



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

MEMBERS PRESENT

Ward Davis
Ben Ruddell
Timothy Bowers
Malcolm Alter
Elizabeth Christy

MEMBERS ABSENT

John Malin

STAFF PRESENT

Ryan Roberts
Marion Lee
Justin Emerick
Lisa Deem
Joelle Sawaya
Kate Miele
Mary Samar
Douglas Slover
Monica Rabb
Ramon DC Alatorre

OTHERS PRESENT

Jack Rathjen
Robert Vane
Shane Dille

I. CALL TO ORDER

Vice Chair, Ward Davis called the meeting to order at 4:05 p.m.

II. APPROVAL OF MINUTES – November 19, 2020

Moved by Timothy Bowers and seconded by Ward Davis to approve the meeting minutes of November 19, 2020. Motion carried unanimously.

III. PUBLIC PARTICIPATION - None

IV. NEW BUSINESS

A. Qualified Registrant Allowances for Development – Douglas Slover

Douglas Slover, Stormwater Project Manager presented a PowerPoint presentation on Qualified Registrant Allowances for Development.

Background:

- Professional Registrant requirements in the Stormwater Manual exceed those of the AZ Board of Technical Registration (BOTR).
- Stormwater Section is recommending changes to the Stormwater Manual to become more in line with BOTR requirements.

CURRENT MANUAL DRAINAGE REPORT REQUIREMENTS

- Drainage reports are required for land development activities including all subdivisions, rezoning, public improvements, FEMA Letters of Map Revision.
- Drainage reports might be required for application for building permits, floodplain use permits, or grading permits if site conditions warrant, or if drainage dictates the development of the site.

- All are required to be prepared and sealed by an Arizona Registered Professional Civil Engineer.

Some situations do not require a Professional Engineer's Seal:

Staff reviewed the Stormwater manual development tasks and determined which could be completed by a qualified registrant and those that require a Professional Engineer. These determinations were based on complexity of the activities considered with the education, experience and registration competencies needed to complete them.

Add language to the Stormwater Manual that defines those situations in which a Qualified Registrant can design and seal various development documents. A qualified registrant is a person registered or certified by the Arizona State Board of Technical Registration. Staff is requesting approval of changes to update the Stormwater Manual to allow qualified registrants to design and seal specific development documents.

The City of Flagstaff is proposing defined thresholds, based on complexity, that will allow a Qualified Registrant to complete certain tasks that currently require a Professional Engineer's seal. This will meet the minimum state requirements while allowing qualified professionals to perform specific tasks that were formally limited by the City of Flagstaff to a professional engineer.

Malcolm Alter commented that this change is a huge mistake to allow for an architect to do a grading and drainage plan. Said he has done this for 30 years and in his opinion, they are not qualified. Malcolm asked if the change was necessary and asked why Stormwater is making the change that is not required by State Law or is it? Doug said the change is not required by State Law and jurisdictions can go above (according to Legal) the State Board requirements. Monica added that once this is approved by Council, staff will continue with an outreach program for stakeholders.

Commissioner Alter asked if stakeholders have been engaged to receive input. Staff said that they have not be engaged at this time. Stakeholder input will be solicited after the Water Commission recommendation.

Moved by Timothy Bowers and seconded by Ben Ruddell to recommend to City Council to approve the changes to update the Stormwater Manual to allow qualified registrants to design and seal specific development documents. Vote: Four members approved with one opposed. Motion carried.

B. Divisional Public Outreach/A 2020 Communication Update – Lisa Deem

This is an informational update on the 2020 Communication and Outreach efforts by Flagstaff Water Services Communications Team. The presentation summarizes the 2020 efforts made by Water Services Communications team, aligned to Water Services Strategic Plan 2025, Strategic Objective #9 Communications.

Our Communications Plan strives to:

- Keep the public substantively informed of efforts and projects that support a safe, efficient and reliable water system
- Inform and engage employees, allowing them to act as ambassadors during interactions with the public.
- Ensure key stakeholders have sufficient information needed for sound policy decisions
- Above all, reinforce the agency's high-level STANDARDS, driving policy and guidelines

Our 2020 outreach activities included:

- Social media and website updates and improvements

- E-blogs and news pieces
- Public notices
- Community Events
- Educational outreach
- Analytics are included, as requested.

C. Climate Emergency Declaration – Ramon DC Alatorre

A presentation on the Climate Emergency Declaration, a Resolution (Res. 2020-09) adopted by Council on June 23, 2020, which sets the target of community-wide carbon neutrality by the year 2030. Achieving this goal will require sustained and focused commitment, both across the municipal organization and throughout the community at large. The main purpose of the 15-minute presentation is to inform and provide updates on the process.

Staff has been working on following since June 23, 2020:

1. Revise Climate Action and Adaptation Plan (CAAP) 80x50 goal to Carbon Neutrality
2. Reengage CAAP consultants to “crunch the numbers” and co-develop preliminary targets necessary for achieving carbon neutrality
3. Reinvigorate CAAP Steering Committee with additional representatives from the community and climate emergency effort
4. Based on targets, begin developing Flagstaff specific strategies and actions
5. Inform all sectors of the Flagstaff community about the new goals and request their input
6. Presented the Climate Emergency Update to City Council on October 27, 2020
An emphasis on the need to commit attention and resources to equitable, systems-level solutions that will benefit and be accessible to the entire Flagstaff community.
7. Return to the Flagstaff community for input on draft final plan of action during November and December 2020
8. Present updated plan of action to City Council for formal adoption in February 2021

What's next:

- Continue community engagement efforts
Host 2 Open Houses in January
- Continue to synthesize and incorporate feedback from community members
- Refine sector-based targets
- Lock-in the first iteration of specific actions intended to achieve these targets
Mix of accelerated CAAP actions and NEW strategies
- Submit preliminary set of actions for impact analysis
Do they forecast to align with the preliminary and refined reduction goals?
- Develop a 10-year investment scenario
- Develop funding scenarios
- Next Council Update: February 16
Refined targets and prioritized actions
- The 2030 carbon neutrality goal necessitates that this will be a living document

V. OLD BUSINESS - None

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

- A. McAllister Well & Pumphouse Project Update – Justin Emerick

Project cost & Schedule:

- Project Cost \$1.618M
- Contractor: Revolution Industrial, Chandler
- 180 Day construction schedule
- Start up scheduled in Feb 2021
- Status: On-tract 67% complete

VII. ADJOURNMENT

Timothy Bowers moved to adjourned at 5:50 p.m. and seconded by Malcolm Alter.