



**REGIONAL WASTEWATER RECLAMATION ADVISORY COMMITTEE**

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

**MEETING MINUTES**

**Thursday, April 17, 2014**

**Committee Members Present:**

Ann Marie Wolf	Kendall Kroesen	Jackson Jenkins
Sheila Bowen	Amber Smith	Jeff Biggs
Barbee Hanson	Mark Stratton	
Bob Iannarino	Mark Taylor	

**Committee Members Absent:**

Bill Katzel	John Lynch
Rob Kulakofsky	Armando Membrila

**A. CALL TO ORDER.** Ann Marie Wolf, Chair, called the meeting of the Regional Wastewater Reclamation Advisory Committee (RWRAC) to order at 8:03 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. SAFETY SHARE.** Jeff Prevatt, Program Manager, Regional Wastewater Reclamation Department (RWRD) stated that new construction has begun at the Water and Energy Sustainability Center and alerted everyone to be aware of construction traffic and heavy equipment vehicles.

**E. APPROVAL OF MINUTES.**

1. Meeting Minutes of March 20, 2014

**ACTION:** Barbee Hanson made a motion to approve the minutes of the March 20, 2014 meeting. Mark Stratton seconded the motion. Motion passed unanimously.

**F. COMMITTEE/SUBCOMMITTEE REPORTS.**

1. **CITIZENS' WATER ADVISORY COMMITTEE (CWAC) UPDATE.** Jeff Biggs stated CWAC held a meeting on April 2, 2014. The new Chair of CWAC is Kelly Lee and the Vice-Chair is Brian Wong. Mr. Biggs stated there was an update on isolated water systems, which indicated that several of these systems had infrastructure issues. They are working on assuring that each system has at least two wells. Overall the systems are bringing in more revenue than they cost. Mr. Biggs stated that CWAC

also received an update on Tucson Water's cyber security and an Open Meeting Law presentation. Mr. Biggs provided a brief summary of the Open Meeting Law presentation. Mr. Biggs stated CWAC will not be meeting in May. Mark Taylor asked Mr. Biggs with regard to the Opening Meeting Law why Committee members cannot communicate with each other via e-mail or phone calls. Mr. Biggs explained that members communicating at the same time with each other may constitute a quorum. Discussion ensued and it was decided to add an Open Meeting Law presentation as a future agenda item.

## G. DISCUSSION/ACTION.

- 1. DIRECTOR'S UPDATE.** Jackson Jenkins, Director, RWRD, noted that on April 9, 2014 the Department held a formal ribbon cutting ceremony at the Tres Rios Water Reclamation Facility (WRF) to celebrate the substantial completion of the Regional Optimization Master Plan (ROMP) project. Mr. Jenkins stated that the celebration was well attended and all the tours went well. There was a lot of positive feedback received. Mr. Jenkins apologized to Ms. Wolf and Sheila Bowen for not acknowledging them personally at the ceremony, but thanked them for attending and representing the RWRAC.

The Agua Nueva WRF is ahead of schedule and under budget, but is still preparing for the required acceptance testing. Mr. Jenkins stated they are hopeful to begin the testing on April 28<sup>th</sup>.

Mr. Jenkins stated the Biogas negotiations continue with Anaergia/Grannus, which is the firm that was the selected candidate. Mr. Jenkins stated he will keep the Committee updated as negotiations move forward.

Mr. Jenkins stated that Eric Wieduwilt, Deputy Director, RWRD and Matt Matthewson, Special Assistant to the Director, RWRD, are working on ordinance revisions. Raftelis has been contracted to review fees, not to include user or connections fees, and assure the Department is charging appropriately.

The Roger Road facility clean closure is almost complete and the facility should be clean closed by the end of the fiscal year. Mr. Jenkins stated the Department is still reviewing options for alternative uses of that facility. The Department will advertise for a Request for Expressions of Interest (REFI) and will provide a copy of the REFI to the Committee.

The Department is also continuing with the South Rillito Interceptor (SRI), the North Rillito Interceptor (NRI) and the Rillito Interceptor sewer line. These projects are almost \$40 million worth of rehabilitation. These three major projects will take approximately two years to complete. John Warner, Deputy Director, RWRD, stated the SRI is ahead of schedule, there are some easement issues to take care of with the NRI and the Rillito Interceptor is anticipated to go to bid in late May.

Mr. Jenkins also added that the RWRD is working closely with Tucson Water on discussions regarding potentially suspending operation of the Randolph Park facility. Included with these discussions is also the topic of the Mount Lemmon facility and a potential bulk and haul for a period of time. Since this facility has low flows, it makes it challenging to keep it running. Discussion ensued regarding the Randolph and Mount Lemmon facilities.

- 2. FY 2013/14 BUDGET UPDATE.** Patrick McGee, Division Manager, Finance and Risk Management Department (FRMD), presented the Period 8 Revenue and Expense Comparison data. Personnel expenses are currently projected at \$35.9 million, which is slightly over budget and most of that is due to the cost of living raise. Supplies and Services are at \$41 million, which is approximately \$1 million under budget and which is helping with covering the overage from the Personnel expenses. Mr. McGee stated the sewer user fees are at \$159 million, connection fees are currently at \$12.8 million and total

revenues are at \$179 million. Mr. McGee stated the department should remain on budget for this fiscal year.

3. **FY 2014/15 BUDGET UPDATE.** Mr. McGee stated the 2014 Financial Plan should be presented to the Board of Supervisors next week. Mr. Jenkins asked if FRMD added the proposed increase of billing costs to the 2014 Financial Plan. Mr. McGee stated he is aware that Tom Burke, Director, FRMD, submitted his recommendations to C.H. Huckelberry, County Administrator. Ms. Wolf asked Mr. McGee to provide the Financial Sub-Committee Committee with more information on the proposed billing costs once it becomes available. Mr. Jenkins explained the billing process and clarified that RWRD does not bill customers directly. The water companies process the billing for RWRD. The proposal that is being discussed is regarding the rates the water companies charge RWRD for processing billings. Discussion ensued. Ms. Wolf recommended that the Financial Sub-Committee review and discuss this issue and then present their findings to the full Committee.
4. **WASTE COMPOSTING PRESENTATION.** Catlow Shipek, Watershed Management Group, presented a Power Point Presentation on the Site-Built Composting Toilet Pilot Project: Turning Waste into Resources. Mr. Shipek explained this project was a two year grant program that was completed in March. Funding was provided through an environmental education grant by the U.S. Environmental Protection Agency. The purpose of this program was to determine how to turn waste resources into actual resources that could be utilized in the home or environment. Mr. Shipek explained how this program provides people with the knowledge, skills and resources for sustainable livelihoods.

Mr. Shipek provided reasons for composting waste, such as: conserving water, utilize as fertilizer, and for use in rural areas where there may be poor soil percolation or lack of infrastructure and unable to use a sewer system. Composting toilets are fairly common in rural areas. Mr. Shipek stated the average person creates 13 gallons of feces per year, which can fertilize 13% of grain production for one person each year. The average person produces two liters of urine per day and can fertilize 70% of the grain production for one person each year. Mr. Shipek continued to discuss the goal to develop stewardship of desert soils and the two pilot projects for turning waste into resources.

With working on the pilot project for developing and evaluating site-built composting toilets, an advisory committee was formed. Mr. Shipek provided a list of members. Mr. Shipek gave an overview of the Arizona Administrative Code that discusses composting toilets.

A group of people volunteered to build and utilize composting toilets for a two year period and allow monitoring and evaluation of their composting toilet systems. Mr. Shipek showed pictures of a barrel composting toilet system and a double chamber composting toilet system. He explained how both of these systems work. Mr. Shipek displayed various pictures of composting toilets and gave an overview of toilet operation and vector management. Mr. Shipek provided explanation on the urine diversion option.

Mr. Shipek went through the recommended steps to maintain a composting toilet. It takes approximately four months to become composted "humanure" and it is light and high in plant nutrients, as well as odor and pathogen-free. Mr. Shipek passed around a sample and stated that it has been tested by the University of Arizona and is basically the same as any backyard soil. Mr. Shipek provided website information to receive step-by-step instructions for anyone interested in constructing a composting toilet. Mr. Shipek answered various questions from the Committee.

5. **COLLECTION OF DELINQUENT FEES.** Matt Matthewson, Special Assistant to the Director, RWRD, presented a PowerPoint presentation on the Connection Fee Enforcement Program. Mr. Matthewson stated that the program resides in the Planning and Engineering Division and is managed by Mary Hamilton. The program has a variety of objectives, including recovery of due connection fees, placing

customers into the user-fee billing system, and compiling correct and complete permit/fee records. Staff has been working with a database called Permits Plus since 1997 and are now developing a new database system called Land and Permits Management System. This new system will go into effect in January 2015. Mr. Matthewson gave an overview of guidelines that staff has established in moving forward with this new database. Staff will be reviewing all available records from the Permits Plus Database to find potential balance-due cases. Mr. Matthewson explained the process for contacting customers and implementing the process for collecting delinquent fees.

Mr. Matthewson provided and discussed a timeline showing when the Department first became aware of the 4,000+ potential delinquent cases to the present time and the start of collecting fees. Between March and April there has been an initiation of nine cases with more to follow. Mr. Matthewson stated some of the challenges that have been faced are managing customer responses and non-responses. There is one staff member, Rosalyn Chapple, coordinating with various Departments and Divisions to process these collections. Mr. Matthewson commended Ms. Chapple for the work she has and continues to do on this process. Mr. Matthewson continued to discuss how staff is handling and addressing the various challenges.

Mr. Matthewson discussed the first collections that the department has settled for \$7,066 in March. Currently, the department has seven other cases with issued notices with potential claims totaling \$110,000, which do not include interest or administrative fees. There are approximately 35 other notices that will be sent out and 250 cases that have potential for needing to be contacted for delinquent fees. Mr. Matthewson explained these cases total a maximum value of \$2.5 million. There are several other cases that were found not to have potential for collecting fees for various reasons, such as the permit was withdrawn, the property was never built on, or was less than \$400.

Mr. Taylor asked if the department would charge a property owner a connection fee if they purchased the property unaware that no fees had been paid. Mr. Matthewson stated the department is dealing with a similar case and give some allowance for a situation like that and try to work with the property owner to resolve. Bob Iannarino asked how staff approaches collecting from customers that owe high dollar amounts. Mr. Matthewson stated a letter is sent to them providing a detailed explanation and background information. However, in cases where the amount is significantly high, a phone call may be made first.

- 6. SEMI-ANNUAL SYSTEM WIDE ODOR CONTROL PROGRAM UPDATE.** John Warner, Deputy Director, RWRD, presented a PowerPoint presentation on the System-Wide Odor Control Program. Mr. Warner displayed a chart of odor control complaints from April 2008 through April 2014. Although it look as if complaints went up for Fiscal Year 2013/14, these actually included repeat calls during the Roger Road facility closure. The total odor reports over the last year were 336.

Mr. Warner stated a major project, which was not involved with ROMP, was the Green Valley Solids Handling: Biofilter Odor Control System. Mr. Warner stated this was a successful project. It was on schedule and under budget. Mr. Warner provided a list and pictures of conveyance odor capital improvement projects and gave a brief overview of each one. The Committee asked various questions of Mr. Warner regarding odor control.

- 7. PUBLIC SEWERS IN PRIVATE STREETS.** Eric Wieduwilt, Deputy Director, RWRD, reported that the County Administrator released a notice stating that he is considering that all new subdivision streets, unincorporated Pima County, will become private streets. The purpose of this is that the Highway User Revenue Funds (HURF) for Pima County Department of Transportation were declining and did not foresee that there would be enough funding to maintain subdivision streets going forward. Mr. Wieduwilt explained that this is still a topic of discussion and said staff will keep the Committee updated on any new developments regarding this matter.

- H. FUTURE AGENDA ITEMS.** Ms. Wolf asked Ms. Lopez to poll the Committee members and see who would like a presentation/training on Open Meeting Law. It was suggested that maybe a short presentation be scheduled to highlight the main points of the Open Meeting Law.

Ed Curley stated there will be a CIP Update at next month's meeting. A presentation from Dr. Shane Snyder on contaminants of emerging concern is scheduled for next month, as well. However, that will need to be confirmed with Dr. Snyder due to his travel schedule.

- I. CALL TO THE AUDIENCE.** There were no comments from the audience.

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

- J. ADJOURNMENT.** The meeting was adjourned at 9:44 a.m.