

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

**TUESDAY, JULY 9, 2019
4:00 P.M.**

The Town Council Water and Utilities Subcommittee of the Town of Chino Valley convened for a regular meeting in the Council Chambers Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

1) CALL TO ORDER

Chair Lon Turner called the meeting to order at 3:40 p.m.

2) ROLL CALL

Present: Lon Turner, Chair; Corey Mendoza, Councilmember

Absent: Jack Miller, Councilmember

Staff Frank Marbury, Public Works Director; Mike Bovee, Utilities Manager; Mark Holmes,
Present: Water Services Consultant

3) APPROVAL OF MINUTES

- a)** Consideration and possible action to approve June 18, 2019, meeting minutes.

MOVED by Councilmember Corey Mendoza, seconded by Chair Lon Turner to approve the June 18, 2019, public meeting minutes.

AYE: Chair Lon Turner, Councilmember Corey Mendoza

2 - 0 PASSED - Unanimously

4) ENGINEER'S REPORT

Mr. Marbury reported that Country West well was functioning.

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

- a)** Discussion regarding Old Home Manor Integrated Water Master Plans and associated studies and proposals.

Mark Holmes, staff, and Committee Members discussed the following:

- Mr. Marbury and Mr. Holmes drafted a Request for Qualifications (RFQ) for the Committee to review and provide any comments or ask questions.
- The goal was for the Committee to recommend that the RFQ be presented to Town Council for approval and advertised to the public to solicit proposals and to ultimately select a contractor.
- The RFQ requested qualifications only.
- Mr. Holmes provided a review of all the parties and Town departments that will be involved in the process. The Committee will also be involved.
- The four proposed phases of the project included:
 1. Develop an integrated water master plan to look at the demand projections for water in the future, the water resources required, and the water system.
 2. Ensure that whatever expansion built at Old Home Manor (OHM) was built to integrate fully with any future expansion of the Town's wastewater and water reclamation system.
 3. Develop a five to ten-year capital improvement plan.
 4. Look at full conceptual landscape plan for OHM to include drainage for an outdoor landscape water system. Outdoor water use was the highest water consumptive use for most water providers.
- Staff saw an added benefit in capturing drainage water for landscape use as a flood control prevention, by retaining some drainage water that would typically flow downstream causing area flooding.
- Committee Members discussed the issue differences between water run off in a business park district zoned subdivision as opposed to the run off in a residential subdivision. Staff explained that drainage would be regulated through either the subdivision Unified Development Ordinance requirements or through the individual site plan review process. The water master plan would be specific to OHM and would not include future business park developments.
- The OHM water master plan and studies should be completed before serious development began and would provide a roadmap for future expansion.
- Any interested developers that approached the Town before the master plan was complete should be told about the master plan process and would need to ensure that future infrastructure and water expansion would not be undermined by current development.
- Staff explained that through the Economic Development Authority Grant, some water and sewer infrastructure had been put in place, but it was unclear if it was adequately sized. The master plan could integrate the existing infrastructure and could be reinforced with lines in other locations to make up for any lacking infrastructure. This will allow for a small development in one area and the master plan will then be created to support any future development.
- Every phase of the project had a workshop that would allow for the contractor to work closely with Town representatives, committees and departments. After the workshop, the contractor will submit a technical memorandum that will become part of the master plan.
- The master plan was a living document and could be updated with new information when necessary. The plan should be modified at least every five years or sooner if the Town was booming. Updates were less expensive than the original plan.
- An executive summary will be available to the public and will outline what the plan found and what the plan will accomplish.
- The selection process included: Expertise/Best qualified candidate – 50%; Project and task understanding - 20%; Innovation – 15%; Responsiveness – 10%; Other factors – 5%
- Mr. Holmes reviewed the estimated project milestone dates.
- The successful contractor would be overseen by the Public Works Director and a Project Management Team. Mr. Marbury explained that he liked to have regular progress meetings

- with the Contractor to keep the project on track.
- The schedule process and timeline.
- A general conceptual plan for development at OHM would assist in the master planning process.
- Staff would make any necessary changes to the RFQ, get copies to Council as soon as possible and have it at the next Town Council meeting for approval.

b) Discussion regarding PAD (Planned Area Development) and AOI (Area of Impact) for Chino Valley Water Service Area.

Mark Holmes, staff and Committee Members discussed the following:

- Mr. Holmes reviewed Montgomery Associates proposal to use the Prescott Active Management Area (AMA) model for the Town's assured water and physical water availability study.
- The PAD study would determine how much water was physically available to the Town's current water service area and would allow the Town to recover their reclaimed water.
- The Town needed the AMA to be able to place recovery wells permits on ten of the Town's primary production wells. The Town would then recover their reclaimed water.
- Once this was complete, it would save future developers time and money if the Town allowed use of the study and developed partnerships with developers.
- Hydrologic impact water recovery.
- The budget was under \$50,000 but there could be some changes to the proposed budget for any AZDWR's additional requirements, change orders, etc.
- The completion date was estimated for mid-November 2019 for a final report.
- The PAD was open to the public to use and was not locked into the Town's name. An analysis of assured water supply would allow the Town to lock up the water for ten years. The Town could use the analysis of assured water supply for the Big Chino and OHM if they deemed it necessary.
- The Town would use the Prescott AMA because AZDWR wanted to review ITC's Northern Arizona Regional Groundwater Flow model before making any determination for the Town, and the time factor did not work for the Town's needs.
- Staff would keep the Montgomery on time, on task, on budget and oversee the process to ensure any change orders requested by the contractor were warranted.
- This will be forwarded to the Town Council at their next meeting for approval.

7) NEW BUSINESS

No meeting will be scheduled for next month unless a topic came up. The workgroup meetings could be during the regular committee time so that staff could be involved. The Committee preferred the second Tuesday of the month with the earlier 3:30 time.

8) ADJOURNMENT

MOVED by Councilmember Corey Mendoza, seconded by Chair Lon Turner to adjourn the meeting at 4:38 p.m.

AYE: Chair Lon Turner, Councilmember Corey Mendoza

2 - 0 PASSED - Unanimously

Submitted: July 15, 2019.

By: *Vickie Nipper, Deputy Town Clerk*

Approved: October 8, 2019.