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MEETING MINUTES

Date: April 8, 2024

PACE Job No. B614

Meeting Date: April 8, 2024 at 10:00AM

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #14 Agenda

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	X
Krishan Ginige	SEC	
Neil Wilson	SEC	
Duong Do	PACE	X
Mike Krebs	PACE	
Nancy Nakaji	PACE	X
Taylor Pierce	PACE	X
Andrea Jaycox	PACE	
Daniel Sanchez	PACE	X
Nathan Tesch	PACE	X
Nick Eddington	PACE	X

Discussion Topics:

1. Introductions
2. Review of Previous Meeting Minutes
3. Next Deliverable and Upcoming Dates
 - a. 90% Design Submittal (Internal Submission Date: 4/29/2024)
 - b. 100% Design Submittal (ADEQ Submission Date: 6/25/2024)

4. Current Scope of Work:

TASK	DISCUSSION	RESPONSIBLE PARTY
Final Design (90%)	a. 60% Design Comments and Corrections b. Technical Specifications	PACE, SEC, Wright, PKA
Permitting	a. 4.01 NOI b. APP c. AZPDES	PACE

5. 90% Design Progress

a. Mechanical Plan Review

i. Dewatering Pad Area

1. Pad and equipment layout are acceptable, Henry expressed concern that a 4-yd dumpster would be too small, and that the bagger is not elevated such that full bags can be easily rolled off the pad and into a dumpster.
2. The Town wants to utilize a 20-yd dumpster for dried sludge and bags. Lifting bags into the dumpster is not preferred, PACE will review bagger unit elevation. A dolly would be a suitable alternative to move filled bags to the dumpster. Henry to provide photos of similar installation.
3. Marty mentions that the driveway must be twice the length of the dumpster to accommodate during pickup (Team confirmed there is more than enough space to accommodate the pickup truck)

ii. Drying Beds and Lift Station

1. The lift station will be moved to the south side of the drying beds to accommodate the flood plain elevations (within which no land can be built up due to flood plain regulations).
2. Existing barriers will be used to anchor the liner. Henry requested further evaluation of the drying beds outer wall height to allow for better air flow and improved sludge drying. Existing barriers are 2'6". PACE will investigate raising the bed grade

iii. Air Line and Retrievable Diffusers

1. Air line will run along the north side of the basins to allow ease of access for maintenance.
2. Rock trap & headworks to be relocated farther over the basins to facilitate access.

3. PACE is exploring options for influent monitoring. Current options:
metering manhole or influent weir & level transducer.
 - iv. Overflow Basins and Lift Station
 1. Convert three wetlands into one large equalization basins. The basin should primarily be used as emergency overflow and it is recommended that water be allowed to evaporate rather than using the package lift station that will be installed at the basin.
 - v. Phased Demolition Plans
 - b. Structural Plan Review
 - c. Electrical Plan Review
 - d. Civil Plan Review
 - i. HDPE Sewer Line:
 1. Min. 200ft radius of curvature
 2. Manhole count: 11
 - ii. Access Driveway
 1. Traditional Concrete Trucks simulation
 - a. Simulation works with traditional 30' concrete trucks. Pumper trucks can most likely be accommodated, but trailer mounted equipment is a suitable alternative.
6. Easements
- a. Width of new sewer easements w/ additional construction easement TBD
 - b. Site driveway – Cemetery Rd easement
 - i. 30' permanent access road easement with additional slope easement on Verde Ex property
 - c. North Drive/Cemetery Rd easement - Leachman and Crosby
 - i. Existing dimensions
 - ii. Property Owner Discussions
 - iii. Site Walk Updates

- d. Sewer line easement – Verde Ex
 - i. Width of new sewer easements w/ additional construction easement TBD
 - ii. Sewer Easement and Roadway Easement exhibits provided on 2/28
 - iii. Sewer easement request provided to Verde Rep on 2/1 with standard language document. Preliminary Discussion Update
 - iv. **Brett: Verde Ex wants to bring Town personnel to Prescott for a meeting, which is causing delays for the easements. Brett suggests Taylor, Krishan, Jane, Town Attorney, & Neil attend the meeting. The attorney for Verde Ex has suggested that a plan exists for Verde Ex to pay for the sewer, and then easements will provide the easements. Town to propose various dates for meeting via Doodle poll.**
- 7. On-going discussion topics 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. **No updates**
 - f. Waste Location for Excess material
 - 1. **No updates**
 - ii. Verde Ex Discussions
 - iii. Neighboring property
 - iv. Cemetery parking area
- 8. Outstanding Items
- 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 April 19, 2024, to include 60% design package.
 - i. Prior to submittal, Henry to provide testing samples for ADEQ monitoring.
- 12. Action items:

ITEM	RESPONSIBLE PARTY	DUE
cemetery road and sewer line easements	Town of Jerome	4/29/2024