

**CITY OF KINGMAN  
WATER SUSTAINABILITY TASK FORCE  
MEETING MINUTES  
OCTOBER 16, 2019**

**APPROVED**

**Committee Members Present:**

- Rob Owen – Vice Chairman, Public Works Director, City of Kingman
- Greg Henry, P.E. – City Engineer, City of Kingman
- Katherine Fish, CFM – Floodplain Programs Manager, Mohave County
- Tim Walsh, P.E. – Development Services Director, Mohave County
- David Dale – Public Member
- Teresa Venable – Committee Clerk, Flood Control Office Specialist, Mohave County

**Staff Present:**

- Paul Baughman – Flood Control District Engineer, Mohave County
- Coleen Haines – Public Affairs, City of Kingman
- Keelan Yarbrough – Public Works, City of Kingman

**Guest Present:**

- Travin Pennington – Angle Homes

**Absent Members:**

- Nick Hont, P.E. – Chairman, Senior Engineer, Mohave County

**Call to Order:**

The meeting was called to order at 1:34 p.m. by Vice Chairman, Rob Owen

**Approval of Minutes:**

Mr. Walsh made a motion to approve the minutes for the August 21, 2019 meeting. Seconded by Ms. Fish. Motion carried unanimously.

- **Status of Water Sustainability Task Force** – Vice Chairman, Rob Owen informed that on September 3, 2019 the City Council repealed the original resolution that created the Committee, and directed that the same members now move forward as a Task Force. The Open Meeting Laws are no longer applicable as a Task Force, and a quorum is not required. The City Manager has assigned the Task Force to continue working in their current role, and the Task Force has decided to maintain the same procedures that have been in place.
- **Task Force Bylaws, One Water Policy Statement** - Vice Chairman, Rob Owen stated that the original Committee Bylaws will need to be amended to remove the term, “Committee” and replace with “Task Force”. Also, the City Manager has asked that the Task Force include in their Bylaws, the adoption of a “One Water” philosophy, which basically states that they will treat all water as a resource.
- **Consideration of new Public Member** - Vice Chairman, Rob Owen suggested that they leave this topic on the agenda, to remind everyone of the available Public Member position still needing to be filled. If anyone in the public has any interest, or if someone has a recommendation, please present this to the Task Force. There are no specific requirements for the Public Member position, however; it was agreed that it would be beneficial if the person had some experience or understanding about water.

- **Kingman Utility Regulations / Reclaimed Water Use Priority** – Vice Chairman, Rob Owen presented a draft version of the City of Kingman Utility Regulation Manual. This has been an ongoing project that addresses regulations regarding water, sewer, and sanitation services. Based on discussions with the Task Force; the city decided that water recharge of the aquifers was a priority use for any reclaimed water, rather than building separate reclaimed water distribution systems. Vice Chairman, Rob Owen asked the Task Force to review for recommendations. Mr. Owen will be finalizing the draft to present to the Utility Commission, and then it will be moved forward to the City Council for approval.
- **Kingman Drainage Manual** – The city is in the process of updating the 1988 Master Drainage Plan, and will be adopting similar guidelines that the county has in place. They have hired JE Fuller as a Consultant to assist in developing this manual. It was suggested to keep this on the agenda to measure the progress.
- **High Water User Policy** – The city is tasked with identifying and developing a policy for high water users. This policy would be implemented into the Kingman Utility Regulation Manual. Since the City's takeover of the airport, there has been a push for economic development. As a result of this, the City has been receiving inquiries from industrial users, as to whether they can handle their water usage and waste water demands. Vice Chairman, Rob Owen asked if the Task Force had any recommendations for the policy. Some guideline suggestions are: performing a cost benefit analysis, or setting caps/limits. More research will be conducted to aid in developing this policy.
- **Water Storage Tank Operations and Maintenance** – Mr. Dale addressed concerns regarding tank maintenance/SCADA System operations, and water storage tank accessibility. Mr. Owen informed, that the city has legal access to all of their well sites and water storage tanks; and there are no current access issues. Mr. Yarbrough confirmed, that the city performs daily distribution checks, and daily inspections of all tanks. Also noted, was that the SCADA System has been remedied, and it's been some time since they've had any issues with overflows. A SCADA System audit is being performed on both well and tank sites to identify any areas where additional upgrades are needed.
- **Kingman Lake** – Mr. Dale has requested that the Kingman Lake remain on the agenda to keep this on the Task Force's radar, and to assist the City Council should they seek their help.
- **Status of County Projects** – Mr. Walsh and Ms. Fish provided updates on the status of the county projects
  - **Kingman Area East / Rattlesnake Wash Basins on BLM Land** – Mr. Walsh informed that Chairman, Nick Hont is currently working on these East Basins with Mohave Engineering. They are putting together some conceptual design plans, so that the county can submit applications for the BLM property.
  - **Feasibility of Projects in Subdivisions in the south-east area of Kingman (Hualapai Foothill, Rancho Santa Fe, Southern Vista, Hualapai Shadows)** – Ms. Fish mentioned that Mr. Hont has been working with Brian Anderson, Flood Control Engineering Tech Specialist, in creating maps of these subdivisions to assist him in generating a report.
  - **Low Impact Development Guide** – Ms. Fish presented a Low Impact Development Guide draft brochure. The county is working on this brochure as part of a grant funded CTP project. This brochure provides great information guidelines for flood protection and water sustainability, and will be an excellent resource for the city, county, and public.

- **Status of City Projects** – Vice Chairman Owen provided updates on the City projects.
  - **Reclaimed Water Recharge Well** – The well has been drilled to 700 feet, and the engineer is looking at the design to complete the project.
  - **Meter Testing Program** – The city has begun replacing some of the older manual read meters in exchange for 50 radio read meters. Priority is being given according to aged meters, and meters that are off-line the most.
  - **Waterline Replacement Program** – There are three current projects underway for waterline replacement, which will have a large impact on preventing water loss. These include: 5L Ranch Road’s problematic waterline on the northwest side of town, Castle Rock’s problematic waterline, and Kino’s transmission main.
  - **Sewer Line Extension Program** – Diagonal Wash is kicking off and Devlin is under construction. These programs will make sewer available to a significant quantity of homes.
  - **Plans / Studies** – The city will be placing a large emphasis on plans and studies this year. These include:
    - i. Water System Risk Assessment
    - ii. Water System Emergency Response Plan
    - iii. Water Conservation Plan
    - iv. Sacramento Basin Well Siting Study
- **Grant Opportunities and Other Funding Sources for Enhanced Infiltration Projects**
  - **Bureau of Reclamation, Water Smart Program (USBR)** – Vice Chairman, Rob Owen expressed, that the City of Kingman has decided not to pursue the first cycle of this grant opportunity at this time. Instead, they have budgeted to move forward with the projects for the Water Conservation Plan and the Water Risk Assessment Plan, rather than wait on grant funding.
  - **FEMA CTP (Cooperative Technical Partnership) – Low Impact Development Guide** - Ms. Fish presented a draft of the Low Impact Development Guide. The county is working on this brochure as part of a grant funded CTP project. This brochure provides great information for flood protection and water sustainability, and will be an excellent resource for the city, county, and public.
  - **FEMA Pre-Disaster Mitigation (PDM) Grants** – Ms. Fish received a notice that the submitted County projects for the Pre-Disaster Mitigation Grant, were not accepted.
  - **FEMA Hazard Mitigation** – Ms. Fish informed that the County did not apply for this grant. It is required to have a Declaration of Disaster in order to qualify for application.

**Comments/Announcements by Task Force Members:** Ms. Haines informed that there will be a Public Meeting to discuss the study of the Master Drainage Plan on October 29, 2019, from 5:00 – 6:30 p.m. in the Council Chambers.

**Next Meeting Date and Time Set:**

The next City of Kingman, Arizona Water Sustainability Task Force Meeting will be scheduled for Wednesday, December 4, 2019 at 1:30 p.m., in the Cyclopic Conference Room of Development Services.

**Adjournment:**

Vice Chairman Owen adjourned the meeting at 3:05 p.m.

**Minutes approved at the meeting of December 4, 2019.**