



8723 E Via de Commercio #A-204
Scottsdale, AZ 85258
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MEETING MINUTES

Date: September 18, 2023 **PACE Job No. B614**

Meeting Date: September 18, 2023 at 10:00AM

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #1

Attendance:

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

Discussion Topics:

1. Introductions
2. Review of Previous Meeting Minutes
 - a. N/A
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

i. SEC has completed the parcel and title report reviews. The Town does not have easements for the existing sewer. SEC will provide proposal to survey the existing sewer line and establish new easement from the treatment plant to Douglas Rd. Width of the utility easement TBD but needs to include existing alignment and new alignment to the South. SEC will provide option to establish additional easements for laterals from Douglas Rd and Hampshire Ave.

1. Lateral locations are approximately

- a. Between parcel # 1027 and 1028
- b. Between parcel # 1033 and 1035
- c. Near parcel # 1102A and 02B

ii. USDA will need easement for sewer main in hand before authorization to bid project.

b. Site walk on 8/24 with CCTV contractor and CIPP Contractor, review findings and proposal

i. Following a site walk with a CIPP and CCTV contractor it was determined that site conditions will make CIPP challenging. Specific challenges:

- 1. Site access
- 2. 90-degree bend
- 3. Varying pipe sizes and material
- 4. Changes do not occur within structures or accessible points.

ii. Presented the CCTV proposal to the Town. The Town elected to not move forward with CCTY and move forward instead with replacement of the sewer line from the WWTP to the existing crossing at Bitter Creek. PACE will provide CIPP feasibility memo summarizing the process.

c. Site plan and 500-yr Floodplain elevation

d. Construction Access and Equipment Staging Locations

- i. Marty is planning to meet with new management of Verde Exploration owned parcel.
- 6. Outstanding Items
 - a. N/A
- 7. Coordination Items
 - a. Pre-APP Meeting Request
 - b. Electrical Panel photos sent to Wright Engineering
- 8. Feedback from the Town
 - a. SBR Location
 - i. The Town's preference is to locate the SBR basins at the South (uphill) site. PACE to proceed with preliminary design at this location.
 - b. Major Equipment
 - i. A floating style decanter may be better suited for the Town due to Fats Oils and Grease seen at the existing facility.
 - c. Repurposing Reed Beds and Constructed Wetlands
- 9. Reporting
 - a. Next Consent Order Status Report on or before November 4, 2023
- 10. Action items

ITEM	RESPONSIBLE PARTY	DUE
Sewer Easement Proposal	SEC, Krishan Ginige	
Maps and Legal Line of Easement	PACE, Mike Krebs	
Preliminary Equipment List/Options	PACE, Taylor Pierce	
Electrical Panel photos to Wright Engineer	TOJ, Henry MacVittie	