

**REGIONAL WASTEWATER RECLAMATION ADVISORY COMMITTEE (RWRAC) MEETING  
Virtual Microsoft Teams Meeting**

**Thursday, April 22, 2021**

**8:00 a.m.**

**Members Present:** Steve Foley, Alison Jones, Bill Katzel, Scott Kolt, Rob Kulakofsky, Corin Marron, Armando Membrila, Scott Oldendorph, Asia Philbin, Mark Taylor, Claire Zucker

**Others Present:**

Silvia Amparano (Tucson Water), Mandy Armenta (FRMD), Laura Arnold (RWRD), Marla Berry (RWRD), Adam Bliven (RWRD), Colby Bowser (OSC), Julie Brixen (FRMD), Victoria Buchinger (PCAO), Michelle Campagne (FRMD), Craig Cannizzaro (Westland Resources), Isai Centeno (FRMD), Kim Challender (BOS – District 1), Rudy Daniels (RWRD), Barbara Escobar (RWRD), Belinda Gamboa-Felix (RWRD), Mike Gerstenberger (RWRD), Andrew Greenhill (Tucson Water), Jackson Jenkins (RWRD), Julie McWilliams (RWRD), Jeff Prevatt (RWRD), Xavier Rendon (FRMD), Jaime Rivera (RWRD), Eric Wieduwilt (RWRD)

**A. Call to Order / Roll Call**

Scott Oldendorph, Chair, RWRAC, called the meeting to order at 8:00 a.m. Marla Berry, Program Manager, Sr., Regional Wastewater Reclamation Department (RWRD) took 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, reminded everyone to use extra precautions under the windy conditions we have been experiencing. He also reminded everyone that proper lifting techniques can help prevent back strain and sprains.

**E. Approval of Minutes** – Meeting Minutes for March 25, 2021

**ACTION:** Bill Katzel made a motion to approve the meeting minutes from March 25, 2021. Claire Zucker seconded the motion. The motion passed unanimously.

**F. Discussion/Action**

**1. 2021 RWRD Financial Plan**

Michelle Campagne, Director, FRMD, presented a refresher on the RWRD 2021 Financial Plan. In February the Committee received a review of the methodology and assumptions used to create the rate work book. In March the Committee received a copy of the draft Financial Plan and a high level overview of the Plan. The 2021 Financial Plan discussion for today's meeting is to see if there are any questions from the Committee regarding the plan and to see if the Committee supports the Financial Plan and Finance's recommendations outlined in the Plan.

Ms. Campagne reviewed the recommendations contained in the Plan: 1.) Issue \$160 million of new sewer revenue obligations to fund future capital improvement projects over the next 4 years, at \$40 million each year, 2.) Utilize unrestricted cash to prepay debt over the next 4 years and 3.) Maintain the current sewer revenue rates.

ACTION: Rob Kulakofsy made a motion to support the 2021 Financial Plan. Alison Jones seconded the motion. The motion passed unanimously.

## **2. Director's Report**

### **a. Personnel & Key Performance Indicators Update**

Mr. Jenkins informed the Committee that the Department tracks many Key Performance Indicators or KPIs during the month. Mr. Jenkins highlighted some of the non-financial related KPIs that the Department reviews each month. Topics covered in the presentation included personnel turnover trends, vacancies and absenteeism rates; blue stake tickets and construction permits; sanitary sewer overflow incidents; recordable injury rates; vehicle utilization and idle reduction; biogas production and biosolids production.

Mr. Jenkins informed the Committee of a new software program the Department will be utilizing, Power BI, which will be able to take large volumes of data collected throughout the Department's processes and organize this data into useful chart and graphs that can be used to manage departmental processes. Mr. Jenkins introduced Rudy Daniels, Program Manager, Sr. and Belinda Gamboa-Felix, Business Intel Analyst, Sr., of RWRD who are staff working with the Power BI software and a third party vendor, Hazen, to develop the new/improved KPI formats. Ms. Gamboa-Felix demonstrated how data coming in from multiple sources can be organized into dashboards that will give a snap shot look at the specific KPI, and how the user can drill down into the information to review details within the data. Mr. Daniels then presented an example with a demonstration on how this data can be used in real-time to help manage chemical dosing amounts to control odor at pumping stations. The data will be able to assist the Department in making real time decisions to improve processes and take a proactive approach when changes are needed. The target is to go live with the Power BI program by mid-summer.

### **3. Financial Subcommittee Report**

Mark Taylor, on behalf of Matt Matthewson, stated that no meetings have been held, but the subcommittee is working to set up a meeting in June.

### **4. CIP Subcommittee Report**

Asia Philbin reported that no meetings have been held, and the subcommittee is working to set up a meeting in June as well.

### **5. Fiscal Year 2020/21 Expense and Revenue Summary**

Mandy Armenta, Administrative Support Services Manager, FRMD, provided the Fiscal Year 2020/21 Expense and Revenue Summary for Period 9. The operating and maintenance target budget is set at \$82.5 million and the Department is projecting to spend \$82.5 million, with just a slight variance on the budget, but very close to being on target. Ms. Armenta reported that the

contras are coming in a little over budget due to debt service, which is noted on the report. The Department is coming in over budget on projected revenues by a little over \$2 million.

Ms. Alison Jones asked how the pandemic and people working from home affected the budget. Did this affect revenues and money coming in? Ms. Armenta stated that the Department did not see a significant impact to revenues. Jackson concurred that the pandemic only had a minimal impact to revenues.

**6. CWAC Report – Meeting Report and Tucson Water Activities**

Alison Jones, Member, RWRAC, gave an update on the CWAC meeting held April 7, 2021. The CWAC committee, after several months of discussion, recommended to Tucson Mayor and Council to not impose differential rates for unincorporated Pima County; the majority of the committee felt that it would not encourage annexation. However, the Tucson Mayor and Council voted to support the differential rates. Mr. Mark Taylor, Member, RWRAC, stated that the next scheduled meeting for CWAC is May 5, 2021 and the discussion regarding differential rates would continue as the City is in a 90 day public process prior to the rates going into effect. A discussion ensued regarding the justification behind charging differential rates and how the funds may be used by the City.

**G. Future Agenda Items** – There were no future agenda items from the Committee.

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

**I. Adjournment** -- The meeting adjourned at 9:12 a.m.