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TOWN OF JEROME, ARIZONA

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MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS WEDNESDAY, DECEMBER 9, 2015 AT 1:00 P.M.

<p>ITEM #1:</p>	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.</p> <p><i>Mayor Currier called the meeting to order at 1:00 p.m.</i></p> <p><i>Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Currier, Vice Mayor Freund, Councilmember Stewart, Councilmember Barber and Councilmember Vander Horst.</i></p> <p><i>Other staff present were Joni Savage, Deputy Clerk and Deputy Public Works Director Ed Ave.</i></p>
<p>ITEM #2: 1:01</p>	<p>PROFESSIONAL ENGINEERING SERVICES</p> <p>Council will conduct interviews with, and possibly hear presentations by, three engineering firms:</p> <p>1:00 PM – Westland Resources, Flagstaff, AZ - Thom Martinez, Doug Slover, and Steve Stratton</p> <p>2:00 PM – Woodson Engineering & Surveying, Flagstaff, AZ - Sandy Phillips, Rick Schuller, and possibly Russell Tweed</p> <p>3:00 PM – Shephard-Wesnitzer, Inc., Prescott, AZ – Richard Aldridge, Joe Link, and possibly John Wesnitzer or Art Beckwith</p> <p>Following the interviews, Council may select a firm to begin negotiations with, or may direct staff to schedule additional interviews. Some or all of this discussion may take place in executive session, with the attorney present telephonically, pursuant to A.R.S. § 38-431.03 (A)(4).</p> <p><i>Council heard presentations by, and asked questions of the three firms listed above, in the order listed. Mayor Currier provided a brief overview of the Town to each prior to their presentation. Points presented by each are included below.</i></p> <p>WESTLAND RESOURCES - Thom Martinez, Doug Slover, and Steve Stratton</p> <ul style="list-style-type: none"> • <i>Senior Partner Thom Martinez has been with the firm for 19 years. It began with him, and has grown to over 100 people.</i> • <i>Their expertise is diverse. They began by specializing in water and wastewater engineering, and now also do environmental work and work dealing with endangered species and cultural and archeological resources.</i> • <i>They have been successful in maximizing grant opportunities. They are familiar with the types of funding available and the government process.</i> • <i>They have a sister construction firm, which Mr. Martinez referred to as "value engineering." "The numbers we quote are what we build for," he said. "Many times, engineers will come up with high numbers."</i> • <i>They do inspections for water and wastewater and provide certifications for ADEQ.</i> • <i>Mr. Martinez lives in Tuscon, Mr. Stratton lives in Globe and Mr. Slover lives in Flagstaff.</i> • <i>They just did a major sewer job for Bisbee with grant funding, and have several water and wastewater engineering contracts with other communities.</i> • <i>They consider themselves a smaller, Arizona-based "boutique firm."</i> • <i>Mr. Stratton has worked in construction, understands mining, and was the Public Works Director and Town Manager for the City of Globe before returning to the private sector. He understands the government funding issues we are facing,</i>

	<p>including CDBG and HURF, and is versed in taxes. He has worked with many of the ADOT personnel, and understands the political and management side of things well.</p> <ul style="list-style-type: none"> • Mr. Slover's specialty is water and wastewater engineering and construction, and he has been with Westland for four and a half years. He is interested in our wastewater system. His most recent project was at Twin Arrows, where he spent a year and a half bringing them online with a new wastewater system. He does a lot of work for small towns, and is Project Manager for Coconino County's onsite review of water and wastewater systems and the South Grand Canyon (Tusayan) sanitary district. He is in the process of writing the regulations for their procedures. • Councilmember Vander Horst asked if they could talk about innovation and "out of the box thinking." Mr. Martinez talked about the diverse group of people that they have at Westland, including archeologists. He spoke about getting creative and having the added affiliation with their construction company. Sometimes, he said, when working with older systems, "you pretty much have to custom make things." He also noted the importance of looking carefully at all aspects of a project at its beginning. Mr. Stratton added that Westland's ability to be creative is why he wanted to work with them. He explained a project that he had worked on four years ago. It was a public works facility for Gila County that was being built in a flood plain. They did not want to elevate the buildings, which would involve bringing in about 6,000 yards of fill, or build a dam. Instead, they dug outside of the flood plain, thereby avoiding a permit. They widened the water tank wash to contain the 100-year event so that they wouldn't have to change the elevation. They dug outside of the high water mark on either side and made a wash. • Vice Mayor Freund asked how much of Mr. Slover's time is currently occupied. Mr. Slover responded by saying that Mohave County is fairly small, as well as Coconino County. He has a team that works for him, and does have some flexibility. • Mayor Currier asked about the firm's experience in Yavapai County. Mr. Martinez said that they have worked for Prescott Valley for the last two or three years, and just completed some recharge basins there. They have also worked on environmental projects for them. Mr. Slover said that he works all over Northern Arizona -- he just doesn't have an "on-call" relationship with those jurisdictions. • Ed Ave, Deputy Public Works Director, said that he is new to this job, and we have a lot of water line issues. He asked if there are grants that could help us. Mr. Martinez replied that the Bureau of Reclamation has available grants, and Westland does water work with the USDA. He believes that, because Jerome is small, we would qualify. WIFA, he said, is a clearing house for Federal monies that come into the State, and there are technical assistance grants available. Mr. Ave asked how he could learn more about regulations regarding effluent water and drinking water, and the security of our springs. Mr. Martinez said that those regulations are promulgated by ADEQ, and noted that the firm was recently hired to correct an arsenic problem in the water supply at Tombstone. He added that he has specialty training regarding security measures, and they have a lot of experience with wetlands also. Mr. Ave asked if Westland could do certifications for the Town crew. Mr. Martinez replied that they do not provide those, but could bring someone in to do that. • Councilmember Vander Horst asked about quality assurance and quality control. Mr. Martinez said that "it is very difficult to design a project by yourself." Before drawings or documents would come to the town, he said, they would already be reviewed by three different elements. The first would be internal, and it would also be reviewed for constructability by their construction department and by their survey department. They have multiple levels of checks on projects to insure quality control, he said, and added, "We already have a contractor looking at it before it goes out. We are an Arizona-based firm and it is important that we do our projects right. The other thing is, when we do something wrong or if there's something we missed, we own it. That's how we've been able to maintain our relationships with our clients for a long time." Mr. Stratton added that reviewing a project before construction begins eliminates change orders, money and time. Mr. Slover commented that it is important to make sure that they are addressing the right problem.
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- Councilmember Vander Horst asked about management and quality control with subcontractors. Mr. Martinez said that their most likely subcontractor would be geotechnical. "We would most likely do our survey in house," he said. He added that they would have their construction department look at anything structural. Mr. Slover commented that they have only a select few trusted subcontractors that they use. They would also outsource something if there were electrical elements. Mr. Martinez said that, in the event that work was subcontracted out, Mr. Slover would be their primary point of contact. If there is something that needs to go to Council, or a presentation, Mr. Stratton would handle that.
- Ms. Gallagher asked if, in their archeological work, they have ever done anything with old cemeteries. Mr. Martinez said, "Yes, we have an archeological lab in Tucson and also a locked room that only the Native Americans have access to." He said that it is fascinating watching the archeologists work.
- Mayor Currier noted that we've had a major subsidence event in the past year which appears to be still active. Councilmember Vander Horst told the engineers about the drainage study that was recently done, and noted that the top ten issues identified would cost about \$7 million to fix. Mr. Ave asked if they dealt with landslide areas. Mr. Slover said that, as a general contractor, they do projects with retaining walls, but with anything large, they can work with a geotechnical firm.
- "We know how to find money and chase money," Mr. Martinez said. "We are very good at it and we've had several successful projects. That is a service that we excel at ... and one of the reasons we've been successful."

There being no further questions, Mayor Currier thanked them all for coming in, and the Westland group left the Council chambers.

Council took a five minute recess before the next interview.

WOODSON ENGINEERING & SURVEYING - Sandy Phillips and Rick Schuller

- Ms. Phillips introduced herself as a civil engineer registered in Arizona and California. She lives in Flagstaff. She has been with Woodson for two years, and has been assisting the City Engineer of Winslow with all of their projects, including infrastructure replacement, CDBG grants, and sidewalk and street improvements. The new City Manager is concerned with dark sky lighting and they researched and found lights that would meet those standards. They have been working with the City of Prescott regarding drainage mitigation, and have begun working with curbs and gutters in older neighborhoods. "That is one of our specialties - we like small projects," she said. Prior to Woodson she was involved in landslide projects, and she understands steep slopes and construction in rock. She has extensive experience with SHPO and recognizes the importance of maintaining our historic status. She spoke more about Winslow and the historic work they've done there, and their work with SHPO to make sure it was done correctly. Ms. Phillips added that they follow the projects all the way through from beginning to end, and serve as construction administration throughout the entirety of the project. "We're good at working with the contractor and finding ways to save money," she said.
- Woodson has an extensive staff, including a registered land surveyor considered an expert in boundaries. Mr. Schuller explained that they like to utilize their staff at the right time for the right things. They are proposing Ms. Phillips as our key point of contact and he would be her support. They have served for the last 14 months as the Town engineer for Tusayan, and they have a CDBG project going on there – a community park. He commented that "there are a lot of political challenges in Tusayan and we knew that prior to becoming the Town Engineer."
- Mr. Schuller said that he is fascinated by the water springs in Jerome. "Water is something we think about all the time," he said, noting that they just finished a spring catch project in Kayenta.
- Ms. Phillips would be closely supported by Mark Woodson, who has been the City Engineer for Winslow for almost 20 years. He was the City Engineer for Flagstaff for eight years. They have been successful in helping Winslow get additional funds for

projects. "We recognize the limitations of the Town and we have to find money for you," he said. "It is part of the game." Mr. Woodson recognizes the value of being involved in the community, and served on Flagstaff's City Council for many years.

- Councilmember Vander Horst informed them of the drainage study done with funding provided by Yavapai County and noted that the top ten items identified would cost about \$7 million dollars. One thing we need, he said, is help finding money to fix these problems. Mr. Schuller replied that he believes that one of the reasons they've been in Winslow for so long is their ability to help find grant funding, and to use that money wisely. He added that Tusayan, like Jerome, is a tourist destination, but they don't have the same funding problem. "Your needs are greater than theirs," he said. Ms. Phillips suggested taking that \$7 million dollar need and breaking it down into smaller chunks, which would make it easier to deal with.
- Mayor Currier commented that, geologically, Jerome is an amazing place. "We have hundreds of miles of tunnels underneath us," he said. "We have a subsidence in the center of Town, the hill is moving. The last time it moved dramatically like this was in 1936. But when things move like that, the plumbing gets altered." He also noted that Jerome is a Historic District, which gives us an advantage in applying for grants, but also prevents us from doing certain things.
- Councilmember Vander Horst said, "We're a big archeological dig here. Fixing and repairing things and saving things in this town – sometimes you can't use a standard approach. Talk to me about your creativity and innovation." Ms. Phillips talked about an experience she had with a gas pipe that they didn't know had been there and how she solved the problem. She said that she is passionate about maintaining the environment, and is a Certified Sustainability Professional, one of the few in northern Arizona. Mr. Schuller said that they know that they would have to be thinking outside of the box for things here in Jerome.
- Councilmember Vander Horst asked them to explain the implementation of quality control on a project. Mr. Schuller explained that they hold all of their Project Managers accountable for the work that they're doing, and that trickles down to their technicians. They hold Project Manager meetings, and he believes that is important.
- Vice Mayor Freund asked Ms. Phillips how busy she is. She replied that some of her construction projects are ending, and things are slowing down for her. Mr. Schuller said that he believes Ms. Phillips' availability would be about 25% of her time. He added that flexibility is one of their strengths. "We only need to be here as much or as little as possible," he said, "and that is driven by what the Town asks of us."
- Mayor Currier commented that Jerome had a problem in the past, where our firm started a project and we believed that they were managing it, but they weren't. He asked the engineers how they view that. Ms. Phillips replied, "It is the project manager's responsibility to make sure a project gets carried through." Mr. Schuller added, "We are awarded contracts because we've been around for a while and what you see is what you get. You can count on us to be there through the end. We would be an extension of your team, not an outsider."
- Councilmember Vander Horst asked about their subcontracting needs. Ms. Phillips replied that structural, electrical, landscaping and geotechnical work would be subbed out. Mr. Schuller added that they do all of their surveys in house, as well as design on civil projects and construction administration. They clarified that, if a project was subbed out, Ms. Phillips would always be our point of contact, and Mr. Schuller commented that "managing your subs is a key success component. If you don't, they'll get you into trouble. All of the work you've done can be undone quickly by your subcontractors."
- Mayor Currier noted that the Town Manager would be the Town's point of contact. Ms. Phillips said that they work with everyone and always copy the Town Manager on all correspondence. She believes it is important to "over inform."
- Vice Mayor Freund asked Ms. Phillips to elaborate on the dark sky lighting for the City Winslow. Ms. Phillips said that the City Manager is an "astro photographer" and has complained about the glow from the new prison. What they did is replace the lights

with LED bulbs that have no glare and point straight down. "We've had nothing but compliments from the residents there," she said. "It enhances that whole historic feel. We replace them little by little." Mr. Ave noted that LED lights save energy as well.

- Ms. Phillips recapped that she understands small projects, tight budgets and SHPO guidelines, and that the firm is "experienced with ancient infrastructure."

There being no further questions, Mayor Currier thanked them all for coming in, and the Woodson group left the Council chambers.

Council took a brief recess before the next interview.

SHEPHARD-WESNITZER, INC. – Richard Aldridge and Joe Link

- Mr. Aldridge introduced himself as the firm's branch manager in their Prescott office and also as our present Town Engineer. He has been doing this work for over 35 years. Mr. Link introduced himself as the branch manager in their Cottonwood office, where he has worked since 1995.
- Shepard-Wesnitzer has four offices and over 25 people in their company, possibly the largest firm in northern Arizona. Work for Jerome would be done primarily out of Prescott. Staff includes David Monahan (in Flagstaff) who deals with water and wastewater and used to work for ADEQ. Eric Sparkman in their Prescott office has been with them for eight years, and design work is done under his supervision. Drainage and flood plain issues are Mr. Link's specialty and they have a good relationship with the Yavapai County Flood Control. Mr. Aldridge has served as an expert witness during litigation. One developer in Williams has sued that city eight times.
- Mr. Aldridge noted that the firm has "a long track record with this community," and that it would be a benefit to the community if they remain as Town Engineer. "We do what we say as efficiently as possible," he said. "We stand behind what we say. Every project we do makes the community a little better."
- Councilmember Vander Horst asked about their philosophy and approach and how they implement quality control on a project. Mr. Aldridge responded that they have a lot of experienced engineers, and have "an outside set of eyes" on every project. When he is contracted to do inspections, he said, he maintains a photo documentation of everything he does.
- Mayor Currier asked why the new water tanks were put on Sunshine Hill and not Cleopatra Hill. Mr. Aldridge said that he became involved with the town after the Sunshine Hill tanks were put in. Mr. Link said that he does not know why that site was chosen, but he remembered setting up gauges so that they could be seen from here. Mayor Currier stated that the tanks don't serve the town, the valve leaks whenever it freezes, and we have to drain the tanks every few weeks because the water goes stale.
- Mayor Currier then asked, "Why did the wall go sour on us? What happened there?" Mr. Aldridge said that he believed that Mr. Wolstencroft would be managing the project, and said, "with on-call contracts, we just do what we're asked to do. It is contrary to how I was just explaining to you how we do our normal inspections." "So, when you talk about your quality control, that just failed on the wall," Mayor Currier said.
- Mayor Currier brought up the structural engineer for the wall project, Core Structure Group, who had subcontracted with Shephard Wesnitzer, noting that the Core engineer did revised drawings, then went on vacation and didn't tell anyone about them. "I thought our engineer was watching this stuff," he said, "and you weren't." "It was just a huge communication error," Mr. Aldridge said.
- Councilmember Stewart asked about the drawings for the sewer plant road and why it was designed the way that it was. "Why would you start designing plans from the bottom?" he asked. Mr. Aldridge said that the trucks can get to the top, the problem is from the cemetery down. It was his understanding that there was no issue with the top part of the road. He added that he believes that project was about an expansion being planned in the future. It is just road grading at the top, he said.

Councilmember Stewart asked how the bottom turned out to be 20 feet wide. Mr. Aldridge explained that it was because the road was so steep they had to incorporate turn-arounds. Mayor Currier asked at what point they knew that the road work would cost half a million dollars. "You must have realized early on that it was going to take that kind of money, but we didn't find out until you had done the drawings." Mr. Aldridge explained that it is necessary to do some initial designing to figure out the cost. Mayor Currier agreed, but said that \$7,000 worth of design was wasted money. "It seemed to me that we were being milked," he said. "I can assure you that never happened," Mr. Aldridge replied.

- Councilmember Stewart asked about the Cleopatra Hill water tank rehabilitation, (where both tanks were included in the firm's estimate and funded with a grant, but it was only possible to complete the rehab for one tank). Mr. Aldridge said that he came on board after the bid and contractor were in place. He didn't know how the design happened. When he got involved with it, he said, that is when they found that the tank was disintegrating. In order to not lose the grant money, he was able to do the yard plumbing, which improved both tanks. He worked with Isabel Rollins to salvage the grant, but they ran out of money before the second tank could be rehabbed. Mr. Stewart asked if they have prepared an estimate for rehabbing the second tank. Mr. Aldridge said that he believes that it would be about the same amount as the first one.
- Ms. Gallagher asked, if the Town has a future need for a structural engineer, do they have an alternative to Core Structure Group? "Yes," Mr. Aldridge replied, "but I don't have much experience with other structural engineers." [Note: Mr. Aldridge mentioned one firm, but it was not possible to decipher on the recording what he said. Vice Mayor Freund said that the engineer he mentioned comes highly recommended by Lee Christensen, and Councilmember Stewart noted that he only does residential work.]

In closing, Mr. Aldridge thanked Council for their time and for allowing him to answer some questions. He said that he wants to maintain this relationship. "These little issues and problems happen," he said. "I don't let those get to me. I learn from my mistakes and move on."

At this time, Mayor Currier asked to go into executive session, and Ms. Gallagher contacted Town Attorney Bill Sims by telephone for his participation.

Motion: Vice Mayor Freund made a motion **to go into executive session** and it was seconded by Councilmember Stewart. The **motion passed with 5 ayes, 0 nays and 0 abstentions.**

ITEM #3: ~4:30	ADJOURNMENT <i>Upon motion moved, seconded and unanimously approved by Council, the meeting was adjourned at approximately 4:30 p.m.</i>
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Edited by Town Manager/Clerk Candace Gallagher from minutes taken and transcribed by Deputy Town Clerk Joni Savage.

APPROVE:

ATTEST:

Lew Currier, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____