



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

MEETING MINUTES

Date: October 2, 2023 **PACE Job No. B614**

Meeting Date: October 2, 2023 at 10:00AM

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #2

Attendance:

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

Discussion Topics:

1. Introductions
2. Review of Previous Meeting Minutes
3. Next Deliverable and Upcoming Dates
 - a. 60% Design Submittal (Internal Submission Date: 11/10/2023)
 - b. 100% Design Submittal (Internal Submission Date: 6/22/2024)
4. Current Scope of Work

TASK	DISCUSSION	RESPONSIBLE PARTY
Preliminary Design Phase	<ul style="list-style-type: none"> a. Design Survey b. Geotechnical Investigation c. Collection Line CIPP Feasibility Study d. Hydrologic/Hydraulic Analysis of Bitter Creek e. Cultural Resource Study/Report 	PACE
Preliminary Design	<ul style="list-style-type: none"> a. Access Road Design b. Collection Main Line Design c. Mechanical & Civil Design d. Electrical Design 	PACE

5. Site Information, Surveys, and Constraints

- a. Easements - Sewer Easement Proposal from SEC
 - i. Proposal by SEC is ready and expected this week. Survey anticipated to be performed next Tuesday, Marty will walk with SEC field crew.
- b. Collection Line CIPP Feasibility Study – Draft memo submitted to the Town for review.
 - i. A draft of the study has been submitted to the Town. The Town indicated that they agreed with the conclusions. PACE to finalize.
- c. Site plan and 500-yr Floodplain elevation – Uphill site selected.
 - i. Reviewed site location options.
- d. Construction Access and Equipment Staging Locations – Marty meeting with Verde Ex.
 - i. Jerome meeting with Verde Ex this week to discuss construction staging and access easements.

6. Outstanding Items

- a. N/A

7. Coordination Items

- a. Pre-APP Meeting 10/17 @ 10:15am
 - i. Items to review with ADEQ
 - 1. Conceptual site plan
 - 2. Point of Compliance
 - 3. Use of Reed Beds and Wetland Cells
 - 4. Anticipated effluent requirements

- 8. Feedback from the Town
 - a. Major Equipment
 - b. Repurposing Reed Beds and Constructed Wetlands
 - i. Review use of the existing settling tank to be used for sludge management as it is already piped to the reed beds.
 - ii. Access to the reed beds will need minor improvement even without full driveway. Grading and drainage improvements to be considered for section of road from SBR to reed beds as well.
- 9. Reporting
 - a. Next Consent Order Status Report on or before November 4, 2023
- 10. Action items

ITEM	RESPONSIBLE PARTY	DUE
Sewer Survey and Easement Proposal	SEC, Krishan Ginige	This Week
Maps and Legal Line of Easement	PACE, Mike Krebs	After Survey
Preliminary Equipment List	PACE, Taylor Pierce	10/16
Conceptual Site Plan	PACE, Taylor Pierce	10/16