roads on all future subdivisions and how this will affect public sewer lines. Ms. Wolf asked that this item be placed on next month's agenda.

- I. CALL TO THE AUDIENCE.** Ms. Wolf stated that the RWRAC approval letter regarding the RWRD 2014 Financial Plan letter was sent to the Board of Supervisors.

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

- J. ADJOURNMENT.** The meeting was adjourned at 9:23 a.m.