



**CITY OF FLAGSTAFF  
WATER COMMISSION  
September 17, 2020  
Virtual Meeting  
SUMMARIZED MINUTES**

**MEMBERS PRESENT**

Ward Davis  
Ben Ruddell  
Timothy Bowers  
Malcolm Alter  
Elizabeth Christy  
Marie Jones, P&Z Rep  
Jamie Whelan, Council Rep

**MEMBERS ABSENT**

John Malin

**STAFF PRESENT**

Ryan Roberts  
Marion Lee  
Erin Young  
Monica Rabb  
Ed Schenk  
Kate Miele  
Steve Camp  
Jolene Montoya

**OTHERS PRESENT**

Don Bills  
Jack Rathjen  
Max Evans

**I. CALL TO ORDER**

Vice Chair, Ward Davis called the meeting to order at 4:00 p.m.

**II. APPROVAL OF MINUTES – August 20, 2020**

Moved by Malcolm Alter and seconded by Elizabeth Christy to approve the meeting minutes of August 20, 2020. Motion carried unanimously.

**III. PUBLIC PARTICIPATION**

Kate Miele, Water Conservation Specialist announced the Water Conservation Program recently received a prestigious national award from the EPA WaterSense program, which staff will reveal at the next meeting after the official announcement has been released. Staff has been working hard to establish Flagstaff as a national leader in water conservation and this recognition proves the program is moving in the right direction.

**IV. NEW BUSINESS**

**A. Adoption of a Fats Oil and Grease (FOG) Manual – Steve Camp/Jolene Montoya**

Jolene Montoya, Industrial Pretreatment Supervisor gave a presentation to propose changes to Flagstaff City code 7-02-001-0014 and adopt a FOG manual by Resolution to clarify sizing and maintenance of oil water interceptors. The FOG manual will provide much needed be a guide for City staff and customers in the food handling industry, such as commercial restaurants and other commercial facilities that require an interceptor. The manual will set the expectations for sizing, installation and maintenance criteria for oil/water and lint separators. Additionally, the manual will allow enforcement of substandard interceptors that can cause blockages in City sewer lines and sewer overflows. Water Services is soliciting comments and suggestions from the Commission prior to a 90-day public outreach period and presentation to City Council.

## Interceptor Code

### Summary of changes

- 7-02-001-0014: Interceptors
  - Adopt a FOG manual by resolution
  - Update lint interceptor requirements to match IPC 2018
  - Clean up language

## FOG Manual - FOG (Fats, Oils, and Grease) Code

### Where does it come from? Food service establishments:

- Butters/margarine
- Meat fats
- Batters/Icing
- Food Scraps
- Dairy products
- Dressings
- Cooking/fry oils
- Sauces

### Current code regarding interceptors:

- Outdated sizing information in City Code
- Vague requirement for maintaining interceptors: “kept in efficient operation”
- Subjective sizing enforcement: “any interceptor that is determined by the City to be inadequate in size or design”

### FOG manual sizing requirements

- Sets clear expectations for engineers and architects doing building plans
- Gives clients the ability to decide pumping schedule when deciding on the size of the interceptor

### Pumping scheduling tool (Swift Comply):

- Monitoring of pumping schedule for establishment compliance
- Keep track of open/closed establishments and contacts
- Future use – inspection logs and enforcement tracking

### 90-day Public Outreach Plan:

- Internal stakeholder meeting
- Water Commission Meeting
- Public Meeting – virtually
- FSE specific letter/emails
- Education by Field Staff
- Information on Water Services website

### Proposed outcomes of 7-0-002-0014 changes

- FOG manual adopted by resolution by City Council
- Set standards for sizing, pumping, and maintaining interceptor
- Clarify and strengthen code
- Set expectations for City Staff and public/regulated businesses

## **B. Scavenger Waste Code Changes (Septage and Grease at the Wildcat Hill WRP) – Steve Camp**

Steve Camp, Regulatory Compliance Section Manager gave a presentation of changes to the scavenger wastes, found in Flagstaff City code 7-02-001-0042. Scavenger wastes include grease and septage disposed at the Wildcat Hill Water Reclamation Plant. These code changes were

designed to tighten up volume and reporting of wastes to assure the plant remains in compliance with existing permits and code. Staff is soliciting comments and suggestions from the Commission prior to a 90-day public outreach period and presentation to City Council.

#### Summary of Scavenger Waste changes

- 7-2-001-0042: Scavenger Wastes
  - Define Scavenger and Grease Waste
  - Clarify permitting and require vehicle information
  - Change authority for permits from Finance Director to Water Services Director
  - Allow plant operator to set hours of operation
  - Require manifest for plant entry
  - Link Fees to City Code 3-10-001-0008 License Fees

Scavenger Waste: Human excreta that is removed from a septic tank or other on-site wastewater treatment facility, privy, sewage vault, river can, rocket can, or fixed or transportable chemical toilet or other similar units.

What is Grease Waste? Fats, Oils and Grease (FOG); organic polar compounds derived from animal and/or plant sources as detectable in cooking oils, food scraps containing grease, butter or oil, lard or tallow, meat fat, grease and juices, gravies, sauces, shortening and dairy products.

#### Why do we need changes?

- Incomplete Permit applications
- Incomplete manifests
- "Honor" system for grease loads
- One "bad" load away from a plant upset and violation from the state

#### How to protect our Wildcat Hill WRP with changes

- More info on permit applications
- More info on manifests
- Require manifests prior to entering plant
- Ability for plant to set hours

#### Scavenger Waste Permits - Permitting

- Includes contact information for businesses
  - Drivers
  - Phone number and address
- Expand vehicle information
  - License plate
  - ADEQ permit info
  - Types of waste hauled
  - Tank Capacity
- Jan-Dec, rather than 1 year from issue

#### Current authority

- Finance Director
  - Change to Water Services Director
- Allow plant to set hours of operation
  - Currently set in Code as 8am to 4pm
  - Plant needs control of hours for times of plant upset and seasonal restrictions

#### Require additional info on Manifest

- All waste goes to Wildcat Hill WRP
  - ✓ Manifests must be accurate, so we know the makeup of the wastes coming into the plant
    - Generator
    - Location
    - Volume
  - ✓ We only accept wastes from Coconino County; however, our rates are the lowest in Northern AZ
  - ✓ Require haulers to participate in any future Electronic Reporting

#### Link Fees to 3-10-001-0008

- Scavenger Waste Fees are currently set in Title 7
- Allows us to change fees in general fees for City rather than change wastewater code
  - After hours disposal fee
  - Permit application fee
  - Clean-out fee

#### Public Outreach - Who are our Stakeholders?

- Wildcat Hill WRP
- Septage Haulers
- Grease Haulers

#### Public Outreach - 90-day Public outreach plan:

- Public meeting – virtually
- Information on Water Services website
- Water Commission Meeting
- Scavenger Waste specific letter/emails
- Education by Plant Staff
- Dedicated scavenger waste “Hotline” recording for PSAs on hours and conditions

#### Summary of Scavenger Waste changes

- Define Scavenger Waste
- Protect Plant
- Clarify and strengthen code
- Set expectations for stakeholders

#### **V. OLD BUSINESS - None**

#### **VI. INFORMATIONAL ITEMS TO/FROM THE CHAIR, COMMISSION OR STAFF**

Don Bills, Arizona Hydrological Society announced and introduced Max Evans, who was winner of AHS 2020 Undergraduate Mentor Scholarship. The Water Commission congratulated Mr. Evans.

#### **VII. ADJOURNMENT**

Ben Ruddell moved to adjourned at 4:58 p.m. and seconded by Timothy Bowers.