

**WASTEWATER MANAGEMENT ADVISORY COMMITTEE**  
**MEETING MINUTES**  
February 17, 2005

**Committee Members Present:**

John Carlson	Brad DeSpain	Mark Stratton
Bill Carnes	Steve Halverson	Armando Membrila

**Committee Members Absent:**

Ann Marie Wolf

**Wastewater Management Department Staff Members Present:**

Paul Bennett	Mike Bunch	Ed Curley
Suzy Hunt	Jackson Jenkins	Laura Fairbanks
Jeff Nichols		

**Other County Staff Present:**

John Bernal, County Administration      Paul Loucks, County Attorney's Office

Patrick Cavanaugh, Executive Aide  
Ann Day, Supervisor, District 1

- I. CALL TO ORDER.** Chair, Mark Stratton, called the meeting of the Wastewater Management Advisory Committee (WMAC) to order at 7:48 AM.

At this point in the meeting, Mr. Stratton presented a commemorative plaque to former WMAC member, Mr. Vernon Watwood for his years of service on the Committee as the CWAC representative.

- II. APPROVAL OF MINUTES.** The Committee approved the meeting minutes of the January 20, 2005 meeting.

**III. COMMITTEE/SUBCOMMITTEE STAFF REPORTS.**

- A. Citizens' Water Advisory Committee (CWAC).** Regarding CWAC nominating one of its members to serve on the WMAC, Mr. Stratton said he would send a letter to the Director of Tucson Water, Mr. David Modeer, requesting his assistance. Mr. Bernal said he would also contact Mr. Modeer.

No report was presented; however, as he had attended the February 2, 2005 CWAC meeting, WMAC member, Brad DeSpain, provided a brief review of items discussed at this meeting. Discussion followed.

- IV. WASTEWATER MANAGEMENT (WWM) STAFF REPORT.** Mike Bunch presented the staff report.

- **Black & Veatch Audit Report.** The Black & Veatch (B&V) Final Audit Report was presented to the Board of Supervisors on February 1, 2005, and the Board approved implementation of recommendations included in the Audit Report. Staff provided the WMAC members with copies of the Report. One recommendation included in the Report was that a consultant be hired to conduct a rate review study of the County's Sewer User and Connection Fees. On February 15, 2005, the Board authorized Black & Veatch to conduct a rate review study.
- **Process Improvement Team - Project Managers' Manual.** Mr. Bunch anticipated the Project Managers' Manual would be completed sometime during March 2005, and would be distributed by June 1, 2005.
- **Capital Improvement Projects (CIP):**
  - **Randolph Park Water Reclamation Facility (WRF).** Clean-water testing of the Randolph Park Facility has been rescheduled for the week of February 28, 2005. Completion of the Project is expected by the first part of June 2005.
  - **Marana Wastewater Treatment Facility (WWTF).** By the end of December 2005, a fourth package plant will be installed at the Marana WWTF.
  - **Ina Road Water Pollution Control Facility (WPCF) – 12.5 MGD Expansion.** The Ina Road Expansion Project is 94 percent complete. Substantial completion of the Project is scheduled for June 2005. Total completion is scheduled for September 2005.
- **Community Relations.** Community Relations staff, Laura Fairbanks, will be assisting Conveyance and Treatment Division staff with development of an Odor Control Plan.
- **Public Works Safety Office.** Staff prepared a safety incident report for the Department's Deputy Directors. In response to the Report, an action plan will be developed to improve the safety of staff and reduce the number of incidents.
- **Pima County/City of Tucson 2000 Intergovernmental Agreement (IGA).** The County and the City of Tucson are reviewing the issue of resolving the definition of "metropolitan area" as defined in the Supplemental IGA, and whom has ownership of the effluent produced by the Outlying Facilities (e.g., Marana, Corona de Tucson, etc.) In addition, the Department has agreed to chlorinate the WRF's effluent (even though the County feels it is not its responsibility to do so) prior to its delivery to the City's reclaimed system. The Tucson Water Department has agreed to accept into its reclaimed system the 3 million gallons per day (mgd) of effluent produced by the WRF. Discussion followed.
- **Field Operations Division – Sanitary Sewer Inspection and Inventory Project (SSIP).** Mr. Bunch passed around photos of sewer pipe being replaced in the Sabino Creek area to Committee members. He noted the challenges faced with installing a bypass in this environmentally sensitive area with limited easement access.

## V. DISCUSSION.

### A. Old Items/Updates.

#### 1. **WMAC Committee Administrative Items.**

- a. **WMAC Appointment Update.** Mr. Stratton asked staff whether the Board of Supervisors had taken any action on increasing the size of the Committee's membership from eight to nine members to facilitate achieving a quorum and eliminate the potential for tie votes. Discussion followed. Mr. Stratton said the Committee had previously identified for the Board, community organizations that had expressed some interest in serving on the Committee. Mr. Bernal said he would discuss this issue with the County Administrator, Mr. Huckelberry. Staff was directed to provide Mr. Bernal with the list of organizations interested in serving on the WMAC. (Note: On February 18, 2005, the list was electronically forwarded to Mr. Bernal.)

Mr. Stratton also informed the members that the Board of Supervisors had approved Ms. Ann Marie Wolf's reappointment as Mr. Elias' representative on the WMAC on February 8, 2005.

- b. **WMAC 2005 Work Plan.** Members reviewed the Plan which had been revised based on discussions at the January 20, 2005 WMAC meeting. Mr. Bernal noted that staff would be presenting an update on the Department's Action Plan developed in response to the Black & Veatch Audit Report in early March 2005, and suggested that the Work Plan could be presented with the Update to the Board. Discussion followed.

Mr. Stratton asked Mr. Bernal if the Supervisors were aware of the potential liability if there was another sewer system failure like the Speedway sinkhole event. Mr. Bernal responded that the Board has been informed that the Department needs more funding for operation and maintenance (O&M) of the County's sewer system.

Mr. Carlson said a list identifying the sewerage systems that need rehabilitation/repair should be prepared and included in the Department's 2005 Financial Plan. Mr. Bunch responded the list had been developed and would be included in the Spring 2005 Financial Plan, which Committee members would receive prior to the next meeting.

A motion to approve the 2005 WMAC Work Plan and forward the Plan with the Department's report to the Board of Supervisors was unanimously approved by the members.

#### 2. **February 1, 2005 Board of Supervisors Presentation and Discussion.**

- o **Black & Veatch Audit Report.** Mr. Bernal said that, in response to the recommendations included in the Black & Veatch Audit Report, staff had developed an action plan relative to the specific areas of Department planning, project development improvements and organization that was presented to the

Board of Supervisors on February 15, 2005. In addition, Mr. Bernal noted that he had been appointed Interim Director of the Department until a new Director could be hired. The former Director, Ms. Kathleen Chavez, has been reassigned to assist the County Administrator with water resource and environmental compliance coordination. He noted that staff had forwarded electronic copies of the County Administrator's memo of January 28, 2005 regarding the changes in the Management of the Department to the Board of Supervisors to WMAC members. Discussion followed.

Mr. Bernal noted the Department faced major challenges in addressing the needs of a rapidly increasing population and state and federal regulatory requirements. Mr. Carlson noted that he had attended the February 15, 2005 Board meeting and suggested the Supervisors examine the possible establishment of a Countywide utility district. Mr. Bernal responded the Board had requested that County staff inform them about activities relative to the development of a regional water authority on a regular basis. He added that County Administration wanted to increase interactions with the Tucson Water Department regarding long-range water planning. Mr. Stratton said, as the President of the Southern Arizona Water Users Association, (SAWUA) he had received a letter from the County Administrator stating that the County desires to be a participant in discussions on regional water issues. He said SAWUA was planning a workshop to bring interested water/wastewater utilities together to begin discussions about a potential regional authority.

Mr. Bennett said staff would provide Committee members with copies of the scope of work for the Black & Veatch Rate Study. In addition, he said B&V would be providing a preliminary report on the study by May 2005 to the Board of Supervisors. Discussion followed. Mr. Stratton recommended that Black & Veatch be invited to attend the Committee's Public Meeting on the Department's Spring 2005 Draft Financial Plan on March 2, 2005. (Note: On February 17, 2005, electronic copies of the Scope of Work were forwarded to Committee members. Mr. Kenneth Martin, B&V's Project Manager, accepted his invitation to the Public Meeting on February 17, 2005.)

Mr. Bunch told the members that he felt the Department needed to do a better job of communicating its successes to the Board as well as the community at large. As example, he noted that the Department had cut the number of sanitary sewer overflows in half over the previous year. Community Relations staff, Ms. Laura Fairbanks, told the members that she was developing a plan for informing the public of Department activities. Mr. Jackson Jenkins also noted that since April 2005, the Roger Road Treatment Facility had had no permit violations, because of process changes that had been implemented.

- **Spring 2005 Draft Financial Plan/FY 2005-06 Budget.** Mr. Edward Curley said the final draft of the Financial Plan had been prepared, and included comments from WMAC members, Department management and staff. He added that the Plan matches exactly with the Department's budget request for FY 2005-06. Mr. Bennett noted that this was the first year the Plan and Budget

had cross-tied. Mr. Curley also observed that the Revised Connection and User Fee Ordinances were included in the Plan. Discussion followed.

Mr. Curley also told members a critical issue for the Department was the need to start the 2004 Bond Projects. Mr. Carlson suggested until the B&V rate study was completed, that the Board of Supervisors consider approval of an interim rate increase to Sewer Connection and User Fees.

Members reviewed the Financial Plan schedule, and decided to hold a WMAC meeting after the Public Meeting on March 2, 2005 to consider input/comment from the general public and recommendations for the Board of Supervisors.

Department Controller, Jeff Nichols, said Mr. Bernal had reviewed/approved the Department's draft budget for FY 2005-06. The budget was submitted for review on February 4, 2005 to County Finance. In late March 2005, staff will present the draft budget to the County Administrator. Mr. Stratton requested that members receive copies of the Draft Budget in their meeting packets for the WMAC's meeting on March 2, 2005. Mr. Nichols observed that as of Period Seven, the Department was estimating it would end the Fiscal Year with a positive cash flow of approximately \$2,100,000, without a rate increase.

## **B. NEW BUSINESS.**

1. **Legislative Update – Proposed “Blue Stake Legislation.”** Mr. Bunch presented the Update. Prior to the meeting, members received copies of the Update in their meeting packets. A bill presented by Southwest Gas Company to the Arizona Legislature was put on hold as a result of objections from impacted parties. On February 16, 2005, Mr. Bunch met with the League of Cities, and the majority of the municipalities are opposed to the legislation. If the legislation were approved, ownership/maintenance of household connections would become the responsibility of municipalities. The Department is working with Southwest Gas to modify the proposed legislation. Discussion followed.

**VI. FUTURE AGENDA ITEMS.** Spring 2005 Financial Plan; Wastewater Management Strategic Plan; Black & Veatch Audit Response; Facility Plan Update; and Black & Veatch Rate Study Report.

**VII. CALL TO THE AUDIENCE.** Mr. Stratton recognized Ben Winograd of Tucson, a freelance reporter from Tucson. He said he was interested in writing a story about Tucson's wastewater management system. Mr. Patrick Cavanaugh, Supervisor Ann Day's Executive Aide, introduced himself.

There being no further comments from the audience, Mr. Stratton adjourned the meeting.

**VIII. ADJOURNMENT.** The meeting adjourned at 9:03 AM.