

DRAFT

MINUTES OF THE REGULAR MEETING TOWN COUNCIL WATER AND UTILITIES SUBCOMMITTEE TOWN OF CHINO VALLEY

**WEDNESDAY, APRIL 26, 2023
3:00 P.M.**

**CHINO VALLEY COUNCIL CHAMBERS
202 N. STATE ROUTE 89, CHINO VALLEY, AZ**

Present: Eric Granillo, Councilmember; John McCafferty, Councilmember

Absent: Sherri Phillips, Councilmember

Staff Frank Marbury (arrived at 3:26 p.m.), Public Works Director/Town Engineer; Mark

Present: Holmes, Water Consultant; Terri Denemy, Assistant to the Town Manager; Erin Deskins,
Town Clerk

1) CALL TO ORDER

Chair Eric Granillo called the meeting to order at 3:17 p.m.

2) ROLL CALL

3) APPROVAL OF MINUTES

- a) Consideration and possible action to approve the December 13, 2022, meeting minutes.

MOVED by Councilmember John McCafferty, seconded by Councilmember Eric Granillo to approve the minutes as written.

AYE: Councilmember Eric Granillo, Councilmember John McCafferty

2 - 0 PASSED - Unanimously

4) ENGINEER'S REPORT

- a) Update and discussion regarding progress and outlook of the Peavine waterline project from Road 2 North to Perkinsville Road.

Frank Marbury, Town Engineer, presented the following:

- The testing and construction were essentially complete but there were still permitting requirements with the County to be completed to get the discharge authorization.

- b) Update and discussion regarding the Perkinsville water extension across Highway 89.

Frank Marbury, Town Engineer, presented the following:

- This project had been stalled for a while, but staff was finally able to meet and negotiate with the property owners on the southeast corner on Perkinsville Road and Highway 89. The property owners were willing to negotiate and consider allowing a utility easement on their property to allow for the sewer to be a straight shot on the south side of the roundabout so the Town wouldn't have to go under the roundabout which was the preferred route.
- The property owners were hoping to put a restaurant on the property, so they had to work together to make sure that things wouldn't be situated in such a way that their only driveway would be blocked when construction needed to happen.

- c) Update and discussion regarding the sewer extension on Road 1 East from Fletcher Court to Road 3 South.

Frank Marbury, Town Engineer, presented the following:

- The project had just been approved by Council the prior night and staff was working on getting a potential start date. Staff was hoping for the summer, but the contractor had said they were available and hoped to get started as soon as possible once bonds, insurances, and construction schedules were obtained. They were looking at about four weeks.
- The price of the sewer line was \$343/foot and ate up about half of the \$4.3 Million budget.

- d) Update and discussion regarding Request for Qualification (RFQ) for the sewer plant expansion.

Mark Holmes, Water Consultant, presented the following:

- Pace and Perk specialized in looking at design configurations of different types of reclamation facilities and would be looking at the Town's plant expansion and telling staff what the Town's options would be and how much they would cost, including making small changes now to save for an additional plan in five to ten years, or expanding the current plant to meet upcoming needs.
- There would be no "throw aways" in the process, everything would be looked at and reutilized.

Staff and the subcommittee discussed the following:

- The practicality, and pros and cons of various waste treatment systems.
- Once staff completed looking at all the options, they would then move on to the design process.

- o For the design process, staff recommended bringing on a designer based on qualifications and then bringing on a contractor half-way through the design process to help get the best product for constructability.
- o This process was estimated to take 12 to 18 months.

5) CALL TO THE PUBLIC

Call to the Public is an opportunity for the public to address the Subcommittee concerning a subject that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 15 minutes per meeting. Subcommittee action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.

6) OLD BUSINESS

7) NEW BUSINESS

a) Discussion of potential projects for 5 Year Capital Improvements Project.

FY23 and 24 - Equipment Sheds for Sewer Plant	\$30,000
FY23 and 24 - Perkinsville Water and Sewer Extension	\$3.4 Million
Continuation of Perkinsville Water and Sewer Extension into FY25	\$2.0 Million
FY24 - Plant Expansion Design	\$1.5 Million
FY24 - Integrated Water Master Plan	\$500,000
FY25 - Sewer Plant Expansion	\$15 to \$20 Million
TBD - Old Home Manor CIP Improvements	

This item was the first item of the meeting to be heard but is retained here for consistency.

Integrated Water Master Plan

Mark Holmes, Water Consultant, presented the following:

- This was four Master Plans, plus the Capital Improvement Master Plan. It was a Town-wide Master Plan and therefore a much bigger project. It would include the backbone infrastructure, sewer system, pressure zones, reclamation projected sites, and reclaimed water. All of them would be town-wide.
- The Town had put out a request for qualifications and received three submissions. Two of the three were scored closely by a review committee and interviews had been set up on May 4th to find the best qualified vendors.
- The initial plan would be very expensive due to the size of the project. It would be updated every two to three years as the Town grew.
- Once a firm had been selected and the scope, fee, contract, etc. was complete it would be presented to the Council in June. Once approved the project would begin shortly after July 1st.
- Findings would be presented to Council at the end of the project to provide comments and questions. It would take about a year to get it done.

- This plan would compliment the new General Plan and be similar to the current zoning map. Water demands would be recalculated based on new zoning maps to make sure everything still made sense in terms of pressure zones, configurations for water resources, sizing of pipes, etc.
- This would be helpful for new developments because it was \$40,000 every time a water modeling report was needed on the water and wastewater system for a new development. With the Master Plan they could hand it to the developer, so they know where to connect, size of piping, etc.
- All reports that had already been done in the Town would be included in the master plan.
- The City of Goodyear allowed a developer to build about 25 miles south of where the plants were. The infrastructure that was approved only served that developer. With further development they had to run parallel pipes to get water and sewer to the newer developments.
- Mr. Holmes discussed the practicalities of running smaller side-by-side or stacked sewer pipes to allow for degassing and prevent corrosion issues depending on the growth rate of the area.
- The information would be provided in GIS. GIS was an AutoCAD map with a database attached to it. The Town currently did not have a GIS division or employee and that would need to be added eventually. The Town used to have one, but they retired and weren't fully replaced. Development Services did fill some of this role.

Item 4(a) was presented next.

The remainder of 7(a) was heard after 7(b) and 7(c), but retained here for consistency.

FY23 and 24 - Equipment Sheds for Sewer Plant

Frank Marbury, Town Engineer, presented the following:

- Staff was still working on equipment sheds/shelters to get some of the plant equipment out of the sun.

FY23 and 24 – Perkinsville Water and Sewer Extension

Frank Marbury, Town Engineer, presented the following:

- It was being designed in three phases. Phase 1 would take water and sewer from the intersection of Perkinsville Road and Road 1 East to the Highway. Phase 2 would be crossing the highway. These two phases were separated to allow for budget constraints. Phase 3 would carry water and sewer from the highway west to Angus Place and then south to the backside of Hawksnest providing water and sewer to that development.
- Getting the water and sewer lines to the highway was already funded, the rest was not yet. If Hawksnest came in and developed before the lines were in place they could potentially do a development agreement and get a repayment.
- An apartment complex would pay a connection fee for each apartment according to the amount of fixtures per unit.

FY24 - Plant Expansion Design

This item was discussed previously in the Engineer's Report.

FY25 - Sewer Plant Expansion

Mr. Marbury stated that the dollar amount would change once more documentation was received and design was underway.

TBD - Old Home Manor (OHM) CIP Improvements

Frank Marbury, Town Engineer, presented the following:

- When developing the OHM Master Plan there was a series of capital improvement projects proposed. One was completed and there were four more.
- Things with the project might change when moving forward with the Integrated Water Master Plan as one of the projects was another water storage tank equivalent to the Bright Star tank to help with business development or any other water development to the north.

b) Discussion and possible action concerning Subcommittee meeting dates and times.

7(b) and 7(c) were heard directly after 4(d) but retained here for consistency.

Staff and the Subcommittee discussed the following:

- The Subcommittee Charter did not state a specific day or time for meetings, only that they should be held on an annual basis.
- If certain meeting days and times were chosen the Clerk's office would have to post a cancellation notice to the citizens. If left as is, no additional posting would be necessary.
- Meetings were previously held on Tuesdays when Council Meetings occurred so that Councilmember Turner would not have to leave work for two days.
- The liaison would coordinate with the subcommittee members to schedule future meetings.

c) Consideration and possible action to appoint a Chair and Vice-Chair.

Staff and the Subcommittee discussed the following:

- All members were not present for the meeting and it would be most fair to wait until all members could be present.
- Historically, the most senior member was elected Chair, which would point to Vice-Mayor Granillo being Chair.

This item was tabled until the next meeting when all subcommittee members could be present.

8) ADJOURNMENT

MOVED by Councilmember John McCafferty, seconded by Councilmember Eric Granillo to adjourn the meeting at 3:58 p.m.

AYE: Councilmember Eric Granillo, Councilmember John McCafferty

2 - 0 PASSED - Unanimously

Submitted: May 9, 2023.

By: *Sara Burchill, Deputy Town Clerk*

Approved: MONTH DAY, 2023.