

DRAFT

MINUTES OF THE REGULAR MEETING TOWN COUNCIL WATER AND UTILITIES SUBCOMMITTEE TOWN OF CHINO VALLEY

**Tuesday, January 14, 2020
3:00 P.M.**

The Town Council Water and Utilities Subcommittee of the Town of Chino Valley convened for a regular meeting in the Council Chambers Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

1) CALL TO ORDER

Vice Chair Corey Mendoza called the meeting to order at 3:03 p.m.

2) ROLL CALL

Present: Corey Mendoza, Councilmember; Jack Miller, Councilmember

Absent: Lon Turner, Chair

Staff Present: Frank Marbury, Public Works Director/Town Engineer; Mark Holmes, Water Services Consultant; Mike Bovee, Utilities Manager

3) APPROVAL OF MINUTES

- a) Consideration and possible action to approve October 8, 2019, meeting minutes.

MOVED by Councilmember Corey Mendoza, seconded by Councilmember Jack Miller to approve the October 8, 2019 public meeting minutes as written.

AYE: Councilmember Corey Mendoza, Councilmember Jack Miller

2 - 0 PASSED - Unanimously

4) ENGINEER'S REPORT

Mr. Marbury reported on the following:

- Kimley Horn's contract scope of work for the septage receiving amendments had been made and was on the Council agenda.
- The utility shop plans were complete and submitted to staff and were under review for building permits. The price for the work had not been received. The 60% cost had been received and Council had given approval to move forward. The final cost of the construction portion of the utility shop and bathrooms needed to be presented to Council for approval.

5) CALL TO THE PUBLIC

Call to the Public is an opportunity for the public to address the Subcommittee concerning a subject that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 15 minutes per meeting. Subcommittee action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.

6) OLD BUSINESS

- a) Discussion regarding septage receiving.

Committee Member and Mr. Marbury discussed the following:

- The design aspect of the consultant's contract had been amended to handle the screening process of the septage. The Town wanted a system that did not damage the facility filters and could receive raw septage. An equalization basin design was included with the septage design. The equalization basin and the septage system could be broken apart for the construction portion if necessary.
- Another option would be to wait to do the work until the plant was expanded.
- The demand and financial benefit needed to be presented to Council for approval.

- b) Discussion regarding Old Home Manor Master Plan.

Committee Members, Mr. Holmes and Mr. Marbury discussed the following:

- The Statement of Qualifications had been advertised in the summer. It was very detailed and would provide four new masterplans: water resources, water system, wastewater system, and a reclaimed water system masterplan focused on Old Home Manor (OHM).
- The second part of the work would be developing a five-year capital improvement plan focusing on what should be built year to year, based on development projections.
- The committee reviewed all the submittals and chose Civiltech. The Town was working with them to fine tune the scope and fee for the work, with the fee currently at approximately \$287,392 for completion. The current fiscal budget was \$250,000. A provisional cost of \$25,000 was set aside in case they had to do effluent metering.
- The proposed schedule was looking at November 2020 for work completion.
- The next step would be to determine how the Town would pay for infrastructure improvement plans or how to pay for the capital improvement projects.
- The last step would be a new rate study to determine if rates needed to be adjusted.
- The recommendation was to bring the modified scope fee and schedule to Council on February 25th.
- The Kimley Horn information would be used in the plans if the information was timely available, but if it wasn't available Civiltech could work with Kimley Horn to make qualified assumptions and future projections.
- The final scope should be ready to present to the Committee before it went to Council for consideration.

- c) Discussion regarding the Utility Shop Building.

Committee Members and Mr. Marbury discussed this item under the Engineers Report.

d) Discussion regarding the groundwater physical availability study.

Committee Members, Mr. Holmes and Mr. Marbury discussed the following:

- Montgomery and Associates was onboard and had done the initial modeling and had met with the Arizona Department of Water Resources (ADWR). There were a lot of new people that had been hired with little institutional knowledge left. There had been 28-ADWR employees attending the meeting.
- Overall, the relevant modeling questions had been addressed.
- The consultants had taken minutes, which were being reviewed by ADWR to ensure everyone was on the same page regarding what they wanted to see when a hydrologic report was delivered to them.
- The goal of the model was to identify the area of hydrologic impact from the recharge project at OHM. The Town needed to identify where the one-foot contour interval along the project was located. If the Town had wells within those perimeters, Town could apply for a recovery permit without having to show any physical available water. If the wells were outside the area of hydrologic impact, the Town would need to show how much ground water was physically available (PAD) if they intended to recover the reclaimed water. The certificate needed to show there was a 100-year supply of the ground water supply being pumped and was physically available for the entire service area. The goal was for the recovery well and any future certificates to lock up water for OHM for a 10-year period of time.
- Time was of the essence because Prescott's designation would need to be renewed in two years. Prescott would be at the back of the line for whatever water was locked up by the Town, Prescott could not count that water as what was physically available to them. It could potentially reduce their current designation of 11,200-acre feet available to them. Designations needed to be renewed every 15-years.
- Another benefit of the study was that any water not locked up, would be what was called a physical availability determination and would be in the Town's water portfolio. This would save future developers from having to develop a ground water model for their property. It would also save money and a year's time. The developer would work with the Council and apply for certificate of assured water with ADWR. Those would then be additional water supplies the Town could lock up with those certificates.
- If the water was not locked up and only in a PAD, the water was free from someone else to take.
- The work study would be done at the end of February. There would be a hydrologic report with the physical availability and the area of impact, and they would begin applying for the recovery well permit.
- This information would be used in the OHM masterplan.
- The Committee discussed water basin monitoring procedures and percolation, recharging water and evaporation rates.

e) Discussion regarding the water reclamation facility expansion schedule.

Committee Members, Mr. Holmes and staff discussed the following:

- The Town was currently at 280,000 gallons per day for their reclamation allotment. The Town was allowed 500,000 gallons and at 80% the Town would need to be the design and construction phase of a new facility. Reaching the 80% depended on the number of housing developments and the number of septic units approved. The November masterplan would provide a projection timeframe for the 80% and 90% limits. The Town had been averaging approximately 100 new homes per year which equated to about 10,000 gallons per day. The development of a large business could raise the limit unpredictably high, but it also could be recharging most the water back into the system and providing jobs. If the Town didn't have the

appropriate rating, the business would have to be turned away.

- Committee members discussed discharge and circulation methods.
- Staff was proposing getting the scope and design services for the plan expansion on board in the upcoming fiscal year. The design process would most likely start in fiscal year 2021 and finish in fiscal year 2022 or 2023.
- The expansion was not for building expansion but instead for equipment expansion. The main equipment needed were two basins with membranes.
- The committee discussed volumes and water content.
- The Town could wait to do the expansion when it was mandated or have the expansion ahead of schedule and then ultimately have the robustness to accept a large water user. Another consideration to consider would be for plant maintenance and the rate increases effects.
- The blower system may need to be addressed before the plant expansion due to inefficiencies, if the Town wanted to receive septage. There seemed to be a demand for the Town do accept septage.
- Committee members wanted to try and hold off on any expansion considerations for another year and use the masterplan information in future considerations.

7) **NEW BUSINESS**

- a) Discussion regarding the Fiscal Year 2021 budget.

Committee priorities included:

- Septage System
- OHM system expansion
- Sewer expansion plan for State Route 89. Expanded sewer lines also addressed health and safety issues.
- Satellite water service areas; a positive way to build the water system

- b) Discussion of future agenda topics and next meeting date.

- Septage System
- OHM system expansion
- Sewer expansion plan for State Route 89. Expanded sewer lines also addressed health and safety issues.
- Satellite water service areas; a positive way to build the water system
- The Head Start building had high levels of arsenic and requested connection to Town water.
- Big Chino and Wine Glass Ranch work provided free of charge to Town and updates.

8) **ADJOURNMENT**

MOVED by Councilmember Jack Miller, seconded by Councilmember Corey Mendoza to adjourn the meeting at 4:00 p.m.

AYE: Councilmember Corey Mendoza, Councilmember Jack Miller

2 - 0 PASSED - Unanimously

Submitted: January 21, 2020.

By: *Erin Deskins, Deputy Town Clerk*

Approved: _____, 2020.