

## MINUTES

MINUTES OF THE REGULAR SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, HELD ON TUESDAY, May 7, 2019 AT 7:00 PM AT THE CITY HALL BUILDING, 915 S. TOVREAVILLE ROAD, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY MAYOR SMITH AT 7:10PM.

### ROLL CALL

#### **COUNCIL**

Councilmember Gabe Lindstrom, Ward III  
Councilmember Joni Giacomino, Ward II  
Councilmember Bill Higgins, Ward I  
Mayor David M. Smith  
Councilmember Leslie Johns, Ward I  
Councilmember Joan Hansen, Ward II  
Councilmember Anna Cline, Ward III, Mayor Pro Tempore

#### **STAFF**

Stephen Pauken, Interim City Manager  
Ashlee Coronado, City Clerk  
Keri Bagley, Finance Director  
Jesus Haro, Public Works Director  
Albert Echave, Police Chief  
George Castillo, Fire Chief

#### **CITY ATTORNEY**

Britt Hanson

INVOCATION: Mayor Smith spoke regarding the anniversary of Tiananmen Square and asked for a moment of silence to reflect on the great place that we live, that we have the right to be heard and how lucky we are to live in the United States.

### PLEDGE OF ALLEGIANCE

#### MAYOR'S PROCLAMATIONS AND ANNOUNCEMENTS:

- Mayor Smith read the Letter Carriers' Food Drive Day Proclamation.
- Mayor Smith spoke regarding the Old Bisbee Firewise recognition.

#### CALL TO THE PUBLIC

- Alison Williams spoke regarding Bisbee Bloomers efforts of City Hall, LSTA Grant, Ice Cream Social, Summer Reading Program and congratulated the top three students of the 8<sup>th</sup> grade.
- Donna Pulling spoke regarding the legality of the Jacobs Contract.
- Andrew Laws spoke regarding the Ice Man Race, last year it was a disturbance and doesn't want it to be again this year.

THE FOLLOWING ITEMS WERE DISCUSSED, CONSIDERED AND/OR DECIDED UPON AT THIS MEETING:

#### GENERAL BUSINESS:

1. ACCOUNTS PAYABLE: Subject to availability of funds

MOTION: Councilmember Higgins moved to approve the accounts payable in the amount of \$342,491.42.

SECOND: Councilmember Johns

Mayor Smith asked Council if they had any discussion.

Councilmember Cline asked about 10-55-22000 Water: Juvenile Detention Center- City Hall \$617.75 had Mr. Pauken made progress with Arizona Water. Mr. Pauken said that they came, visited the entire facility. They indicated to him that they would be back next month (May) with a new calculation of how much water they estimate that we use. Mr. Pauken gave a brief overview of what has gone on with the meter regarding the water usage.

Councilmember Cline also asked about 10-55-2400 Telephone & Fax: Telecommunications \$641.78 and Telecommunications \$1655.12. Ms. Coronado stated that the \$1,655 was two months of billing when we first moved in to include all the equipment. The \$641 would be our normal telephone bill.

Councilmember Cline also asked about 10-70-22000 Water: Cemetery \$205.68. Mr. Pauken said that when Arizona Water comes back again he was going to discuss this issue with them.

MOTION PASSED: UNANIMOUSLY

2. Approval of the Consent Agenda

- A. Approval of the Minutes of the Regular Session of Mayor and Council held on April 16, 2019 at 7:00 pm.  
Ashlee Coronado, City Clerk
- B. Approval of the Minutes of the Regular Session of Mayor and Council held on February 19, 2019 at 7:00 pm.  
Ashlee Coronado, City Clerk
- C. Approval of the Minutes of the Regular Session of Mayor and Council held on December 18, 2018 at 7:00 pm.  
Ashlee Coronado, City Clerk
- D. Approval of the Minutes of the Regular Session of Mayor and Council held on October 2, 2018 at 7:00 pm.  
Ashlee Coronado, City Clerk
- E. Approval of the Minutes of the Work Session of Mayor and Council held on April 22, 2019 at 5:30 pm.  
Ashlee Coronado, City Clerk
- F. Approval of the Minutes of the Work Session of Mayor and Council held on April 23, 2019 at 5:30 pm.  
Ashlee Coronado, City Clerk
- G. Approval of the Minutes of the Work Session of Mayor and Council held on October 2, 2018 at 6:00 pm.  
Ashlee Coronado, City Clerk
- H. Approval of the Minutes of the Work Session of Mayor and Council held on May 15, 2018 at 5:30 pm.

Ashlee Coronado, City Clerk

- I. Approval of the Minutes of the Special Session of Mayor and Council held on August 30, 2018 at 5:01 pm.

Ashlee Coronado, City Clerk

- J. Approval of a Park, Facility and Right of Way Use Permit for Bisbee Vogue Inc. for the use of various City streets, parking spaces and staircases for the Bisbee 1000 Stair Climb on Saturday, October 19, 2019 from 5:00 am to 8:00 pm, this includes set up and breakdown.

Ashlee Coronado, City Clerk

- K. Approval of the Park, Facility and Right of Way Use Permit for Bisbee Vogue Inc. for the use of City Park for the Bisbee 1000 Stair Climb on Saturday, October 19, 2019 from 7:00 am to 11:00 am.

Ashlee Coronado, City Clerk

- L. Approval of a Park, Facility and Right of Way Use Permit for the Boys and Girls Club of Bisbee for the use of Arizona Street between Congdon and Ruppe St. for the Friday Night Cackle to be held on Friday, August 30, 2019 from 4:00 pm to 8:00 pm.

Ashlee Coronado, City Clerk

- M. Approval of a Park, Facility and Right of Way Use Permit for the Boys and Girls Club of Bisbee for the use of Arizona Street between Briggs Ave and Ruppe St. for the 11<sup>th</sup> Annual Cars & Bikes on Arizona Street Show to be held on Saturday, August 31, 2019 from 6:00 am to 5:00 pm.

Ashlee Coronado, City Clerk

- N. Approval of the Special Event Liquor License Application submitted for an event to be held at St. John's Episcopal Church Parrish Hall located at 19 Sowles, Bisbee, Arizona on Saturday, June 1, 2019 from 7:00 pm to 11:00 pm; Kym Kennedy, Applicant.

Ashlee Coronado, City Clerk

- O. Approval of the Special Event Liquor License Application submitted by Turn Your Life Around for an event to be held at City Park on Saturday, May 25, 2019 from 12:00 pm to 6:00 pm; Sam Donaldson, Applicant.

Ashlee Coronado, City Clerk

- P. Approval of the Special Event Liquor License Application submitted by Bisbee Vogue Inc for an event to be held at St. Patrick's Church on Saturday, October 19, 2019 from 12:00 pm to 5:00 pm; Cynthia Conroy, Applicant.

Ashlee Coronado, City Clerk

Mayor Smith asked if Council wished for anything to be pulled for further discussion.

Councilmember Johns asked that item J to be pulled for further discussion.

MOTION: Councilmember Cline moved to approve Consent Agenda items 2A-2I and 2K-2P.

SECOND: Councilmember Higgins

Councilmember Lindstrom asked why we wait so long to approve minutes. Ms. Coronado, City Clerk stated that it was due to lack of time. We have not been able to get all the minutes completed with everything going on.

Mayor Smith stated that the Clerk's literally do this on spare time as time allows too. They have to listen to the meetings and type them out.

**ROLL CALL VOTE:**

AYES: Councilmember Lindstrom, Giacomino, Higgins, Johns, Hansen, Cline and Mayor Smith.

NAYS: 0

MOTION PASSED: AYES -7; NAYS -0

- J. Approval of a Park, Facility and Right of Way Use Permit for Bisbee Vogue Inc. for the use of various City streets, parking spaces and staircases for the Bisbee 1000 Stair Climb on Saturday, October 19, 2019 from 5:00 am to 8:00 pm, this includes set up and breakdown.

Councilmember Johns asked if they had the ability to address Mr. Laws issue.

Mr. Pauken said that they would have a discussion with the event organizer regarding noise and disturbance.

MOTION: Councilmember Johns moved to approve the Park, Facility and Right of Way Use Permit for Bisbee Vogue Inc. for the use of various City streets, parking spaces and staircases for the Bisbee 1000 Stair Climb on Saturday, October 19, 2019 from 5:00 am to 8:00 pm.

SECOND: Councilmember Lindstrom

**ROLL CALL VOTE:**

AYES: Councilmember Lindstrom, Giacomino, Johns, Hansen, Cline and Mayor Smith.

NAYS: Councilmember Higgins

MOTION PASSED: AYES -6; NAYS -1

**OLD BUSINESS**

**NEW BUSINESS**

3. Presentation by JACOBS Engineering on the Wastewater Treatment Plant.  
Stephen Pauken, Interim City Manager

Mr. Pauken stated that Jacobs was here to do a presentation to Mayor and Council regarding the Wastewater Treatment Plant.

Mr. Chris Maines, Regional Manager and Karl Stephens, Project Manager presented to Council a detailed update on the Bisbee Wastewater Treatment Plant Update to include the following: The presentation is attached as Exhibit "A" to these minutes.

- Staffing
- Safety
- Maintenance Activities
- Process Control Improvements
- Arizona Department of Environmental Quality (ASEQ) Whole Effluent Toxicity (WET) consent order
- Virtual Tour
- Look ahead and opportunities

Mayor Smith thanked them for the update and was very impressed with the condition at the Wastewater Treatment Plant.

- 4. Discussion and Possible Recommendation to Council to Move a Portion of Insurance Reimbursement from the City Hall Fire to a Committed Fund Balance Account Line in the General Fund.  
Keri Bagley, Finance Director

Ms. Bagley said that there was a recommendation to transfer \$2,000,000 of the insurance reimbursement into a committed Fund Balance that would show on page 2 of the monthly financial statements in the Fund Equity section and designated as "Committed Fund Balance- City Hall".

Mayor Smith asked Council if they had any questions.

MOTION: Councilmember Johns moved to approve the transfer of \$2,000,000 of the insurance reimbursement for the city hall fire from Fund Balance into Committed Fund Balance- City Hall in the General Fund.  
SECOND: Mayor Smith  
MOTION PASSED: UNANIMOUSLY

- 5. Discussion and Possible Direction to Staff regarding the Hands Free Ordinance  
David M. Smith, Mayor

Mayor Smith said that he asked this to be put on because of some recent legislation that has passed. He stated that we had the Hands Free Ordinance in place. He wanted us to keep our Ordinance in place which will require no action on our end. He also stated that we will need at least six (6) signs up at the entrances saying the Bisbee was a Hands Free Zone.

- 6. City Manager's Report:

- Mr. Pauken spoke regarding the Research Findings regarding TPT Authority
- Mr. Pauken gave an update on the City Manager Recruitment.
- Mr. Pauken announced Jesus Haro as the New Public Works Director and Mr. Haro introduced himself to Mayor and Council.
- Other current events (No Discussion)

COUNCIL COMMENTS OR FUTURE AGENDA ITEM SUGGESTIONS: (Council members may suggest topics for future meeting agendas, but Council will not here discuss, deliberate or take any action on these topics.):

- Councilmember Lindstrom gave Ward 3 announcements and commented on the DRB appointment.

MOTION: Councilmember Higgins moved to adjourn the meeting.  
SECOND: Councilmember Johns  
MOTION PASSED: UNANIMOUSLY  
ADJOURNMENT: 8:13 PM

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David M. Smith, Mayor

# Bisbee WWTP Update

Jacobs 3 Month Start Up Activities



May 7<sup>th</sup>, 2019

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# Agenda

- Staffing
- Safety
- Maintenance activities
- Process control improvements
- Arizona Department of Environmental Quality (ADEQ)  
Whole Effluent Toxicity (WET) consent order
- Virtual tour

## Staffing



**Received 823 hours of regional support hours in the first three months**

Maintenance, Safety, Compliance, Process Control, Administration



**Karl Stephens selected as the Project Manager**

Fully Staffed as of April 9, 2019, (including 3 local citizens)



# Safety

- Received 140 hours of safety training including certified backhoe training
- Identified and improved multiple hazards including:
  - Change in elevations marked in yellow
  - New step made and installed in the shop
  - Samples now brought through main door
  - Personal protection equipment (PPE) station for visitors
  - Pre-task plans (PTPs) developed daily



# Maintenance

## Housekeeping

- Administration, shop, and solids buildings
- Grounds

## Major repairs performed

- Replaced sequence batch reactor (SBR)  
1 diffusers
- Installed a radio tower for supervisory control  
and data acquisition (SCADA) communications
- Installed timers for digester aeration sequencing
- Relocated effluent flow meter
- Replaced UV bulbs



# Maintenance Connection and asset management program

Report Criteria: Location / Asset in Illinois White Water Treatment Repair Center in Illinois

Report Criteria	Parent Location	Asset ID	Asset Name	In Scope*	Classification Name
<b>261 Assets</b>					
Boiler	Administration Area	850-BUILDING-053	Administration Building	<input checked="" type="checkbox"/>	Building
Boiler	Administration Area	850-BUILDING-053-1	Electrical Room Maintenance Area	<input checked="" type="checkbox"/>	Electrical Room
Boiler	Administration Area	850-BUILDING-053-2	Lab	<input checked="" type="checkbox"/>	Lab
Boiler	Administration Area	850-BUILDING-053-3	Office	<input checked="" type="checkbox"/>	Office
Boiler	Administration Area	850-BUILDING-053-4	Office	<input checked="" type="checkbox"/>	Office
Boiler	Administration Area	850-EQUIPMENT-40	Equipment Area-Maintenance Room	<input checked="" type="checkbox"/>	Equipment
Boiler	Administration Area	850-FIREEXT-1387	Fire Extinguisher	<input checked="" type="checkbox"/>	Fire Extinguisher
Boiler	Administration Area	850-HVAC-357	HVAC Units	<input checked="" type="checkbox"/>	HVAC Unit
Boiler	Administration Area	850-LIGHTS-39	Lights-Interior	<input checked="" type="checkbox"/>	Lights
Boiler	Administration Area	850-LIGHTS-40	Lights-Outside	<input checked="" type="checkbox"/>	Lights
Boiler	Administration Area	850-LIGHTS-EXT-77	Exit Signs	<input checked="" type="checkbox"/>	Exit Signs
Boiler	Administration Area	850-MAINTENANCE AREA	Maintenance Area	<input checked="" type="checkbox"/>	Maintenance Area
Boiler	Administration Area	850-OFFICE	PM-Office	<input checked="" type="checkbox"/>	Office
Boiler	Administration Area	850-OFFICE-MS-C-229	Breakroom	<input checked="" type="checkbox"/>	Office Breakroom
<b>Boiler Assets</b>					
Boiler	Aeration Area	850-STRUCTURE-471	Aeration Structure	<input checked="" type="checkbox"/>	Structure
<b>Aeration Area</b>					
Boiler	Aeration Structure	850-SLURR-PD-01	Slurry-Positive Displacement-SBR-A	<input checked="" type="checkbox"/>	Slurry-Positive Displacement
Boiler	Aeration Structure	850-SLURR-PD-06	Slurry-Positive Displacement-SBR-B	<input checked="" type="checkbox"/>	Slurry-Positive Displacement
Boiler	Aeration Structure	850-SLURR-PD-07	Slurry-Positive Displacement-SBR-C	<input checked="" type="checkbox"/>	Slurry-Positive Displacement
Boiler	Aeration Structure	850-FIREEXT-1388	Fire Extinguisher	<input checked="" type="checkbox"/>	Fire Extinguisher

Created a preventive maintenance (PM) schedule and tasks

Set up our critical equipment inventory

## Process control improvements

- Developed digester aeration timers
- Dialed in SBR sequencing resulting in improved water quality
- Created an operational strategy plan
- Increased decanting
- Reduced thickening resulting in less shock load
- Increased process control testing (leading indicators)



## ADEQ WET consent order

- Consent order was issued in December 2018
- Corrective measures taken to assist Bisbee:
  - Improved sampling techniques
  - Replaced the sampler tubing
  - Drained and cleaned the effluent surge tank
  - Repaired failing aspirator surge tank
  - Replaced and cleaned UV bulbs
  - Improved biosolids management to reduce toxic loads back to the WWTP
- WET test “passed” results – March 2019
- ADEQ Verbal Relief of Consent Order – March 2019

## Virtual tour



## Look ahead and opportunities

Continue replacing membranes in SBRs

Community involvement support

Programmable logic controller (PLC) automated aeration

Schedule meetings with Collections Crew

Biosolids drying pad – beneficial reuse

# Thank you!

**Karl Stephens, Project Manager**

**Christopher Maines, Regional Manager**

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