



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

MEETING MINUTES

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

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

Location: Microsoft Teams

Meeting called by / Organizer: Taylor Pierce (PACE)

Subject: Jerome WWTP Improvements Design Meeting #7

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	
Neil Wilson	SEC	X
Duong Do	PACE	X
Mike Krebs	PACE	
Nancy Nakaji	PACE	X
Taylor Pierce	PACE	X
Andrea Jaycox	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: 1/9/2024)
 - i. **Currently off track due to holidays and delayed 30% review.**
 - b. 90% Design Submittal (Internal Submission Date: 2/24/2024)
 - c. 100% Design Submittal (ADEQ Submission Date: 6/25/2024)

4. Current Scope of Work:

TASK	DISCUSSION	RESPONSIBLE PARTY
Preliminary Design (60%)	<ul style="list-style-type: none"> a. Access Road Design b. Collection Main Line Design c. Mechanical & Civil Design d. Electrical Design e. Structural Design f. Technical Specifications TOC 	PACE, SEC, Wright

5. 60% Design Progress

a. Updated Civil Site Plan

i. Reviewed update to site plan w/ lengthwise basin

1. Operations and Blower bldg. to be east of WWTP
2. Effluent surge basin located on north side of WWTP
3. Access walkways on T sections above basin walls to reach all equipment and valves.
4. Headworks screening to dump to southside of basins w/ 5 ft pathway.
5. The sludge effluent will be pumped. This frees up the relative elevations between WWTP and dewatering pad and also the top elevation of the WWTP. (The elevation of the dewatering pad can be adjusted to fit the site if it helps reduce walls, etc.).
6. Dewatering equipment to be at grade w/ WWTP w/ 20ft driveway.
7. Chlorine contact chamber to be level below WWTP to allow for full drainage of WWTP basins.
8. SES and Generator to be located away from treatment and operations bldg.

b. Aqua-Aerobic Revised Proposal

- i. Expected this week. TOJ to provide any input on extra control options required for operation of facility.

c. Sewer line to WWTP route

- i. Easement wider than 30' from existing line in some areas
- ii. Access now from entrance road not from the plant
- iii. Turn around or outlet to Douglas Rd will be required at West end of the sewer main to be reviewed by TOJ.

6. Memorandum of Understanding to Verde Exploration
 - i. Draft MOU to Verde in progress.
7. Site Information, Surveys, and Constraints
 - a. New Sewer Alignment Review
 - i. Depth and slope requirements
 - ii. Manhole count
 - iii. Excavation: cut slope, material storage, hard dig
 - iv. Drainage
 - v. Future access for maintenance by Town
 1. Concern was raised on maintenance of access road in winter months and future replacement of guardrails.
 - b. Easement Review
 - i. 30' permanent access road easement with additional slope easement
 1. Access road cross section to be reduced to 18' drivable section with 2' shoulder. Switchback turns to remain wide. Guardrails to remain.
 2. PACE to verify dimensions and turning radius of concrete trucks.
 - ii. Update width of new sewer easements w/ additional construction easement
8. Outstanding Items
9. Coordination Items
 - a. AZPDES Meeting Summary – Submit early 2024 (90%)
 - b. APP application – Submit early 2024 (after AZPDES)
10. Feedback from the Town
 - a. Blower Noise Field Study Results Ongoing
11. Reporting
 - a. Next Consent Order Status Report on or before February 4, 2023
12. Action items

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