



**REGIONAL WASTEWATER RECLAMATION ADVISORY COMMITTEE**

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

**MEETING MINUTES**

**Thursday, June 19, 2014**

**COMMITTEE MEMBERS PRESENT:**

Ann Marie Wolf	Rob Kulakofsky	Alan Forrest
Sheila Bowen	Armando Membriila	
Barbee Hanson	Mark Taylor	
Bill Katzel	Jackson Jenkins	

**COMMITTEE MEMBERS ABSENT:**

Bob Iannarino	John Lynch	Mark Stratton
Kendall Kroesen	Amber Smith	

**A. CALL TO ORDER.** Ann Marie Wolf, Chair, called the meeting of the Regional Wastewater Reclamation Advisory Committee (RWRAC) to order at 8:05 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.** Bill Katzel stated during rush hour, a safer route to consider may be to drive on the frontage roads rather than the freeway.

**E. APPROVAL OF MINUTES.**

1. Meeting Minutes of May 15, 2014

**ACTION:** Rob Kulakofsky made a motion to approve the minutes of the May 15, 2014 meeting. Bill Katzel seconded the motion. Motion passed unanimously. Sheila Bowen abstained from the vote since she was not present at the May 15<sup>th</sup> meeting.

**F. COMMITTEE/SUBCOMMITTEE REPORTS.**

1. **CITIZENS' WATER ADVISORY COMMITTEE (CWAC) UPDATE.** Mark Taylor stated CWAC met on June 4, 2014 and provided an update on topics covered at the CWAC meeting. Mr. Katzel asked if the CWAC has any involvement with the reallocation of the effluent if the Randolph Park facility is shut down. Alan Forrest, Director, Tucson Water, stated that it is more of a staff function than a Committee function.

- 2. RWRAC FINANCIAL SUB-COMMITTEE MEETING.** Patrick McGee, Division Manager, Finance and Risk Management Department (FRMD), stated that the Sub-Committee met on June 4, 2014 and the main topic of discussion was the Tucson Water billing intergovernmental agreement (IGA) and how the increase of rates were calculated. Ms. Wolf added that the Sub-Committee agreed with the terms of the IGA based on the detailed analysis conducted by County staff.

## G. DISCUSSION/ACTION.

- 1. DIRECTOR'S UPDATE.** Jackson Jenkins, Director, Regional Wastewater Reclamation Department (RWRD), provided a Regional Optimization Master Plan (ROMP) project update. Tres Rios Water Reclamation Facility (WRF) is running well overall, with just a minimal amount of work yet to be completed. Mr. Jenkins stated that the Agua Nueva WRF began the acceptance testing on May 13, 2014 and continued to discuss the odor acceptance testing. The clean closure activities have been completed at the Roger Road facility and an application has been submitted to the Arizona Department of Environmental Quality (ADEQ) for acceptance of the clean closure. On July 7, 2014, the department will begin to advertise for a Request for Expressions of Interest (RFEI) in hope to find parties interested in the Roger Road property. Mr. Jenkins stated the final negotiation of the biogas contract is underway with the top ranked firm. It is the intent of the department to have the final agreement placed on the Board of Supervisors (BOS) meeting agenda in August.

Mr. Jenkins provided a brief update on the ordinance revisions. Staff is still in the process of reviewing the ordinances. Raftelis is also a consultant on this project.

Mr. Jenkins stated that approximately every six months, he and the management team hold multiple staff meetings at each of the various RWRD sites. The purpose of these meetings is to maintain communication with staff and keep RWRD employees updated on current events within RWRD and Pima County. Employees are encouraged to ask questions of management or express any concerns they may have.

Mr. Katzel asked if an upgrade of the quality of water is included in the ROMP project. Mr. Jenkins stated yes the primary purpose of ROMP was to enhance and improve the effluent water quality from the two major plants, Tres Rios and Agua Nueva WRF's. Mr. Jenkins went on to discuss the permitting process.

Ms. Wolf reiterated to the Committee that the ordinance revisions will be presented to the Committee for review.

- 2. BUDGET UPDATE: CURRENT FISCAL YEAR 2013/14 BUDGET & PROPOSED FISCAL YEAR 2014/15 BUDGET.** Mr. McGee presented the Period 10 Revenue and Expense Comparison data and stated there is not much change from last month's update. Expenses are forecasted to be at \$78.9 million, which is slightly under the \$79 million budget. Revenues are forecasted at \$178.2 million. Mr. McGee stated with revenues, connection fees are forecasted to be \$1 million under budget.

Mr. McGee stated the recommended FY 2014/15 budget was approved by the BOS on Tuesday, June 17, 2014. RWRD's operating expense budget will be \$83.8 million and the revenue will be \$180.8 million.

- 3. KEY PERFORMANCE INDICATORS (KPI) FOR RWRD & SIGNIFICANT EMPLOYEE PERFORMANCE METRICS: PRESENTATION & DISCUSSION.** Mr. Jenkins gave a PowerPoint presentation and explained the importance of the KPI's and how this data assists with the effective functioning of the department. There are three main divisions within RWRD: Planning and Engineering, Treatment, and Conveyance.

Mr. Jenkins discussed the department-wide vacancy rate and stated that the vacancy rate has been in the area of 8% over the past several months. The department currently shows vacancies as a result from the closure of the Roger Road facility, but in July, that percentage should drop. In 2007/2008, RWRD had 598 budgeted positions. Beginning in July, the number of budgeted positions will be 475. Mr. Jenkins stated that the department is also tracking absentee and turnover rates. Performance plans and appraisals are to be completed for employees every year on the employee's anniversary date. The department is evaluating better ways to deliver performance plans and appraisals. Mr. Jenkins stated that it is important for the employees to receive feedback and to have dialogue with their supervisors and the department is tracking when appraisals and plans are issued.

Mr. Jenkins went on to discuss the Compliance area and how permits are tracked. Mr. Jenkins explained that Sewer System Overflows (SSO's) are tracked by month and stated that RWRD has one of the best performances in the country when it comes to SSO's.

A very important topic for the department is safety. The department tracks the number of recordable injuries per fiscal year. Mr. Jenkins stated that the goal is to have zero injuries. Mr. Jenkins displayed a chart on how this data is tracked by each section within the department. Discussion ensued regarding how the department evaluates the various injuries and the preventative measures necessary to prevent similar incidents.

Connection fee permits issued are tracked by each jurisdiction and this data helps to monitor any trends with the issuance of permits. Mr. Jenkins went on to discuss the financial data collected, to include operation and maintenance spending, revenue, and the Capital Improvement Program spending.

Mr. Jenkins then put up charts displaying total energy usage, unit energy consumption, and biosolids production. Mr. Jenkins briefly discussed each slide and answered questions from the Committee.

- 4. OPEN MEETING LAW PRESENTATION.** Karen Friar, Deputy County Attorney, Pima County Attorney's Office, stated the purpose of the Open Meeting Law is to maximize the public's access to the governmental process. Ms. Friar explained what constitutes a meeting, which is any gathering of a quorum, in person or through technological devices, at which they discuss, propose or take legal action, including deliberations on the topics and/or actions. Ms. Friar clarified that the RWRAC membership is set by ordinance for 13 members, which means that the quorum will always be set at 7 members. Regardless if the membership is full or if there are vacancies. Ms. Friar went on to explain what constitutes a legal action and stated that every legal action must be conducted in either a public meeting, or when allowed by law, an executive session. Ms. Friar stated that the Open Meeting Law is a State law. Sub-Committees must adhere to the Open Meeting Law guidelines.

Ms. Friar went on to discuss the importance of the meeting agenda. The agenda serves as the "road map" for the Committee as to what will and can be discussed at the meeting, and it also notifies the public as to what the Committee will be discussing. Ms. Friar provided an example of a violation of the Open Meeting Law as it pertains to agenda items. Mr. Membrilla asked how to respond to any issues presented during the "Call to the Audience." Ms. Friar replied that the "Call to the Audience" is not required by law. There are three things that the Committee can do to respond to items brought up during the "Call to the Audience:" 1) respond to criticism (However, only one Committee member may respond), 2) ask staff to respond to the criticism, and/or 3) ask that the item be placed on a future meeting agenda. The Committee cannot engage in a dialogue with the public. Committee members cannot use the "Call to the Audience" to raise issues not listed on the meeting agenda. Discussion ensued regarding the agenda and how items should be listed on the agenda. Ms. Friar suggested that with regards to the Committee/Sub-Committee Reports item, that the meeting minutes from the

Citizens' Water Advisory Committee and the RWRAC Financial Sub-Committee meetings, be included in the Committees RWRAC meeting packet. Discussion ensued.

Ms. Friar advised the Committee to be cautious with e-mail communications and provided some examples of Open Meeting Law violations, as it pertains to e-mails. The Committee asked Ms. Friar questions to clarify the issues. Ms. Wolf thanked Ms. Friar for her presentation.

- 5. NOMINATING COMMITTEE REPORT.** The Nominating Committee stated that they would like to re-nominate the existing Chair, Ann Marie Wolf, to continue in this capacity and to nominate Mark Taylor as the Vice-Chair for next fiscal year.

**ACTION:** Armando Membrila made a motion that Ann Marie Wolf should remain as Chair and nominate Mark Taylor as the Vice-Chair, for the upcoming fiscal year. Sheila Bowen seconded the motion. Motion passed unanimously.

- H. FUTURE AGENDA ITEMS.** Ms. Wolf reminded the Committee that there will be no meeting in July and the Committee will re-convene in August. Mr. Membrila asked that the Randolph Park facility effluent item be included on a future meeting agenda. Mr. Taylor also asked that an update regarding the status of the Randolph Park facility be placed on an upcoming agenda for discussion.

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

**ACTION:** Rob Kulakofsky made a motion to adjourn the meeting. Bill Katzel seconded the motion. Motion passed unanimously.

- J. ADJOURNMENT.** The meeting was adjourned at 10:09 a.m.