



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

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## MEETING MINUTES

Date: October 30, 2023

PACE Job No. B614

Meeting Date: October 30, 2023 at 10:00AM

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #4

### Attendance:

Name	Company	Present
Brett Klein	Town of Jerome	X
Marty Boland	Town of Jerome	X
Henry MacVittie	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. 30% Design Submittal (Internal Submission Date: 11/10/2023)
  - b. 60% Design Submittal (Internal Submission Date: 1/9/2024)
  - c. 90% Design Submittal (Internal Submission Date: 2/24/2024)
  - d. 100% Design Submittal (ADEQ Submission Date: 6/25/2024)

4. Current Scope of Work:

TASK	DISCUSSION	RESPONSIBLE PARTY
Preliminary Design (30%)	<ul style="list-style-type: none"> <li>a. Access Road Design</li> <li>b. Collection Main Line Design</li> <li>c. Mechanical &amp; Civil Design</li> <li>d. Electrical Design</li> <li>e. Technical Specifications TOC</li> </ul>	PACE, SEC, Wright

5. Site Information, Surveys, and Constraints

a. New Sewer Alignment Review

- Reviewed preliminary alignment. Manhole count exceeds the estimate made in the PER. PACE will meet with Geotech to review slope stability requirements and then the alignment will be refined to limit the manholes, depth and/or excavation needed. 25 ft easement appears to be adequate.

b. Easement Review

i. Width of the new access road easements

- 30 ft permanent access road easement for a dump truck with a slope easement.  
 - Access road design will stop at SBR location for 30% design package.

ii. Width of the new sewer easements

- 25 ft utility easement with additional construction easement tbd.

6. Outstanding Items

a. Memorandum of Understanding to Verde Exploration

i. Required Easements

- draft letter and preliminary maps to be prepared for MOU from Town.

ii. Construction Access and Equipment Staging at High School

7. Coordination Items

a. Pre-AZPDES Meeting – TBD

b. APP application – Early 2024

i. Closure Plan

ii. Wetlands and Reed Beds

- Replace wetland basin liners and convert to overflow storage. More than adequate capacity is available to be utilized, the overflow will have a small pump to direct back to the plant drain system for metering back through the process. Drain system will also have overflow back to the emergency storage.

8. Feedback from the Town

a. Blower Noise Field Study Results

- Town is preparing testing plan to test various dB levels from 40-90 at the site and record near residential properties to determine acceptable noise levels at the site. The results are for information only and will not establish limits of new equipment. Town plans to use a leaf blower.

9. Reporting

a. Next Consent Order Status Report on or before February 4, 2023

10. Action items

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