



8723 E Via de Commercio #A-204
Scottsdale, AZ 85258
P: (480) 991-3595 F: (480) 751-1810

MEETING MINUTES

Date: November 13, 2023

PACE Job No. B614

Meeting Date: November 13, 2023 at 10:00AM

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #5

Attendance:

Name	Company	Present
Brett Klein	Town of Jerome	
Marty Boland	Town of Jerome	X
Henry MacVittie	Town of Jerome	X
Jane Moore	Town of Jerome	X
Krishan Ginige	SEC	X
Neil Wilson	SEC	X
Duong Do	PACE	X
Mike Krebs	PACE	X
Nancy Nakaji	PACE	X
Taylor Pierce	PACE	X
Andrea Jaycox	PACE	X
Riley Marget	PACE	

Discussion Topics:

1. Introductions
2. Review of Previous Meeting Minutes
3. Next Deliverable and Upcoming Dates
 - a. 60% Design Submittal (Internal Submission Date: 1/9/2024)
 - b. 90% Design Submittal (Internal Submission Date: 2/24/2024)
 - c. 100% Design Submittal (ADEQ Submission Date: 6/25/2024)

4. Current Scope of Work:

TASK	DISCUSSION	RESPONSIBLE PARTY
Preliminary Design (60%)	<ul style="list-style-type: none"> a. Access Road Design b. Collection Main Line Design c. Mechanical & Civil Design d. Electrical Design e. Structural Design f. Technical Specifications TOC 	PACE, SEC, Wright

5. 30% Design Review Meeting Availability

- Brief overview of the 30% plans.
- Jane Moore to discuss with Brett and the Town staff to present options for design review meeting before 11/22. With a preference towards virtual meeting.

6. Memorandum of Understanding to Verde Exploration

- a. Update from Stratton Law Firm – Expected this week
 - i. Required Easements
 - ii. Construction Access and Equipment Staging at High School property
- MOU shall emphasize that the easements are for items already in place and width will be only what is needed to accomplish the work.

7. Site Information, Surveys, and Constraints

- a. New Sewer Alignment Review
 - i. Depth and slope requirements
 - ii. Manhole count
 - iii. Excavation: cut slope, material storage, hard dig
 - iv. Drainage
 - v. Future access for maintenance by Town
- Width of 10' expected to be minimum width for access.
- No known ordinance for noise, rock blasting, Town to verify. Preference for excavation in this area is hammering due to material and proximity to houses. Work hours of 7am-7pm will be observed.
- Depth and slope to be reviewed for cover w/ construction vehicle traffic.
- b. Easement Review

- i. 30' permanent access road easement with additional slope easement
 - ii. 25' new sewer easements w/ additional construction easement
- 8. Outstanding Items
- 9. Coordination Items
 - a. Pre-AZPDES Meeting – November 22, 2023 @ 1pm
 - i. AZPDES Permit AZ0021804
 - ii. NACOG 208 review
 - b. APP application – Submit early 2024
- 10. Feedback from the Town
 - a. Blower Noise Field Study Results
 - Jane Moore and Marty performed study at WWTP site with 70-75dB leaf blower. Jane contacted nearby residents and noise was not observed over ambient noise at the time (traffic). Additional testing may be done by the Town.
 - Design to move forward with blowers w/ enclosure inside a building. Specified performance to reflect limits observed during the Towns field study.
- 11. Reporting
 - a. Next Consent Order Status Report on or before February 4, 2023
- 12. Action items

ITEM	RESPONSIBLE PARTY	DUE
Maps and Legal Line of Easement	PACE, Mike Krebs	