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MEETING MINUTES

Date: March 18, 2024

PACE Job No. B614

Meeting Date: March 18, 2024 at 10:00AM

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #13 Minutes

Attendance:

Name	Company	Present
Brett Klein	Town of Jerome	X
Marty Boland	Town of Jerome	X
Henry MacVittie	Town of Jerome	X
Tyler Christensen	Town of Jerome	
Jane Moore	Town of Jerome	
Krishan Ginige	SEC	X
Neil Wilson	SEC	X
Duong Do	PACE	X
Mike Krebs	PACE	
Nancy Nakaji	PACE	
Taylor Pierce	PACE	X
Andrea Jaycox	PACE	X
Daniel Sanchez	PACE	
Nathan Tesch	PACE	X
Nick Eddington	PACE	X

Discussion Topics:

1. Introductions
2. Review of Previous Meeting Minutes
 - a. 60% Design Review conducted on 3/11/2024. If there are any outstanding comments or suggestions, provide ASAP so they can be incorporated into the 90% design.
3. Next Deliverable and Upcoming Dates
 - a. 90% Design Submittal (Internal Submission Date: 3/29/2024)

- b. 100% Design Submittal (ADEQ Submission Date: 6/25/2024)

4. Current Scope of Work:

TASK	DISCUSSION	RESPONSIBLE PARTY
Final Design (90%)	<ul style="list-style-type: none"> a. 60% Design Comments and Corrections b. Technical Specifications 	PACE, SEC, Wright, PKA
Permitting	<ul style="list-style-type: none"> a. 4.01 NOI b. APP c. AZPDES d. PACE will submit permit applications to ADEQ along with 90% design submittal 	PACE

5. 90% Design Progress

- a. Mechanical Plan Review
- b. Structural Plan Review
- c. Electrical Plan Review
 - i. Site Lighting:
 - 1. **Reduce some of the site lighting per discussion between PACE and Jerome**
 - 2. **Need emergency lighting around basins and shop and generator – no lighting at outfall or drying beds, or bagger unit**
 - 3. **Dark sky compliant community so all site lighting on switches, no timers**
- d. Civil Plan Review
 - i. HDPE Sewer Line:
 - 1. Min. 200ft radius of curvature
 - 2. Manhole count: 11
 - ii. Access Driveway
 - 1. **Turn in on North Dr. to be concrete apron with ribbed concrete or other modifications to prevent slipping in winter**
 - 2. **Potential to widen southern entrance on North Dr. – reduce turn angle. To be finalized before issuing exhibit for easement. Marty to verify clearance to existing water lines.**

6. On-going discussion items and potential construction issues:

- a. Bypass piping around new WWTP structure

- b. Temporary routing of existing sewer laterals
 - c. Construction vehicle turn-around/access
 - d. Concrete Truck simulation
 - e. Access Gate Location
 - i. **Tabled discussion**
 - f. Waste Location for Excess material
 - i. Verde Ex Discussions
 - 1. **Need permission from Verde Ex to waste excess fill material on any of the Verde Ex property.**
 - ii. Neighboring property
 - iii. Cemetery parking area
 - 1. **Excess fill material can potentially be stored/wasted here.**
7. Easements
- a. 30' permanent access road easement with additional slope easement
 - b. Width of new sewer easements w/ additional construction easement TBD
 - c. Site driveway easement – Verde Ex
 - d. North Drive/Cemetery Rd easement - Leachman and Crosby
 - i. Property Owner Discussions
 - 1. **(Leachman) 18.5 ft available from existing pole to limit of possible encroachment. Owner was receptive to easement acceptance**
 - 2. **Road design reduced to same size as existing road as it passes through properties with a 13.5' road width. Alignment eliminates the need to relocate existing OHE and reduces encroachment on adjacent properties. Easements are still required from the property owners.**
 - 3. **13.5' width will still accommodate garbage trucks and probably cement trucks (Marty).**
 - 4. **Reducing road to 13.5' creates a one-way road. No blind curves exist, however, signage (e.g. 'Caution,' 'One-Way Road,' can still be added for safety reasons (Taylor).**
 - ii. Site Walk Updates

1. **Tabled discussion.**

e. Sewer line easement – Verde Ex

- i. Sewer Easement and Roadway Easement exhibits provided on 2/28
- ii. Sewer easement request provided to Verde Rep on 2/1 with standard language

document. Preliminary Discussion Update

- 1. **Verde Ex has offered to provide easements in exchange for sewer connections and a new sewer collection system. The new system would require approx. 1600 LF of new piping and a lift station to deliver wastewater to the nearest existing manhole.**
- 2. **Krishan presented two sewer alternatives: 1600 LF of forcemain following the roadway and a pump station, or 900 LF of forcemain that cuts across the canyon and a pump station.**
- 3. **Brett has requested a cost estimate from SEC for the additional sewer lines and lift station. Krishan, Duong, and Taylor estimated from very preliminary information that the cost of lift station and forcemain to be \$200k to \$300k but with the addition of collection lines the project could cost around \$500k.**
- 4. **Because this additional work is outside the original project scope, PACE predicts USDA will recommend a separate study and PER be performed before funds are allocated for the Verde Ex connections and sewer lines.**
- 5. **Because of the complexity and potential additional costs, a separate discussion will be scheduled.**

8. Outstanding Items

- a. **Taylor will meet with the bar screen manufacturer to discuss raising the rock trap. A drop manhole is also an option for the sewer line-headworks tie-in, however, a new manhole will not fix all of the slope issues of connecting the sewer to headworks (Krishan).**

9. Coordination Items

- a. **AZPDES Meeting Summary – Submit application at 90% progress**

- i. Confirmed that permit will remain with major modification for new process and discharge.
 - b. APP application – Submit at 90% progress
 - c. 4.01 Notice of Intent to Discharge – Submit at 90% progress
 - i. Include: Town of Jerome, PACE, SEC, Wright, PKA
- 10. Feedback from the Town
- 11. Reporting
 - a. Next Consent Order Status Report on or before May 4th, 2024
- 12. Action items:

ITEM	RESPONSIBLE PARTY	DUE
Sewer Easements		
Roadway Easements		
Contact Felix Co for cement truck simulation	Taylor	3/8/2024
cemetery road and sewer line easements	Town of Jerome	4/29/2024