

# COB - BOSAIR FORM

02/25/2026 9:39 AM (MST)

Submitted by Olivia.Canez@pima.gov



## BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

\*All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.\*

Award Type:	Agenda Item
Is a Board Meeting Date Requested?	Yes
Requested Board Meeting Date:	03/24/2026
Project Title / Description:	Proposed Revision to Pima County Code, Title 13, Chapter 20, Non-Code Ordinance for Wastewater Development Customer Service Fees and Small Activity Construction Permit Fees.

### Agenda Item Report

Introduction / Background:	The Regional Wastewater Reclamation Department (RWRD) provides service to approximately 328,396 residential, commercial, and industrial accounts in metropolitan Pima County. Title 13, Chapter 20 of the Pima County Code states that the requirement for permitting, constructing, and inspecting of System Improvement, and inspection of Small Activity Construction. The proposed fee increases are necessary to recover the full cost of services provided and will ensure the Department is fiscally responsible. The increase is intended to be split into two equal amounts to be implemented over the next two years.
Discussion:	Number of inspections performed in 2025 was 17 with an average revenue of \$140 for each inspection. The actual cost per inspection is approximately \$760 per inspection. The difference between actual cost and current fees demonstrates that the Department has subsidized an estimated \$620 per inspection by tapping the sewer user fees revenues, a total annual loss of approximately \$10,540 (based on 2019 calculated values).
Conclusion:	Pima County originally adopted the Customer Service Fees and Small Activity Construction Permit Fees noted in the ordinance on August 19, 2019. The established fee schedule has remained unchanged since implementation, even though costs for inspection services have been increasing based on total construction costs. A significant portion of the increased departmental costs are inflationary driven (e.g. wages, operation and maintenance of vehicle assets) and are beyond departmental control - as well as increased salaries and benefits costs because of the 2023 Class and Compensation Study. Lack of adjustment to these fees in response to current conditions puts the Department in a financially unhealthy position.
Recommendation:	Recommend the Board of Supervisors approve one half of the recommended fee increase amounts be implemented now and the 2nd half of the recommended fee increase amount be implemented one year from this initial implementation date. (50% of the total fee increased amount now and the other 50% in 1 year from the first adjustment date).
Fiscal Impact:	Recovery of the actual costs for permits, inspections, and related services of System Improvement and Small Activity Construction Permits.

**Support of Prosperity Initiative:** 1. Increase Housing Mobility and Opportunity

**Provide information that explains how this activity supports the selected Prosperity Initiative** Service provided facilitates the development of infrastructure necessary for construction of housing/development to meet county-wide housing needs in a manner that protects residents and the environment.

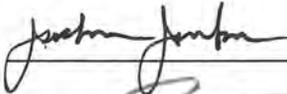
**Board of Supervisor District:**

- 1
- 2
- 3
- 4
- 5

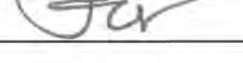
**Department:** Regional Wastewater Reclamation

**Name:** Jackson Jenkins, Director Jaime Rivera, Deputy Director

**Telephone:** 520-724-6500

Department Director Signature:  \_\_\_\_\_ Date: 2/25/26

Deputy County Administrator Signature:  \_\_\_\_\_ Date: 3/6/2026

County Administrator Signature:  \_\_\_\_\_ Date: 3/7/2026

ORDINANCE 2026-\_\_\_\_\_

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF PIMA COUNTY,  
ARIZONA, RELATING TO SANITARY SEWER CONSTRUCTION,  
CONNECTIONS AND FEES FOR PERMITS, INSPECTIONS, AND RELATED  
SERVICES PROVIDED BY THE REGIONAL WASTEWATER RECLAMATION  
DEPARTMENT UNDER CHAPTER 13.20 OF THE PIMA COUNTY CODE.**

**The Board of Supervisors of Pima County, Arizona finds that:**

1. Ordinance 2019-21 established a fee schedule for permits, inspections, and related services delivered under Chapter 13.20 of the Pima County Code.
2. Ordinance 2022-20 revised the fee schedule for permits, inspections, and related services delivered under Chapter 13.20 of the Pima County Code to repeal fees for Plan Review Submittals, add Public Sewer Improvement Plan Review Fees for incorporated areas of Pima County and areas related in Tribal lands, and restated the remaining portion of the fee schedule adopted by Ordinance 2019-21.
3. This Ordinance updates the fees schedule noted in Exhibit A to reflect the current costs incurred by the Department.
4. Pima County has the authority to adopt this Ordinance under A.R.S. § 11-251.05, 11-264, and Pima County Code Chapter 13.20.

**IT IS ORDAINED BY THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA:**

**SECTION 1:** Fees for permits, inspections, and related services provided by the Regional Wastewater Reclamation Department under Title 13, Chapter 20 of the Pima County Code are hereby revised as shown on Table 1, attached to this Ordinance as Exhibit A and incorporated by this reference.

**SECTION 2.** This Ordinance is effective for submittals or requests received 30 days after adoption.

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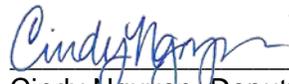
**PASSED AND ADOPTED** by the Board of Supervisors, Pima County, Arizona, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Jennifer Allen, Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Melissa Manriquez, Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_

Cindy Nguyen, Deputy County Attorney

Remainder of page left blank.

## Exhibit A

Customer Service Fees – See §13.20.150, §13.20.250, §13.20.300, §13.20.350, and §13.20.400

Service Name	Service Fee
<b>Public Sewer Improvement Plan Review Fees for Incorporated Jurisdictions &amp; Tribal Lands</b>	
Tentative Subdivision Plat/Preliminary Sewer Layout	
Initial Submittal (includes 3 <sup>rd</sup> submittal) - Flat Fee	\$500
4 <sup>th</sup> submittal & Subsequent Submittals (percent of Initial Submittal Fee)	15%
Final Subdivision Plat	
Initial Submittal (includes 3 <sup>rd</sup> submittal) - Flat Fee	\$250
4 <sup>th</sup> submittal & Subsequent Submittals (percent of Initial Submittal Fee)	15%
Public Sewer Improvement Plan	
Initial Submittal (includes 3 <sup>rd</sup> submittal) - Base Fee	\$190
Per Sheet Fee (includes all sheets)	\$133
4 <sup>th</sup> & Subsequent Submittals (percent of Initial Submittal fee)	15%
<b>Temporary Connection</b>	
	\$25 per 24-hour day
Plus:	
To a Manhole or Cleanout; or	\$100
To a Private Building with an Existing Connection	\$50
<b>Wastewater Utility Fee Payment Plan</b>	
Base Fee	\$173
<b>Wastewater Utility Fee Refund</b>	
Base Fee	\$125

Construction Permit Fees – See §13.20.500

Permit Name	Permit Fee
<b>System Improvement Construction Permit</b>	
Base Fee	\$25
Construction Inspection	2.5% of Bid Cost
Base Fee for Resubmittal of Expired System Improvement Construction Permit	1.0% of Bid Cost
<b>Small Activity Construction Permit</b>	
Sewer Lateral Tap into SCS 12-inches or less	\$100-\$546
Base Fee for Resubmittal of Expired Permit	\$50
Sewer Lateral Tap into SCS greater than 12-inches	\$150-\$296
Base Fee for Resubmittal of Expired Permit	\$75

Sewer Lateral Taps into Existing Manhole	\$150-\$874
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$75</del>
Manhole Adjustment Projects	No Fee-\$100
Manhole Reconstruction	No Fee-\$100
New Manhole Over Existing Sewer; No Corrosion Protection	<del>\$200</del> \$965
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$100</del>
New Manhole Over Existing Sewer; With Corrosion Protection	\$300-\$965
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$150</del>
<u>Base Fee for Resubmittal of Expired Permit (for all resubmittal and expired permits)</u>	<u>\$100</u>
<b>Public Manhole Access Permit</b>	No Fee
<b>Inspection Observation Permit</b>	No Fee

Remainder of page left blank.

ORDINANCE 2026-\_\_\_\_\_

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF PIMA COUNTY,  
ARIZONA, RELATING TO SANITARY SEWER CONSTRUCTION,  
CONNECTIONS AND FEES FOR PERMITS, INSPECTIONS, AND RELATED  
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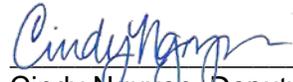
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\_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Jennifer Allen, Chair, Board of Supervisors

ATTEST:

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Melissa Manriquez, Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_

Cindy Nguyen, Deputy County Attorney

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<b>Inspection Observation Permit</b>	No Fee

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## Timeline of Action Items

### Proposed Small Activity Construction Permits Fee Increases Regional Wastewater Reclamation Department

\* Live hyperlinks to the noted postings are denoted by blue, underlined text.

Action Item/Dates of Importance	Action Date
Forward revised ordinance to PCAO for review and signature	Wednesday, January 14, 2026
Daily Territorial Public Hearing submission deadline	Wednesday, January 28, 2026
Copy of revised Ordinance(s) accessible at Public Works Building 3rd Floor, RWRD.	Wednesday, January 14, 2026
PCAO review and signature of revised Ordinance(s)	Thursday, January 15, 2026
Copy of revised Ordinance(s) accessible online - Wastewater Reclamation	<a href="#">Friday, January 16, 2026</a>
Copy of revised Ordinance(s) accessible online - Public notices and proposed Pima County taxes and fees	<a href="#">Friday, January 16, 2026</a>
Pima County Website Notification of Board of Supervisors Meeting	Friday, January 16, 2026
Public Hearing Notice Runs in Daily Territorial (Public Hearing)	<a href="#">Monday, February 2, 2026</a>
Pima County Public Works Facebook Posting	<a href="#">Thursday, January 22, 2026</a>
Pima County FYI Newsletter article	Friday, January 23, 2026
Pima County Public Works Facebook Posting	<a href="#">Tuesday, January 27, 2026</a>
RWRD Memo to County Administration re: Proposed small activity permits fee increases and Public Notice Process	Tuesday, January 27, 2026
Pima County Nextdoor Posting	<a href="#">Tuesday, January 27, 2026</a>
Pima County Public Works Facebook Posting	<a href="#">Wednesday, January 28, 2026</a>
Stakeholder letters to: <ul style="list-style-type: none"> <li>•Town of Marana Development Services</li> <li>•Town of Oro Valley Community &amp; Economic Development</li> <li>•City of Tucson Planning &amp; Development Services</li> <li>•Metropolitan Pima Alliance</li> <li>•Southern Arizona Homebuilders Association</li> <li>•Town of Sahuarita Community Development</li> </ul>	Wednesday, January 28, 2026
Pima County Instagram Threads Posting	<a href="#">Wednesday, January 28, 2026</a>
Public Meeting Notice/Agenda to COB	Thursday, January 29, 2026
Pima County Public Works Facebook Posting	<a href="#">Monday, February 2, 2026</a>
Pima County Instagram Threads Posting	<a href="#">Tuesday, February 3, 2026</a>
<b>Public Hearing</b> Water Campus 2955 Calle Agua Nueva Tucson, AZ 85745 (3:00 p.m. - 4:00 p.m.)	<a href="#">Tuesday, February 3, 2026</a>
Southern Arizona Homebuilders Association Technical Committee presentation	Tuesday, February 17, 2026
Metropolitan Pima Alliance presentation	Wednesday, February 18, 2026
Pima County Nextdoor Posting	<a href="#">Friday, February 20, 2026</a>
Daily Territorial Public Hearing submission deadline (Board of Supervisors Meeting)	Monday, February 23, 2026
RWRD Memo re: Small Activity Construction Permit Fee Increase – Public Outreach Update	Monday, February 23, 2026
BOSAIR Packet Submission - County Administration	Wednesday, February 25, 2026
Public Hearing Notice Runs in Daily Territorial (Board of Supervisors Meeting)	Monday, March 2, 2026
<b>Board of Supervisors Regular Meeting - Anticipated review of recommended rate increases</b> - note, the meeting date was rescheduled from March 17, 2026, to March 24, 2026, by the Pima County Clerk of the Board.	<b>Tuesday, March 24, 2026</b>
Effective Date of Ordinance Revision	Thursday, April 23, 2026

- RWRD Regulatory Bill of Rights
- **Searching the Historical Sewer Connection Records**
- Septage Hauler Procedures
- Services
- Sewer Billing Suspension
- Sewer Construction Permits
- Sewer Outreach Subsidy (SOS) Program
- Sustainability
- Technical Services & Engineering +

long-term storage in our underground aquifers. Experts from around the world visit Pima County to study the regional reclaimed water system, which demonstrates effective water recycling techniques in the desert.

## Customer Advisory

### Revised Ordinances for Title 13, Chapter 20 (Sanitary Sewer Construction, Connections and Fees) (posted January 16, 2026)

NOTICE IS HEREBY GIVEN that the Regional Wastewater Reclamation Department will hold a public hearing on the following fee schedule revision at 3:00 p.m. on Tuesday, February 3, 2026, at the Water Campus, 2955 Calle Agua Nueva, Tucson, Arizona, at which time and place all interested persons will have the opportunity to appear and be heard on this matter.

The Pima County Board of Supervisors will hold a public hearing on the ordinance at or after 9:00 a.m. on Tuesday, March 24, 2026, in the Board of Supervisors Hearing Room, First Floor, Administrative Building, 130 W. Congress Street, Tucson, Arizona, at which time and place all interested persons will have the opportunity to appear and be heard on this matter.

- [Chapter 13.20 Ordinance Revision \(Legislative Copy\)](#)
- [Chapter 13.20 Ordinance Revision \(Clean Copy\)](#)
- [Video of Feb. 3, 2026, Public hearing](#)

Written comments on the proposed revisions may be submitted [here](#). Comments must be received by February 23, 2026.

- About Pima County +
- Administration +
- Board of Supervisors +
- Boards, Commissions, and Committees
- County Budget
- Downtown Offices & Parking
- Economic Development
- Elections +
- Employment Opportunities +
- Improvement Districts
- Policies, Ordinances & Procedures
- Property Taxes
- Superior & Justice Courts +

[Home](#) | [Government](#) | Public notices and proposed pima county taxes and fees

## PUBLIC NOTICES AND PROPOSED PIMA COUNTY TAXES AND FEES

### Revised Ordinances for Title 13, Chapter 20 (Sanitary Sewer Construction, Connections and Fees)

(Posted January 16, 2026; updated February 25, 2026)

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WASTEWATER RECLAMATION  
201 NORTH STONE AVENUE  
TUCSON, ARIZONA 85701-1207

PH: (520) 724-6500  
FAX: (520) 724-9635

JACKSON JENKINS  
DIRECTOR

January 27, 2026

**TO:** Jan Lesher, County Administrator  
**THRU:** Carmine DeBonis, Jr., Deputy County Administrator - Public Works  
**FROM:** Jackson Jenkins, Director – RWRD   
**SUBJECT:** Board of Supervisors Agenda Item - Proposed Small Activity Construction Permit Fee Increases

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Pima County Regional Wastewater Reclamation Department (RWRD) is requesting the current Small Activity Construction Permit Fees under Ordinance 2019-21 (and untouched in Ordinance 2022-20) be increased. The current rates for inspection services do not reflect the actual costs incurred by the Department to perform these activities. There are 5 activities included in this fee increase request:

- 1. Small Line House Connection Sewer (HCS) tap
- 2. Large Line House Connection Sewer (HCS) tap
- 3. Existing Manhole tap
- 4. New Manhole Construction, Reconstruction and Adjustments
- 5. Base fee for Resubmittal of Expired Permits

RWRD methodology to calculate the proposed Small Activity Construction Permit Fee relies in the original spreadsheet developed in 2019, updated with current County wages for each classification involved in the activity and the most recent fleet services cost for vehicle usage.

The permit fees enacted in 2019 were set below the recommended values at the time. This proposed adjustment aims to set the new rates at the full recommended calculated value. They will allow for the reimbursement to County of the actual cost of performing these permitting and inspection activities.

State statute establishes public notice and hearing requirements for permit increases, which requires one public hearing. To ensure that residents and customers have an opportunity to review the proposed increase and the supporting documents and provide input, the following public hearing has been scheduled for Tuesday, February 3, 2026 at the Water Campus from 3:00 p.m. - 4:00 p.m. Notice of this public hearing will occur in print media, social media and through press releases. Input from this hearing will contribute to the subsequent updating of the proposed ordinance.

We therefore respectfully request your approval to place this item on the Board of Supervisors Agenda for the regularly scheduled March 17, 2026 meeting.

I am available at your convenience should you have any further questions.

**CONCUR:**

\_\_\_\_\_  
Carmine DeBonis, Jr., Deputy County Administrator – Public Works

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Jan Lesher, County Administrator

\_\_\_\_\_  
Date

c: Art Cuaron, Director, Finance and Risk Management

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA, RELATING TO SANITARY SEWER CONSTRUCTION, CONNECTIONS AND FEES FOR PERMITS, INSPECTIONS, AND RELATED SERVICES PROVIDED BY THE REGIONAL WASTEWATER RECLAMATION DEPARTMENT UNDER CHAPTER 13.20 OF THE PIMA COUNTY CODE.**

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Jennifer Allen Chair, Board of Supervisors

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Melissa Manriquez, Clerk of the Board

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Cindy Nguyen, Deputy County Attorney

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## Exhibit A

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<b>Public Manhole Access Permit</b>	No Fee
<b>Inspection Observation Permit</b>	No Fee



## PIMA COUNTY

WASTEWATER RECLAMATION  
201 NORTH STONE AVENUE  
TUCSON, ARIZONA 85701-1207

February 24, 2026

JACKSON JENKINS  
DIRECTOR

PH: (520) 724-6500  
FAX: (520) 724-6545

**TO:** Jan Leshar, County Administrator

**THRU:** Carmine DeBonis, Jr., Deputy County Administrator – Public Works

**FROM:** Jackson Jenkins, Director – RWRD 

**SUBJECT:** **Small Activity Construction Permit Fee Increase – Public Outreach Update**

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### Background:

Pima County originally adopted the Customer Service Fees and Small Activity Construction Permit Fees in 2019. At the time, the fees were set below the recommended actual values for the inspection services. The established fee schedule has remained unchanged since its implementation even though actual costs of providing these services have increased. These increases are inflationary driven (e.g. wages, operation and maintenance of vehicle assets) and are beyond departmental control. The Department has subsidized the Small Activity Construction Permit Services by tapping the sewer user fees revenues.

This proposed adjustment aims to set the new rates at the recommended calculated value to provide these services. The calculated value used the following data:

1. Average time for permitting and inspection for specific activities
2. Current entry level wages for Administrative and Inspection personnel
3. Current cost of operating and maintaining inspection vehicle assets

### Outreach Efforts:

The Public Comment Form regarding the proposed ordinance revision was made publicly available on January 16, 2026. No responses were received as of the writing of this memo.

On January 27, 2026, the Department mailed notification letters to SAHBA, MPA, the City of Tucson Development Services, the Town of Oro Valley Development Services, the Town of Marana Development Services and the Town of Sahuarita Development Services.

On February 3, 2026, the Department held a Public Hearing at the Water Campus. The public meeting was held from 3:00 p.m. to 4:00 p.m. and there were no attendees. The public meeting was advertised via several different avenues, and stakeholder input was encouraged through the following:

- The Daily Territorial on Monday, [January 19, 2026](#)
- Pima County Public Works Facebook page on Thursday, [January 22, 2026](#)
- Pima County FYI Newsletter article on Friday, January 23, 2026

The Department and Pima County Communications Office (COM) organized several public awareness efforts to ensure stakeholders and customers had the opportunity to provide meaningful input regarding the proposed ordinance revision.

- Pima County Public Works Facebook page on Tuesday, [January 27, 2026](#)
- Pima County Public Works Facebook page on Wednesday, January 28, 2026 ([Post 1](#) and [Post 2](#))
- Pima County Nextdoor page on Tuesday, [January 27, 2026](#)
- Pima County Instagram page on Wednesday, [January 28, 2026](#)
- Pima County Public Works Facebook page on Monday, [February 2, 2026](#)
- Pima County Instagram page on Tuesday [February 3, 2026](#)
- Pima County Nextdoor page on Friday, [February 20, 2026](#)

Jan Leshner, County Administrator

**RE: Small Activity Construction Permit Fee Increase – Public Outreach Update**

February 24, 2026

Page 2 of 2

On February 17, 2026, the Department attended the Southern Arizona Home Builders Association (SAHBA) Tech Committee meeting and presented the recommended Small Activity Construction Permit Fee Increases. It was clarified that the Small Activity Construction Permits apply to single point connections and do not affect larger subdivision construction permitting activities. The perception of a substantial increase in the construction permits fees was explained as being driven by the artificially low fee values originally set in 2019. There were no other questions or clarifications requested.

On February 18, 2026, the Department attended the Metropolitan Pima Alliance (MPA) Stakeholders Meeting and presented the recommended Small Activity Construction Permit Fee Increases. The attendees had similar questions and clarification requests as were presented during the SAHBA meeting.

Overall, the SHABA and MPA presentation did not receive resistance or objections to the proposed ordinance revision. The meetings ended with the Department commitment to answer any questions or requests for clarifications.

We expect this item to go in front of the Board of Supervisors on the March 17, 2026 meeting agenda. Please let me know if there are any questions or need additional details.

Attached



# **PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT**

**FY 2026 Proposed Small Activity Permits  
Fee Increase**



# RWRD's Mission

Our mission is to protect the public health, safety, and the environment by providing quality service, environmental stewardship, and renewable resources.

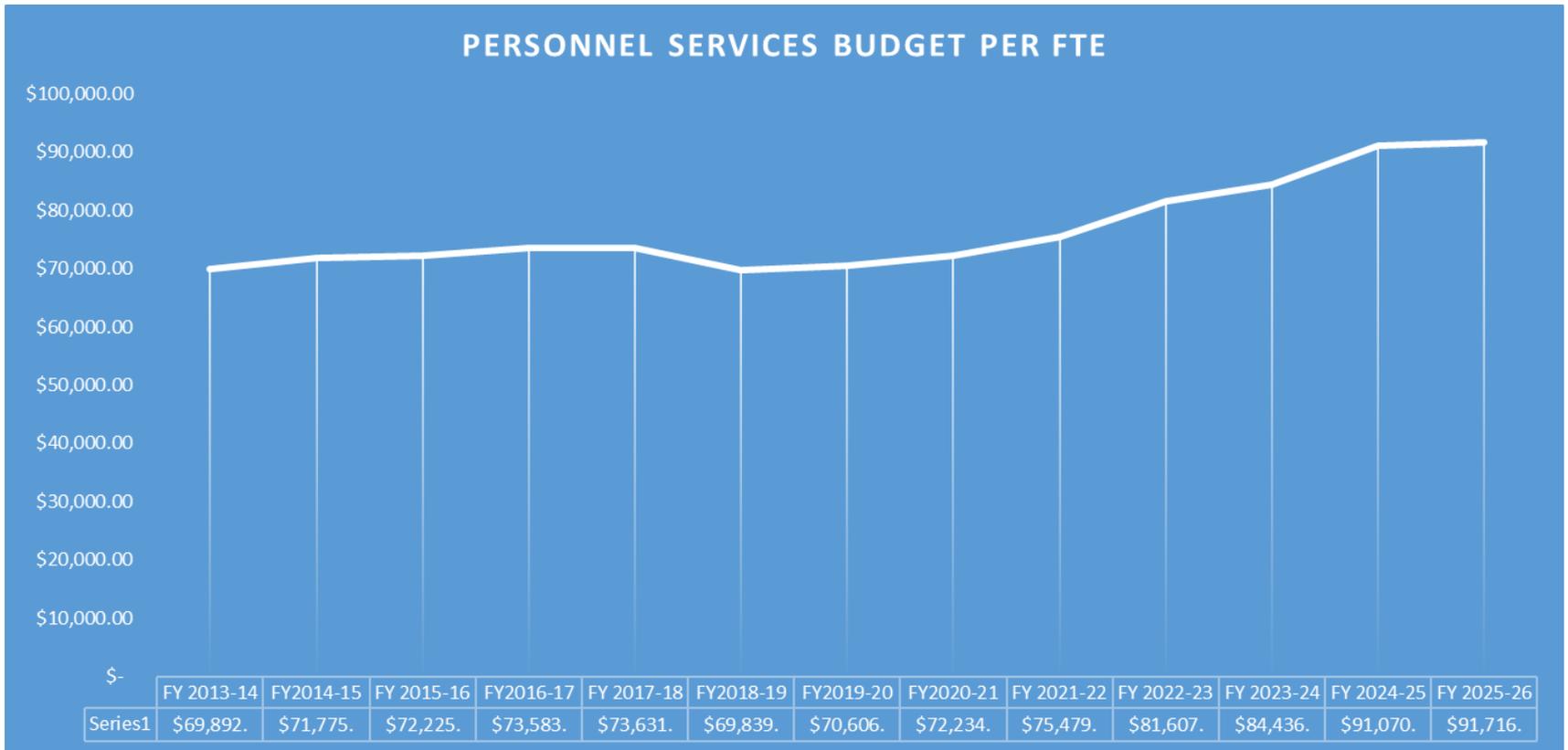
We design, manage and maintain 3,500 miles of the sanitary sewer (conveyance) system and two metropolitan and six sub-regional water reclamation facilities

# Budgeted Positions

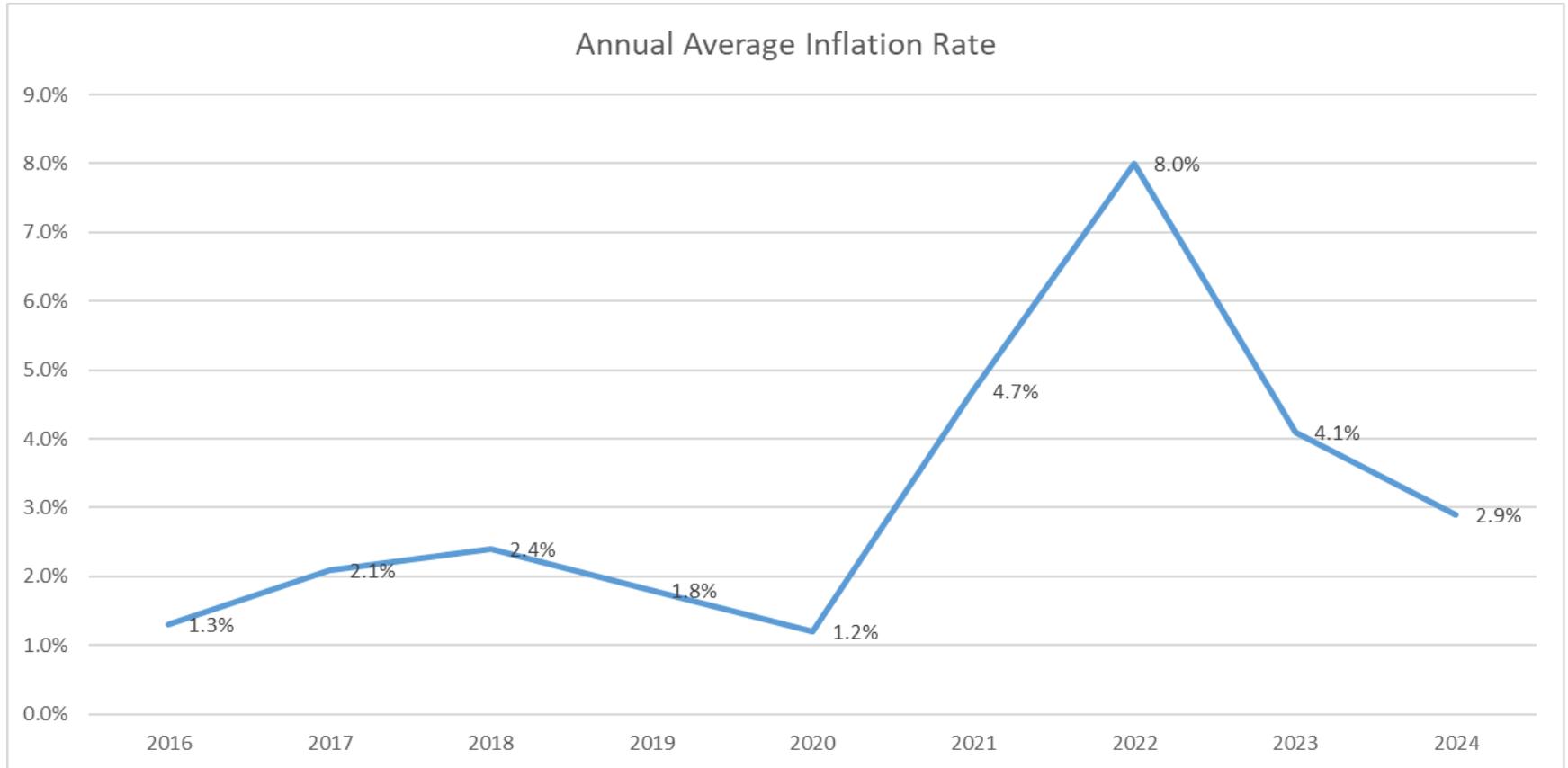
Budgeted FTEs and Personnel Services Budget



# Cost per FTE



# Consumer Price Index



# Small Activity Construction

## Permits Fee Increase

- The proposed fee increase to the Wastewater Small Activity Construction Permits is a flat fee per activity to recover the cost of processing and inspecting new connections to the sewer system.
- The fee is based on the administrative time to process an application and the cost to inspect the small construction activity.

# Calculating The Cost of the Small Activity Construction Permits

- The permit fees enacted in 2019 were set below the recommended values at the time. This proposed adjustment aims to set the new rates at the recommended calculated value. The calculated value used the following data:
  - Average time for permitting and inspection for the specific activities
  - The average current entry level wages for Administrative and Inspection personnel
  - The average current cost of operating and maintaining inspection vehicles

# Small Activity Permits Fees

## Proposed Increases

Small Activity Construction Permit	Permit Fee
Sewer Lateral Tap into SCS 12-inches or less	<del>\$100</del> \$546
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$50</del>
Sewer Lateral Tap into SCS greater than 12-inches	<del>\$150</del> \$296
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$75</del>
Sewer Lateral Taps into Existing Manhole	<del>\$150</del> \$874
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$75</del>
Manhole Adjustment Projects	<del>No Fee</del> \$100
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New Manhole Over Existing Sewer; No Corrosion Protection	<del>\$200</del> \$965
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$100</del>
New Manhole Over Existing Sewer; With Corrosion Protection	<del>\$300</del> \$965
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$150</del>
<u>Base Fee for Resubmittal of Expired Permit (for all resubmittal and expired permits)</u>	\$100

\*SCS: Sewage Collection System



# Questions

## Jenette Lee

---

**From:** Jaime Rivera-Ortiz  
**Sent:** Wednesday, February 4, 2026 2:29 PM  
**To:** Carmine DeBonis; Jackson Jenkins  
**Cc:** Bronwen Barry; Jenette Lee; Olivia Canez; Mona Orozco  
**Subject:** RE: BOS Agenda Item  
**Attachments:** JL ,CDB re BOS Agenda Item Proposed Small Activity Construction Permit Fee Increases-1549.jj.pdf

Good afternoon,

As a follow up on the public outreach efforts on the proposed Small Activity Permit Ordinance Change, RWRD held a Public Hearing on Tuesday February 3<sup>rd</sup> at the Water Campus Radon Room from 3 to 4 in the afternoon. The hearing was attended by Jackson Jenkins, Olivia Canez and myself. There were no attendees to the hearing.

Today (Wednesday) I talked to Brendan Lyon (SAHBA) to schedule a presentation on their next Technical Committee meeting on February 17<sup>th</sup> at 3:30.

Today I also talked to Michele Bettini (MPA) and offer to provide a presentation on the proposed Small Activity Construction Permit fee increases upon request.

Thank you

Jaime

Jaime R. Rivera, PE  
Deputy Director - Engineering

Regional Wastewater Reclamation Department  
201 N. Stone Ave, 3<sup>rd</sup> Floor  
Tucson, AZ 85701

520-724-9841, Office  
520-549-8200, Cell

---

**From:** Jaime Rivera-Ortiz  
**Sent:** Monday, February 2, 2026 7:57 AM  
**To:** Carmine DeBonis <Carmine.DeBonis@pima.gov>; Mona Orozco <Mona.Orozco@pima.gov>  
**Cc:** Jackson Jenkins <Jackson.Jenkins@pima.gov>; Bronwen Barry <Bronwen.Barry@pima.gov>; Jenette Lee <Jenette.Lee@pima.gov>  
**Subject:** RE: BOS Agenda Item

As a follow up, Jenette reminded us that Communications has posted a notification regarding the Public Hearing and the proposed fee revisions on January 22, 2026, on the Pima County Public Works Facebook Page, as well as the January 23<sup>rd</sup>

Pima County FYI Newsletter. Justyn Dillingham will be creating additional social media posts throughout the review period and prior to the March 17, 2026, Board of Supervisor Meeting.

Thanks

Jaime

---

**From:** Jaime Rivera-Ortiz  
**Sent:** Monday, February 2, 2026 7:46 AM  
**To:** Carmine DeBonis <[Carmine.DeBonis@pima.gov](mailto:Carmine.DeBonis@pima.gov)>; Mona Orozco <[Mona.Orozco@pima.gov](mailto:Mona.Orozco@pima.gov)>  
**Cc:** Jackson Jenkins <[Jackson.Jenkins@pima.gov](mailto:Jackson.Jenkins@pima.gov)>; Bronwen Barry <[Bronwen.Barry@pima.gov](mailto:Bronwen.Barry@pima.gov)>; Jenette Lee <[Jenette.Lee@pima.gov](mailto:Jenette.Lee@pima.gov)>  
**Subject:** RE: BOS Agenda Item

Good morning Carmine,

The attached letters when out to Jurisdictions and local Organizations last week.

This week, Tuesday at 3pm, we will hold a public meeting at the Water Campus.

We are also following up with individual phone calls to answer any questions there might be and to offer the opportunity of a visit to their next scheduled meeting.

Thank you.

Jaime

---

**From:** Carmine DeBonis <[Carmine.DeBonis@pima.gov](mailto:Carmine.DeBonis@pima.gov)>  
**Sent:** Sunday, February 1, 2026 7:09 AM  
**To:** Mona Orozco <[Mona.Orozco@pima.gov](mailto:Mona.Orozco@pima.gov)>  
**Cc:** Jackson Jenkins <[Jackson.Jenkins@pima.gov](mailto:Jackson.Jenkins@pima.gov)>; Jaime Rivera-Ortiz <[Jaime.Rivera@pima.gov](mailto:Jaime.Rivera@pima.gov)>; Bronwen Barry <[Bronwen.Barry@pima.gov](mailto:Bronwen.Barry@pima.gov)>; Jenette Lee <[Jenette.Lee@pima.gov](mailto:Jenette.Lee@pima.gov)>  
**Subject:** RE: BOS Agenda Item

Jackson,

What outreach has occurred with development industry stakeholder on this... SAHBA, MPA, etc.

Thanks,  
Carmine

**Carmine DeBonis Jr.**  
**Deputy County Administrator**

**Pima County**  
**115 N. Church Avenue, Suite 231**  
**Tucson, Arizona 85701**

Phone: (520) 724-8474

Mobile: (520) 349-0921

Email: [carmine.debonis@pima.gov](mailto:carmine.debonis@pima.gov)

Website: <https://webcms.pima.gov/>

---

**From:** Mona Orozco <[Mona.Orozco@pima.gov](mailto:Mona.Orozco@pima.gov)>

**Sent:** Tuesday, January 27, 2026 2:22 PM

**To:** Carmine DeBonis <[Carmine.DeBonis@pima.gov](mailto:Carmine.DeBonis@pima.gov)>

**Cc:** Jackson Jenkins <[Jackson.Jenkins@pima.gov](mailto:Jackson.Jenkins@pima.gov)>; Jaime Rivera-Ortiz <[Jaime.Rivera@pima.gov](mailto:Jaime.Rivera@pima.gov)>; Bronwen Barry <[Bronwen.Barry@pima.gov](mailto:Bronwen.Barry@pima.gov)>; Jenette Lee <[Jenette.Lee@pima.gov](mailto:Jenette.Lee@pima.gov)>

**Subject:** BOS Agenda Item

Good afternoon Carmine attached please find a memo for your consideration/concurrence regarding the Proposed Small Activity Construction Permit Fee Increases.

Please let us know if you have any questions.

Thank you,

Mona

Mona Orozco, Executive Administrative Assistant III

To Jackson Jenkins, Director

Pima County Regional Wastewater Reclamation Department

201 N. Stone Ave., 8<sup>th</sup> Floor

Tucson, AZ 85701

(520) 724-6525 Office

(520)724-6384 Fax

<http://www.pima.gov/wastewaterreclamation>

Please consider the environment before printing this email



WASTEWATER RECLAMATION  
201 NORTH STONE AVENUE  
TUCSON, ARIZONA 85701-1207

PH: (520) 724-6500  
FAX: (520) 724-9635

JACKSON JENKINS  
DIRECTOR

January 27, 2026

**TO:** Jan Lesher, County Administrator  
**THRU:** Carmine DeBonis, Jr., Deputy County Administrator - Public Works  
**FROM:** Jackson Jenkins, Director – RWRD   
**SUBJECT:** Board of Supervisors Agenda Item - Proposed Small Activity Construction Permit Fee Increases

---

Pima County Regional Wastewater Reclamation Department (RWRD) is requesting the current Small Activity Construction Permit Fees under Ordinance 2019-21 (and untouched in Ordinance 2022-20) be increased. The current rates for inspection services do not reflect the actual costs incurred by the Department to perform these activities. There are 5 activities included in this fee increase request:

1. Small Line House Connection Sewer (HCS) tap
2. Large Line House Connection Sewer (HCS) tap
3. Existing Manhole tap
4. New Manhole Construction, Reconstruction and Adjustments
5. Base fee for Resubmittal of Expired Permits

RWRD methodology to calculate the proposed Small Activity Construction Permit Fee relies in the original spreadsheet developed in 2019, updated with current County wages for each classification involved in the activity and the most recent fleet services cost for vehicle usage.

The permit fees enacted in 2019 were set below the recommended values at the time. This proposed adjustment aims to set the new rates at the full recommended calculated value. They will allow for the reimbursement to County of the actual cost of performing these permitting and inspection activities.

State statute establishes public notice and hearing requirements for permit increases, which requires one public hearing. To ensure that residents and customers have an opportunity to review the proposed increase and the supporting documents and provide input, the following public hearing has been scheduled for Tuesday, February 3, 2026 at the Water Campus from 3:00 p.m. - 4:00 p.m. Notice of this public hearing will occur in print media, social media and through press releases. Input from this hearing will contribute to the subsequent updating of the proposed ordinance.

We therefore respectfully request your approval to place this item on the Board of Supervisors Agenda for the regularly scheduled March 17, 2026 meeting.

I am available at your convenience should you have any further questions.

**CONCUR:**

\_\_\_\_\_  
Carmine DeBonis, Jr., Deputy County Administrator – Public Works

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Jan Lesher, County Administrator

\_\_\_\_\_  
Date

c: Art Cuaron, Director, Finance and Risk Management

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA, RELATING TO SANITARY SEWER CONSTRUCTION, CONNECTIONS AND FEES FOR PERMITS, INSPECTIONS, AND RELATED SERVICES PROVIDED BY THE REGIONAL WASTEWATER RECLAMATION DEPARTMENT UNDER CHAPTER 13.20 OF THE PIMA COUNTY CODE.**

**The Board of Supervisors of Pima County, Arizona finds that:**

1. Ordinance 2019-21 established a fee schedule for permits, inspections, and related services delivered under Chapter 13.20 of the Pima County Code.
2. Ordinance 2022-20 revised the fee schedule for permits, inspections, and related services delivered under Chapter 13.20 of the Pima County Code to repeal fees for Plan Review Submittals, add Public Sewer Improvement Plan Review Fees for incorporated areas of Pima County and areas related in Tribal lands, and restated the remaining portion of the fee schedule adopted by Ordinance 2019-21.
3. This Ordinance updates the fees schedule noted in Exhibit A to reflect the current costs incurred by the Department.
4. Pima County has the authority to adopt this Ordinance under A.R.S. § 11-251.05, 11-264, and Pima County Code Chapter 13.20.

**IT IS ORDAINED BY THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA:**

**SECTION 1:** Fees for permits, inspections, and related services provided by the Regional Wastewater Reclamation Department under Title 13, Chapter 20 of the Pima County Code are hereby revised as shown on Table 1, attached to this Ordinance as Exhibit A and incorporated by this reference.

**SECTION 2.** This Ordinance is effective for submittals or requests received 30 days after adoption.

**PASSED AND ADOPTED by the Board of Supervisors, Pima County, Arizona, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.**

\_\_\_\_\_  
Jennifer Allen Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Melissa Manriquez, Clerk of the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
Cindy Nguyen, Deputy County Attorney

Customer Service Fees – See §13.20.150, §13.20.250, §13.20.300, §13.20.350, and §13.20.400

<b>Service Name</b>	<b>Service Fee</b>
<b>Public Sewer Improvement Plan Review Fees for Incorporated Jurisdictions &amp; Tribal Lands</b>	
Tentative Subdivision Plat/Preliminary Sewer Layout	
Initial Submittal (includes 3 <sup>rd</sup> submittal ) - Flat Fee	\$500
4 <sup>th</sup> submittal & Subsequent Submittals (percent of Initial Submittal Fee)	15%
Final Subdivision Plat	
Initial Submittal (includes 3 <sup>rd</sup> submittal ) - Flat Fee	\$250
4 <sup>th</sup> submittal & Subsequent Submittals (percent of Initial Submittal Fee)	15%
Public Sewer Improvement Plan	
Initial Submittal (includes 3 <sup>rd</sup> submittal) - Base Fee	\$190
Per Sheet Fee (includes all sheets)	\$133
4 <sup>th</sup> & Subsequent Submittals (percent of Initial Submittal fee)	15%
<b>Temporary Connection</b>	
	\$25 per 24-hour day
Plus:	
To a Manhole or Cleanout; or	\$100
To a Private Building with an Existing Connection	\$50
<b>Wastewater Utility Fee Payment Plan</b>	
Base Fee	\$173
<b>Wastewater Utility Fee Refund</b>	
Base Fee	\$125

Construction Permit Fees – See §13.20.500

<b>Permit Name</b>	<b>Permit Fee</b>
<b>System Improvement Construction Permit</b>	
Base Fee	\$25
Construction Inspection	2.5% of Bid Cost
Base Fee for Resubmittal of Expired System Improvement Construction Permit	1.0% of Bid Cost
<b>Small Activity Construction Permit</b>	
Sewer Lateral Tap into SCS 12-inches or less	\$100-\$546
Base Fee for Resubmittal of Expired Permit	\$50
Sewer Lateral Tap into SCS greater than 12-inches	\$150-\$296
Base Fee for Resubmittal of Expired Permit	\$75
Sewer Lateral Taps into Existing Manhole	\$150-\$874
Base Fee for Resubmittal of Expired Permit	\$75

## Exhibit A

Manhole Adjustment Projects	<del>No Fee</del> -\$100
Manhole Reconstruction	<del>No Fee</del> -\$100
New Manhole Over Existing Sewer; No Corrosion Protection	<del>\$200</del> \$965
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$100</del>
New Manhole Over Existing Sewer; With Corrosion Protection	<del>\$300</del> \$965
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$150</del>
<u>Base Fee for Resubmittal of Expired Permit (for all resubmittal and expired permits)</u>	<u>\$100</u>
<b>Public Manhole Access Permit</b>	No Fee
<b>Inspection Observation Permit</b>	No Fee



WASTEWATER RECLAMATION  
201 NORTH STONE AVENUE  
TUCSON, ARIZONA 85701-1207

JACKSON JENKINS  
DIRECTOR

PH: (520) 724-6500  
FAX: (520) 724-6545

February 2, 2026

Ms. Anna Casadei, Community Development Director  
Town of Sahuarita Community Development  
375 W Sahuarita Center Way  
Sahuarita, Arizona 85629

**SUBJECT: Proposed Pima County Small Activity Permit Rates Increase**

Dear Ms. Casadei:

The Pima County Regional Wastewater Reclamation Department (RWRD) is requesting the current Small Activity Construction Permit Fees under Ordinance 2019-21 (and untouched in Ordinance 2022-20) be increased. The current rates for inspection services do not reflect the actual costs incurred by the Department to perform these activities. There are 5 activities included in this fee increase request:

1. Small Line House Connection Sewer (HCS) tap
2. Large Line House Connection Sewer (HCS) tap
3. Existing Manhole tap
4. New Manhole Construction, Reconstruction and Adjustments
5. Base fee for Resubmittal of Expired Permits

RWRD methodology to calculate the proposed Small Activity Construction Permit Fee relies in the original spreadsheet developed in 2019, updated with current County wages for each classification involved in the activity and the most recent fleet services cost for vehicle usage.

The permit fees enacted in 2019 were set below the recommended values at the time. This proposed adjustment aims to set the new rates at the full recommended calculated value. They will allow for the reimbursement to County of the actual cost of performing these permitting and inspection activities.

**Next Steps and Public Notice Requirements**

State statute establishes public notice and hearing requirements for permit increases, which requires one public hearing. To ensure that residents and customers have an opportunity to review the proposed increase and the supporting documents and provide input, the following public hearing has been scheduled:

Tuesday, February 3, 2026  
Water Campus  
2955 Calle Agua Nueva  
Tucson, AZ 85745  
(3:00 p.m. - 4:00 p.m.)

Ms. Anna Casadei, Community Development Director

Town of Sahuarita

**SUBJECT: Proposed Pima County Small Activity Rates Increase**

February 2, 2026

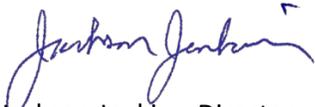
Page 2

Notice of this public hearing will occur in print media, social media and through press releases. Input from this hearing will contribute to the subsequent updating of the proposed ordinance.

Upon being updated, notification of the revised ordinance will be posted on the Pima County webpage, and the ordinance will be available for review leading up to a March 17, 2026, Board of Supervisors public hearing on the recommended rate increases.

RWRD is available to discuss this information with Town of Sahuarita. If there are questions regarding the above or further information is desired, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Jackson Jenkins". The signature is written in a cursive style with a small flourish at the end.

Jackson Jenkins, Director

Regional Wastewater Reclamation Department

Exhibit A

Customer Service Fees – See §13.20.150, §13.20.250, §13.20.300, §13.20.350, and §13.20.400

Service Name	Service Fee
<b>Public Sewer Improvement Plan Review Fees for Incorporated Jurisdictions &amp; Tribal Lands</b>	
Tentative Subdivision Plat/Preliminary Sewer Layout	
Initial Submittal (includes 3 <sup>rd</sup> submittal) - Flat Fee	\$500
4 <sup>th</sup> submittal & Subsequent Submittals (percent of Initial Submittal Fee)	15%
Final Subdivision Plat	
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WASTEWATER RECLAMATION  
201 NORTH STONE AVENUE  
TUCSON, ARIZONA 85701-1207

JACKSON JENKINS  
DIRECTOR

PH: (520) 724-6500  
FAX: (520) 724-6545

February 2, 2026

Mr. David Godlewski, President & CEO  
Southern Arizona Homebuilders Association  
2840 N Country Club Rd Ste 100  
Tucson, Arizona 85716

**SUBJECT: Proposed Pima County Small Activity Permit Rates Increase**

Dear Mr. Godlewski:

The Pima County Regional Wastewater Reclamation Department (RWRD) is requesting the current Small Activity Construction Permit Fees under Ordinance 2019-21 (and untouched in Ordinance 2022-20) be increased. The current rates for inspection services do not reflect the actual costs incurred by the Department to perform these activities. There are 5 activities included in this fee increase request:

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Mr. David Godlewski, SAHBA President & CEO

**SUBJECT Proposed Pima County Small Activity Permit Rates Increase**

February 2, 2026

Page 2

Notice of this public hearing will occur in print media, social media and through press releases. Input from this hearing will contribute to the subsequent updating of the proposed ordinance.

Upon being updated, notification of the revised ordinance will be posted on the Pima County webpage, and the ordinance will be available for review leading up to a March 17, 2026, Board of Supervisors public hearing on the recommended rate increases.

RWRD is available to discuss this information with SAHBA. If there are questions regarding the above or further information is desired, please contact me.

Sincerely,

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Jackson Jenkins, Director

Regional Wastewater Reclamation Department

Exhibit A

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Construction Permit Fees – See §13.20.500

Permit Name	Permit Fee
<b>System Improvement Construction Permit</b>	
Base Fee	\$25
Construction Inspection	2.5% of Bid Cost
Base Fee for Resubmittal of Expired System Improvement Construction Permit	1.0% of Bid Cost
<b>Small Activity Construction Permit</b>	
Sewer Lateral Tap into SCS 12-inches or less	\$100-\$546
Base Fee for Resubmittal of Expired Permit	\$50
Sewer Lateral Tap into SCS greater than 12-inches	\$150-\$296
Base Fee for Resubmittal of Expired Permit	\$75
Sewer Lateral Taps into Existing Manhole	\$150-\$874
Base Fee for Resubmittal of Expired Permit	\$75

Manhole Adjustment Projects	No Fee-\$100
Manhole Reconstruction	No Fee-\$100
New Manhole Over Existing Sewer; No Corrosion Protection	\$200-\$965
Base Fee for Resubmittal of Expired Permit	\$100
New Manhole Over Existing Sewer; With Corrosion Protection	\$300-\$965
Base Fee for Resubmittal of Expired Permit	\$150
Base Fee for Resubmittal of Expired Permit (for all resubmittal and expired permits)	\$100
Public Manhole Access Permit	No Fee
Inspection Observation Permit	No Fee

## Jenette Lee

---

**From:** Jaime Rivera-Ortiz  
**Sent:** Monday, February 2, 2026 3:12 PM  
**To:** Brendan Lyons  
**Cc:** Jenette Lee; Olivia Canez  
**Subject:** Ordinance Revision - Small Activity Permits Fee Increases  
**Attachments:** D Godlewski SAHBA re Small Activity Permit Increases-72.jj.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon Brendan,

We are in the process of public outreach regarding a proposed update of the Small Activity Permit Fees.

These permits are related to permitting and inspection of the installation of new sewer connections to manholes or pipelines.

1. Small Line House Connection Sewer (HCS) tap
2. Large Line House Connection Sewer (HCS) tap
3. Existing Manhole tap
4. New Manhole Construction, Reconstruction and Adjustments
5. Base fee for Resubmittal of Expired Permits

The permit fees enacted in 2019 were set below the recommended values at the time. This proposed adjustment aims to set the new rates at the full recommended calculated value. The calculated value used the following data:

1. Average time for permitting and inspection for the specific activities
2. Current entry level wages for Administrative and Inspection personnel
3. Current cost of operating and maintaining inspection vehicles

The updated permit fee values will allow for the reimbursement to County of the actual cost of performing these permitting and inspection activities.

I will follow up with a phone call tomorrow to answer any questions you might have on the proposed permit fees adjustments.

Thank you.

Jaime

Jaime R. Rivera, PE  
Deputy Director - Engineering

Regional Wastewater Reclamation Department  
201 N. Stone Ave, 3<sup>rd</sup> Floor  
Tucson, AZ 85701

520-724-9841, Office



WASTEWATER RECLAMATION  
201 NORTH STONE AVENUE  
TUCSON, ARIZONA 85701-1207

JACKSON JENKINS  
DIRECTOR

PH: (520) 724-6500  
FAX: (520) 724-6545

February 2, 2026

Mr. David Godlewski, President & CEO  
Southern Arizona Homebuilders Association  
2840 N Country Club Rd Ste 100  
Tucson, Arizona 85716

**SUBJECT: Proposed Pima County Small Activity Permit Rates Increase**

Dear Mr. Godlewski:

The Pima County Regional Wastewater Reclamation Department (RWRD) is requesting the current Small Activity Construction Permit Fees under Ordinance 2019-21 (and untouched in Ordinance 2022-20) be increased. The current rates for inspection services do not reflect the actual costs incurred by the Department to perform these activities. There are 5 activities included in this fee increase request:

1. Small Line House Connection Sewer (HCS) tap
2. Large Line House Connection Sewer (HCS) tap
3. Existing Manhole tap
4. New Manhole Construction, Reconstruction and Adjustments
5. Base fee for Resubmittal of Expired Permits

RWRD methodology to calculate the proposed Small Activity Construction Permit Fee relies in the original spreadsheet developed in 2019, updated with current County wages for each classification involved in the activity and the most recent fleet services cost for vehicle usage.

The permit fees enacted in 2019 were set below the recommended values at the time. This proposed adjustment aims to set the new rates at the full recommended calculated value. They will allow for the reimbursement to County of the actual cost of performing these permitting and inspection activities.

**Next Steps and Public Notice Requirements**

State statute establishes public notice and hearing requirements for permit increases, which requires one public hearing. To ensure that residents and customers have an opportunity to review the proposed increase and the supporting documents and provide input, the following public hearing has been scheduled:

Tuesday, February 3, 2026  
Water Campus  
2955 Calle Agua Nueva  
Tucson, AZ 85745  
(3:00 p.m. - 4:00 p.m.)

Mr. David Godlewski, SAHBA President & CEO

**SUBJECT Proposed Pima County Small Activity Permit Rates Increase**

February 2, 2026

Page 2

Notice of this public hearing will occur in print media, social media and through press releases. Input from this hearing will contribute to the subsequent updating of the proposed ordinance.

Upon being updated, notification of the revised ordinance will be posted on the Pima County webpage, and the ordinance will be available for review leading up to a March 17, 2026, Board of Supervisors public hearing on the recommended rate increases.

RWRD is available to discuss this information with SAHBA. If there are questions regarding the above or further information is desired, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Jackson Jenkins". The signature is fluid and cursive, with a small upward-pointing arrow at the end of the last name.

Jackson Jenkins, Director

Regional Wastewater Reclamation Department

Exhibit A

Customer Service Fees – See §13.20.150, §13.20.250, §13.20.300, §13.20.350, and §13.20.400

Service Name	Service Fee
<b>Public Sewer Improvement Plan Review Fees for Incorporated Jurisdictions &amp; Tribal Lands</b>	
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Initial Submittal (includes 3 <sup>rd</sup> submittal ) - Flat Fee	\$500
4 <sup>th</sup> submittal & Subsequent Submittals (percent of Initial Submittal Fee)	15%
Final Subdivision Plat	
Initial Submittal (includes 3 <sup>rd</sup> submittal ) - Flat Fee	\$250
4 <sup>th</sup> submittal & Subsequent Submittals (percent of Initial Submittal Fee)	15%
Public Sewer Improvement Plan	
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Public Manhole Access Permit	No Fee
Inspection Observation Permit	No Fee

## Jenette Lee

---

**From:** Jaime Rivera-Ortiz  
**Sent:** Tuesday, February 17, 2026 9:25 AM  
**To:** David Godlewski  
**Cc:** Jenette Lee; Olivia Canez  
**Subject:** RE: LAST CALL TO RSVP: January 20th -Tech Committee  
**Attachments:** Public Meeting Small Activity Permit Fees Increase FY 2026.pptx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning David,

I noticed that the previous presentation file did not include an exhibit for the Canoa Ranch and Santa Rita projects.

The attached presentation replaced a couple of slides with the site plans for the two projects aiming to keep the presentation short.

Thanks

Jaime

---

**From:** David Godlewski <David@sahba.org>  
**Sent:** Friday, February 13, 2026 3:19 PM  
**To:** Jaime Rivera-Ortiz <Jaime.Rivera@pima.gov>  
**Cc:** Jenette Lee <Jenette.Lee@pima.gov>; Olivia Canez <Olivia.Canez@pima.gov>  
**Subject:** Re: LAST CALL TO RSVP: January 20th -Tech Committee

**CAUTION:** This message and sender come from outside Pima County. If you did not expect this message, proceed with caution. Verify the sender's identity before performing any action, such as clicking on a link or opening an attachment.

Thanks!

In person would be great! Whatever works best for you.

-----  
David Godlewski  
President  
SAHBA

On Feb 13, 2026, at 3:11 PM, Jaime Rivera-Ortiz <[Jaime.Rivera@pima.gov](mailto:Jaime.Rivera@pima.gov)> wrote:

Good afternoon David,

Attached is a copy of the presentation for next weeks, Tuesday meeting.

Also, I wanted to verify it will be an in-person meeting. I received a Teams invite, but was planning to be at your location for the presentation. Let me know what is the preference.

Thanks

Jaime

---

**From:** Jaime Rivera-Ortiz  
**Sent:** Wednesday, February 11, 2026 3:32 PM  
**To:** 'David Godlewski' <[David@sahba.org](mailto:David@sahba.org)>  
**Cc:** Jenette Lee <[Jenette.Lee@pima.gov](mailto:Jenette.Lee@pima.gov)>; Olivia Canez <[Olivia.Canez@pima.gov](mailto:Olivia.Canez@pima.gov)>  
**Subject:** RE: LAST CALL TO RSVP: January 20th -Tech Committee

Hi David,

Small activity permits are mainly related to individual service connection: House Connection Sewer (HCS) or Business Connection Sewer (SCS). It also covers an individual new manhole over an existing line and manhole adjustments and reconstructions usually for roadway improvement projects.

For example, a 4” new house connection sewer to an 8” public line will require a small activity permit, the fee would be times 1. A project with four individual 4” house connection sewer to an 8” public line would be charge the small activity permit connection, the fee times 4.

In a similar manner connections to a manhole would be billed per connection and an individual manhole installed over an existing line.

Projects that include the installation of a new pipeline and related manholes would fall under the 2.5% bid cost. These bigger/complex projects are not being affected by the proposed small activity permit fee increase.

Attached is a copy of the proposed adjustment to the Ordinance to address the Small Activity Permit increases.

Let me know if this answers your question.

Thanks

Jaime

Jaime R. Rivera, PE  
Deputy Director - Engineering

Regional Wastewater Reclamation Department  
201 N. Stone Ave, 3<sup>rd</sup> Floor  
Tucson, AZ 85701

---

**From:** David Godlewski <[David@sahba.org](mailto:David@sahba.org)>  
**Sent:** Tuesday, February 10, 2026 8:37 AM  
**To:** Jaime Rivera-Ortiz <[Jaime.Rivera@pima.gov](mailto:Jaime.Rivera@pima.gov)>  
**Subject:** RE: LAST CALL TO RSVP: January 20th -Tech Committee

**CAUTION:** This message and sender come from outside Pima County. If you did not expect this message, proceed with caution. Verify the sender's identity before performing any action, such as clicking on a link or opening an attachment.

Jamie,

Hope all is well.

A couple of things:

1. Is there a threshold for how “Small Activity” is defined?
2. Brendan is moving on from SAHBA. I will be your point of contact going forward.

Appreciate your help and willing to work with us!

Best,

David

<image001.jpg>

**DAVID GODLEWSKI**, President & CEO  
**Southern Arizona Home Builders Association**  
2840 N. Country Club Road | Tucson, AZ 85716  
**d:** 520.918.2364 **m:** 520.548.7267 **e:** david@sahba.org **w:** sahba.org

***The Community Builder***

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Members save at Lowe's, Nissan, Dell, Budget, UPS and more. Visit [NAHB Member Savings Program](#) to learn more!

---

**From:** Jaime Rivera-Ortiz <[Jaime.Rivera@pima.gov](mailto:Jaime.Rivera@pima.gov)>  
**Sent:** Thursday, February 5, 2026 11:04 AM  
**To:** Brendan Lyons <[Brendan@sahba.org](mailto:Brendan@sahba.org)>; Advocacy <[Advocacy@sahba.org](mailto:Advocacy@sahba.org)>  
**Cc:** David Godlewski <[David@sahba.org](mailto:David@sahba.org)>; Olivia Canez <[Olivia.Canez@pima.gov](mailto:Olivia.Canez@pima.gov)>; Jenette Lee <[Jenette.Lee@pima.gov](mailto:Jenette.Lee@pima.gov)>  
**Subject:** RE: LAST CALL TO RSVP: January 20th -Tech Committee

Good morning Brendan,

It was good to talk to you yesterday. You mentioned we could do a short presentation on the February 17<sup>th</sup> Technical Committee to address the proposed Small Activity Permit fee increases. We would also like to take the opportunity to show a couple of slides regarding two upcoming projects in the southern Pima County area. The first project being the new Santa Rita Resources Reclamation Facility near the Pima Mine Road and Old Nogales intersection and the first Phase of the Canoa Ranch Interceptor that will connect the Arivaca Junction area to Green Valley. These two projects will provide additional treatment capacity to the Southern Pima County area.

I will follow up with some slides early next week.

Thanks

Jaime

Jaime R. Rivera, PE  
Deputy Director - Engineering

Regional Wastewater Reclamation Department  
201 N. Stone Ave, 3<sup>rd</sup> Floor  
Tucson, AZ 85701

520-724-9841, Office

---

**From:** Brendan Lyons <[Brendan@sahba.org](mailto:Brendan@sahba.org)>  
**Sent:** Friday, January 16, 2026 1:35 PM  
**To:** Advocacy <[Advocacy@sahba.org](mailto:Advocacy@sahba.org)>  
**Cc:** Chris Laria <[claria@bowman.com](mailto:claria@bowman.com)>; Lee, Kelly <[kelee@kbhome.com](mailto:kelee@kbhome.com)>; David Godlewski <[david@sahba.org](mailto:david@sahba.org)>  
**Subject:** LAST CALL TO RSVP: January 20th -Tech Committee

**CAUTION:** This message and sender come from outside Pima County. If you did not expect this message, proceed with caution. Verify the sender's identity before performing any action, such as clicking on a link or opening an attachment.

Good afternoon,

Register today for January's Tech Committee Meeting.

**[REGISTER HERE – Tech Committee Meeting](#)**

1. **Tuesday, January 20<sup>th</sup> | 3:30 PM**
2. **SAHBA Conference Room (In-person preferred)**, Hybrid option via MS Teams available

**Who Should Attend:**

SAHBA Members • Utility Companies • Government Staff

**(Please feel free to forward to your team)**

**Agenda Highlights:**

Featuring important fee and code updates from the City of Tucson, Pima County and the Town of Sahuarita. See attached agenda for details.

<image007.png>

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**BRENDAN LYONS, MPA**, Government Affairs Director

**Southern Arizona Home Builders Association**

2840 N. Country Club Road | Tucson, AZ 85716

**d:** 520.918.2367 **m:** 520-248-9874

**e:** [brendan@sahba.org](mailto:brendan@sahba.org) **w:** [sahba.org](http://sahba.org)

*The Community Builder*

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<Public Meeting Small Activity Permit Fees Increase FY 2026.pptx>



# **PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT**

**FY 2026 Proposed Small Activity Permits  
Fee Increase**



# RWRD's Mission

Our mission is to protect the public health, safety, and the environment by providing quality service, environmental stewardship, and renewable resources.

We design, manage and maintain 3,500 miles of the sanitary sewer (conveyance) system and two metropolitan and six sub-regional water reclamation facilities

# Small Activity Construction Permits Fee Increase

- The proposed fee increase to the Wastewater Small Activity Construction Permits is a flat fee per activity to recover the cost of processing and inspecting new connections to the sewer system.
- The fee is based on the administrative time to process an application and the cost to inspect the small construction activity.

# Calculating The Cost of the Small Activity Construction Permits

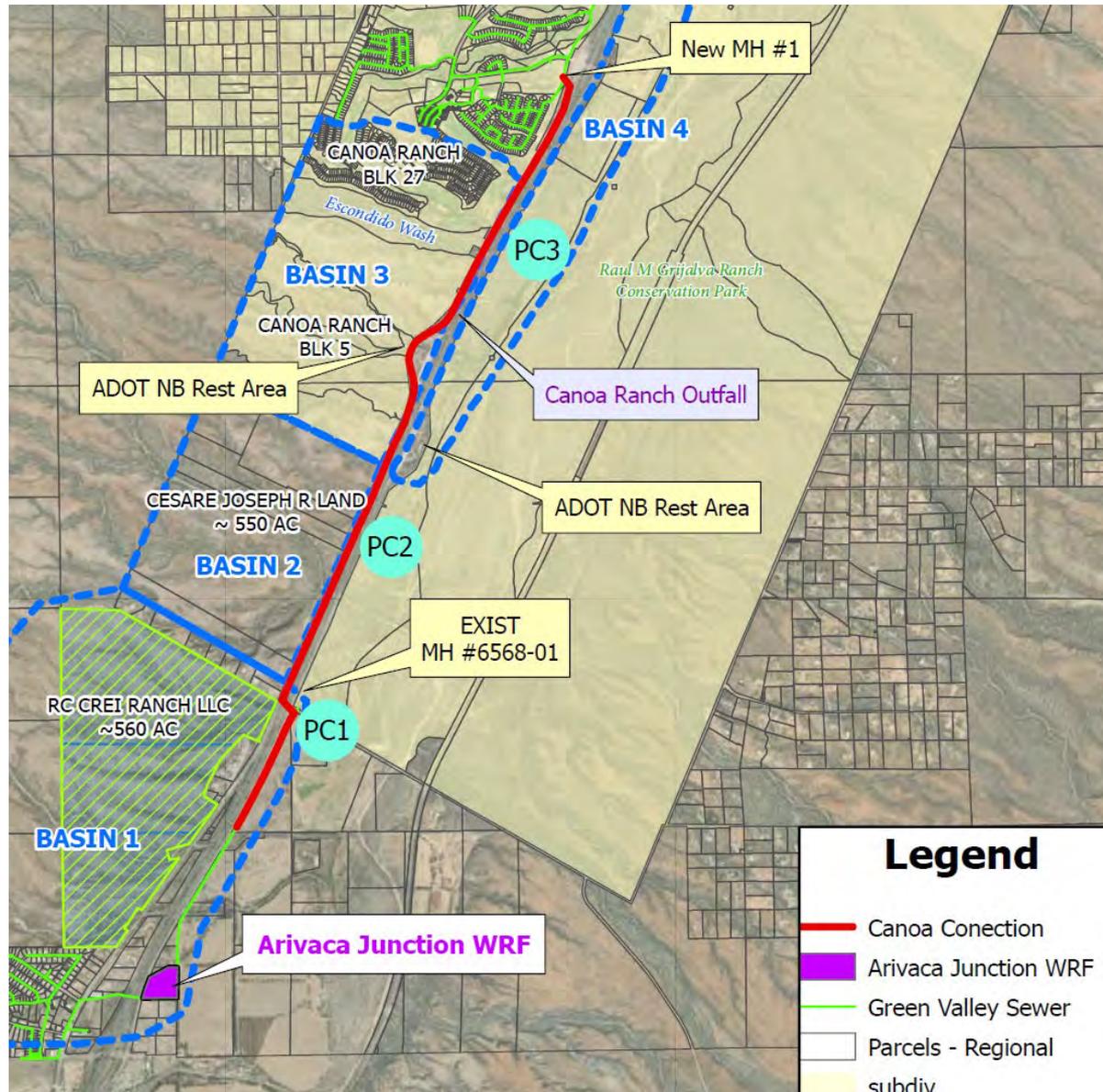
- The permit fees last updated in 2019 were set below the recommended values at the time
- This proposed adjustment aims to set the new rates at the recommended calculated value. The calculated value used the following data:
  - Average time for permitting and inspection for the specific activities
  - The average current entry level wages for Administrative and Inspection personnel
  - The average current cost of operating and maintaining inspection vehicles

# Small Activity Permits Fees Proposed Increases

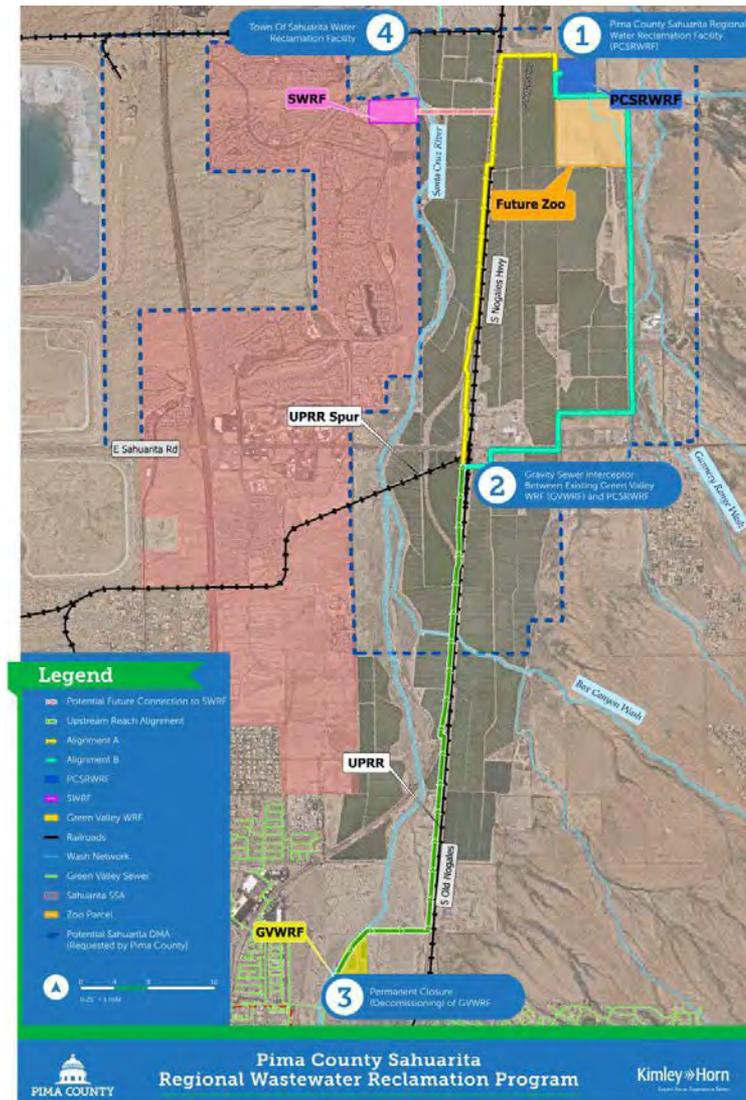
Small Activity Construction Permit	Permit Fee
Sewer Lateral Tap into SCS 12-inches or less	<del>\$100</del> \$546
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$50</del>
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Manhole Reconstruction	<del>No Fee</del> \$100
New Manhole Over Existing Sewer; No Corrosion Protection	<del>\$200</del> \$965
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$100</del>
New Manhole Over Existing Sewer; With Corrosion Protection	<del>\$300</del> \$965
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$150</del>
<u>Base Fee for Resubmittal of Expired Permit (for all resubmittal and expired permits)</u>	\$100

\*SCS: Sewage Collection System

# Canoa Ranch Relief Sewer



# Santa Rita Resource Reclamation Facility and Interceptor





# Questions



WASTEWATER RECLAMATION  
201 NORTH STONE AVENUE  
TUCSON, ARIZONA 85701-1207

JACKSON JENKINS  
DIRECTOR

PH: (520) 724-6500  
FAX: (520) 724-6545

February 2, 2026

Mr. Jason Angell, Development Services Director  
Town of Marana Development Services  
11555 W Civic Center Drive  
Marana, Arizona 85653

**SUBJECT: Proposed Pima County Small Activity Permit Rates Increase**

Dear Mr. Angell:

The Pima County Regional Wastewater Reclamation Department (RWRD) is requesting the current Small Activity Construction Permit Fees under Ordinance 2019-21 (and untouched in Ordinance 2022-20) be increased. The current rates for inspection services do not reflect the actual costs incurred by the Department to perform these activities. There are 5 activities included in this fee increase request:

1. Small Line House Connection Sewer (HCS) tap
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The permit fees enacted in 2019 were set below the recommended values at the time. This proposed adjustment aims to set the new rates at the full recommended calculated value. They will allow for the reimbursement to County of the actual cost of performing these permitting and inspection activities.

**Next Steps and Public Notice Requirements**

State statute establishes public notice and hearing requirements for permit increases, which requires one public hearing. To ensure that residents and customers have an opportunity to review the proposed increase and the supporting documents and provide input, the following public hearing has been scheduled:

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Water Campus  
2955 Calle Agua Nueva  
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**SUBJECT: Proposed Pima County Small Activity Permit Rates Increase**

February 2, 2026

Page 2

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RWRD is available to discuss this information with Town of Marana. If there are questions regarding the above or further information is desired, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jackson Jenkins", with a small blue checkmark at the end of the signature.

Jackson Jenkins, Director  
Regional Wastewater Reclamation Department

Exhibit A

Customer Service Fees – See §13.20.150, §13.20.250, §13.20.300, §13.20.350, and §13.20.400

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<b>Public Manhole Access Permit</b>	No Fee
<b>Inspection Observation Permit</b>	No Fee



WASTEWATER RECLAMATION  
201 NORTH STONE AVENUE  
TUCSON, ARIZONA 85701-1207

JACKSON JENKINS  
DIRECTOR

PH: (520) 724-6500  
FAX: (520) 724-6545

February 2, 2026

Ms. Koren Manning, Director  
City of Tucson Planning & Development Services  
255 W Alameda Street  
Tucson, Arizona 85701

**SUBJECT: Proposed Pima County Small Activity Permit Rates Increase**

Dear Ms. Manning:

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February 2, 2026

Page 2

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Jackson Jenkins, Director  
Regional Wastewater Reclamation Department

## Exhibit A

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Service Name	Service Fee
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Tentative Subdivision Plat/Preliminary Sewer Layout	
Initial Submittal (includes 3 <sup>rd</sup> submittal) - Flat Fee	\$500
4 <sup>th</sup> submittal & Subsequent Submittals (percent of Initial Submittal Fee)	15%
Final Subdivision Plat	
Initial Submittal (includes 3 <sup>rd</sup> submittal) - Flat Fee	\$250
4 <sup>th</sup> submittal & Subsequent Submittals (percent of Initial Submittal Fee)	15%
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<b>Temporary Connection</b>	\$25 per 24-hour day
Plus:	
To a Manhole or Cleanout; or	\$100
To a Private Building with an Existing Connection	\$50
<b>Wastewater Utility Fee Payment Plan</b>	
Base Fee	\$173
<b>Wastewater Utility Fee Refund</b>	
Base Fee	\$125

Construction Permit Fees – See §13.20.500

Permit Name	Permit Fee
<b>System Improvement Construction Permit</b>	
Base Fee	\$25
Construction Inspection	2.5% of Bid Cost
Base Fee for Resubmittal of Expired System Improvement Construction Permit	1.0% of Bid Cost
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Sewer Lateral Tap into SCS 12-inches or less	\$100-\$546
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WASTEWATER RECLAMATION  
201 NORTH STONE AVENUE  
TUCSON, ARIZONA 85701-1207

JACKSON JENKINS  
DIRECTOR

PH: (520) 724-6500  
FAX: (520) 724-6545

February 2, 2026

Mr. Paul Melcher, Director  
Town of Oro Valley Community & Economic Development  
11000 N La Cañada  
Oro Valley, Arizona 85737

**SUBJECT: Proposed Pima County Small Activity Permit Rates Increase**

Dear Mr. Melcher:

The Pima County Regional Wastewater Reclamation Department (RWRD) is requesting the current Small Activity Construction Permit Fees under Ordinance 2019-21 (and untouched in Ordinance 2022-20) be increased. The current rates for inspection services do not reflect the actual costs incurred by the Department to perform these activities. There are 5 activities included in this fee increase request:

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RWRD methodology to calculate the proposed Small Activity Construction Permit Fee relies in the original spreadsheet developed in 2019, updated with current County wages for each classification involved in the activity and the most recent fleet services cost for vehicle usage.

The permit fees enacted in 2019 were set below the recommended values at the time. This proposed adjustment aims to set the new rates at the full recommended calculated value. They will allow for the reimbursement to County of the actual cost of performing these permitting and inspection activities.

**Next Steps and Public Notice Requirements**

State statute establishes public notice and hearing requirements for permit increases, which requires one public hearing. To ensure that residents and customers have an opportunity to review the proposed increase and the supporting documents and provide input, the following public hearing has been scheduled:

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**SUBJECT: Proposed Pima County Small Activity Permit Rates Increase**

February 2, 2026

Page 2

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Upon being updated, notification of the revised ordinance will be posted on the Pima County webpage, and the ordinance will be available for review leading up to a March 17, 2026, Board of Supervisors public hearing on the recommended rate increases.

RWRD is available to discuss this information with Town of Oro Valley. If there are questions regarding the above or further information is desired, please contact me.

Sincerely,

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Jackson Jenkins, Director

Regional Wastewater Reclamation Department

Exhibit A

Customer Service Fees – See §13.20.150, §13.20.250, §13.20.300, §13.20.350, and §13.20.400

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February 2, 2026

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Metropolitan Pima Alliance  
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Tucson, Arizona 85701

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February 2, 2026

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Sincerely,

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Jackson Jenkins, Director

Regional Wastewater Reclamation Department

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## Jenette Lee

---

**From:** Jaime Rivera-Ortiz  
**Sent:** Wednesday, February 4, 2026 2:08 PM  
**To:** michele@mpaaz.org  
**Cc:** Olivia Canez; Jenette Lee  
**Subject:** Ordinance Revision - Small Activity Permits Fee Increases  
**Attachments:** P Peña MPA re Small Activity Permit Increases-72,jj.pdf

Good afternoon Michele,

We are in the process of performing public outreach regarding a proposed update of the Small Activity Permit Fees.

These permits are related to permitting and inspection of the installation of new sewer connections to manholes or pipelines.

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Thank you.

Jaime

Jaime R. Rivera, PE  
Deputy Director - Engineering

Regional Wastewater Reclamation Department  
201 N. Stone Ave, 3<sup>rd</sup> Floor  
Tucson, AZ 85701

520-724-9841, Office  
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WASTEWATER RECLAMATION  
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Regional Wastewater Reclamation Department

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Customer Service Fees – See §13.20.150, §13.20.250, §13.20.300, §13.20.350, and §13.20.400

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## Jenette Lee

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**From:** Jaime Rivera-Ortiz  
**Sent:** Thursday, February 19, 2026 7:05 AM  
**To:** michele@mpaaz.org  
**Cc:** Olivia Canez; Jenette Lee; Jackson Jenkins; Mona Orozco  
**Subject:** RE: Ordinance Revision - Small Activity Permits Fee Increases  
**Attachments:** MasterCopy\_2026.XX\_Title13.20\_Legislative Copy Ordinance Revision 2.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning Michele,

It was good to see you and the MPA team in yesterday's meeting to update the group on the proposed changes.

Attached is the draft language for the Small Activity Permit Fee Increase to share with the membership.

If there are any follow up questions, feel free to send them my way.

Thank you.

Jaime

Jaime R. Rivera, PE  
Deputy Director - Engineering

Regional Wastewater Reclamation Department  
201 N. Stone Ave, 3<sup>rd</sup> Floor  
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**To:** michele@mpaaz.org  
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ORDINANCE 2026-\_\_\_\_\_

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF PIMA COUNTY,  
ARIZONA, RELATING TO SANITARY SEWER CONSTRUCTION,  
CONNECTIONS AND FEES FOR PERMITS, INSPECTIONS, AND RELATED  
SERVICES PROVIDED BY THE REGIONAL WASTEWATER RECLAMATION  
DEPARTMENT UNDER CHAPTER 13.20 OF THE PIMA COUNTY CODE.**

**The Board of Supervisors of Pima County, Arizona finds that:**

1. Ordinance 2019-21 established a fee schedule for permits, inspections, and related services delivered under Chapter 13.20 of the Pima County Code.
2. Ordinance 2022-20 revised the fee schedule for permits, inspections, and related services delivered under Chapter 13.20 of the Pima County Code to repeal fees for Plan Review Submittals, add Public Sewer Improvement Plan Review Fees for incorporated areas of Pima County and areas related in Tribal lands, and restated the remaining portion of the fee schedule adopted by Ordinance 2019-21.
3. This Ordinance updates the fees schedule noted in Exhibit A to reflect the current costs incurred by the Department.
4. Pima County has the authority to adopt this Ordinance under A.R.S. § 11-251.05, 11-264, and Pima County Code Chapter 13.20.

**IT IS ORDAINED BY THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA:**

**SECTION 1:** Fees for permits, inspections, and related services provided by the Regional Wastewater Reclamation Department under Title 13, Chapter 20 of the Pima County Code are hereby revised as shown on Table 1, attached to this Ordinance as Exhibit A and incorporated by this reference.

**SECTION 2.** This Ordinance is effective for submittals or requests received 30 days after adoption.

Remainder of page left blank.

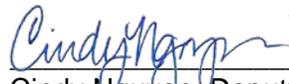
**PASSED AND ADOPTED** by the Board of Supervisors, Pima County, Arizona, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Jennifer Allen, Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Melissa Manriquez, Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_

Cindy Nguyen, Deputy County Attorney

Remainder of page left blank.

**Exhibit A**

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Remainder of page left blank.



# THE DAILY TERRITORIAL

2302 E. Speedway Blvd Suite 206  
Tucson, AZ 85719

See Proof on Next Page

## AFFIDAVIT OF PUBLICATION

**Daily Territorial (Tucson)**  
**2302 E. Speedway Blvd Suite 206, Tucson, AZ 85719**  
**(520) 294-1200**

I, Anjana Bhadoriya, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Daily Territorial (Tucson), a publication that is a "legal newspaper" as that phrase is defined for the city of Tucson, for the County of Pima, in the state of Arizona, that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates:

**Publication Dates:**

- Jan 19, 2026

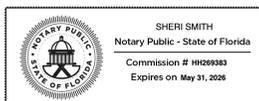
**Notice ID:** qrobGiWnLSumFCOHZXWz  
**Notice Name:** Small Activity Permit Fee Ordinance Revision  
**Publisher ID:** DTT012347

**Request of:**  
**Pima County RWRD**  
**201 N Stone Ave, Tucson, Arizona 85701**

I declare under penalty of perjury that the foregoing is true and correct.

*Anjana Bhadoriya*

\_\_\_\_\_  
Agent



**VERIFICATION**

State of Florida  
County of Broward

Signed or attested before me on this: 01/21/2026

*S. Smith*  
\_\_\_\_\_  
Notary Public

Notarized remotely online using communication technology via Proof.

**PUBLIC NOTICE OF PROPOSED AMENDMENT RELATING TO WASTEWATER SANITARY SEWER CONSTRUCTION, CONNECTIONS AND FEES; TO ESTABLISH A NEW FEE SCHEDULE FOR PERMITS, INSPECTIONS, AND RELATED SERVICES PROVIDED BY THE REGIONAL WASTEWATER RECLAMATION DEPARTMENT UNDER TITLE 13, CHAPTER 20 OF THE PIMA COUNTY CODE.**

NOTICE IS HEREBY GIVEN that the Regional Wastewater Reclamation Department will hold a public hearing on the following fee schedule revision at 3:00 p.m. on Tuesday, February 3, 2026, at the Water Campus, 2955 Calle Agua Nueva, Tucson, Arizona, at which time and place all interested persons will have the opportunity to appear and be heard on this matter.

**PROPOSED REVISION OF FEES FOR PERMITS, INSPECTIONS, AND RELATED SERVICES PROVIDED BY THE REGIONAL WASTEWATER RECLAMATION DEPARTMENT UNDER TITLE 13, CHAPTER 20 OF THE PIMA COUNTY CODE.**

ORDINANCES OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA; RELATING TO WASTEWATER PIMA COUNTY CODE, TITLE 13, CHAPTER 20, SANITARY SEWER CONSTRUCTION, CONNECTIONS AND FEES.

A copy of the proposed fee schedule revision will be available for viewing during regular business hours at the Regional Wastewater Reclamation Department front lobby located on the Third Floor of the Public Works Building (201 N. Stone Avenue, Tucson AZ 85701) and on the Pima County Public Notices and Proposed Pima County Taxes And Fees web page (<https://www.pima.gov/3119/Public-notices-and-proposed-pima-county->) and the Pima County Wastewater Reclamation web page (<https://www.pima.gov/1766/Wastewater-Reclamation>). To submit comments on the proposed fee schedule revision, please utilize the feedback form located on the previously noted web pages.

Publish: The Daily Territorial

Date: January 19, 2026

DTT012347



**Attend the Public Hearing In-Person at:  
Water Campus, 2955 Calle Agua Nueva, Tucson, AZ 85745  
OR**

**Virtually via Microsoft Teams:**

**[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MjI4YzFkZGZGEtNjFiZS00ZTdhLTllZGMtZjU3YzI0N2U0YTRi%40thread.v2/0?context=%7b%22Tid%22%3a%2233b6e2c3-0b1a-4879-b741-47461a6c1a89%22%2c%22Oid%22%3a%22bec3802c-d8c1-4dbe-9f91-a0a819dc0520%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjI4YzFkZGZGEtNjFiZS00ZTdhLTllZGMtZjU3YzI0N2U0YTRi%40thread.v2/0?context=%7b%22Tid%22%3a%2233b6e2c3-0b1a-4879-b741-47461a6c1a89%22%2c%22Oid%22%3a%22bec3802c-d8c1-4dbe-9f91-a0a819dc0520%22%7d)**

*or Join the meeting telephonically by calling:*

**Toll Number (602) 649-0382 Conference ID#: 198 374 711#**

**Tuesday, February 3, 2026**

**3:00 p.m. – 4:00 p.m.**

**A. Call to Order**

**B. Virtual Meeting Reminders**

To ensure that all attendants can fully participate in the public hearing, we request that all public audience members attending the public hearing virtually adhere to the following virtual meeting reminders:

- Please mute your microphones. This will help ensure there is no feedback or background noises that may interfere with the speaker.
- When you are called upon to speak, please un-mute your microphone.
  - Please identify yourself prior to speaking.
  - Speak clearly and modulate your speaking volume as necessary to be heard in the meeting room.
  - Mute your microphone when you have finished speaking.
- If at any time a member of the virtual audience is unable to hear the in-room discussion, please raise your hand or place a comment in the chat.

This meeting is being recorded to satisfy Open Meeting Law requirements.

**C. Pledge of Allegiance**

**D. Introduction**

**E. Proposed Ordinance Revisions Presentation – Pima County Staff**

Regarding the proposed revision of fees for permits, inspections, and related services provided by the Regional Wastewater Reclamation Department under Title 13, Chapter 20 of the Pima County Code.

**F. Call to the Audience – Public Comment Period**

**G. Closing Remarks**

**H. Adjournment**

Date of Notice: January 30, 2026

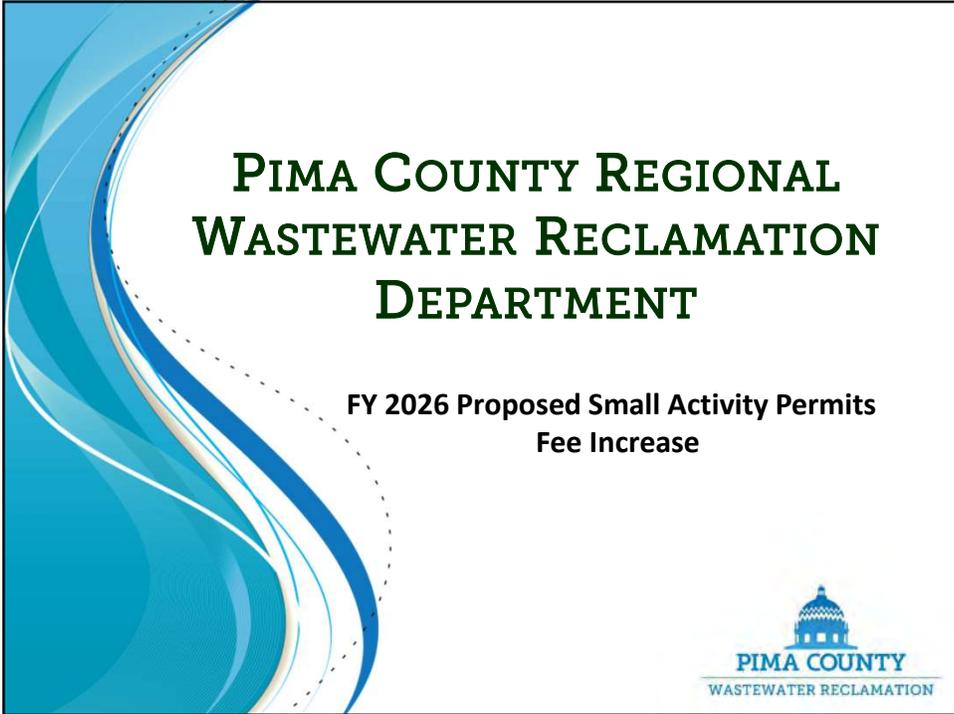


Jenette G. Lee, Project Coordinator

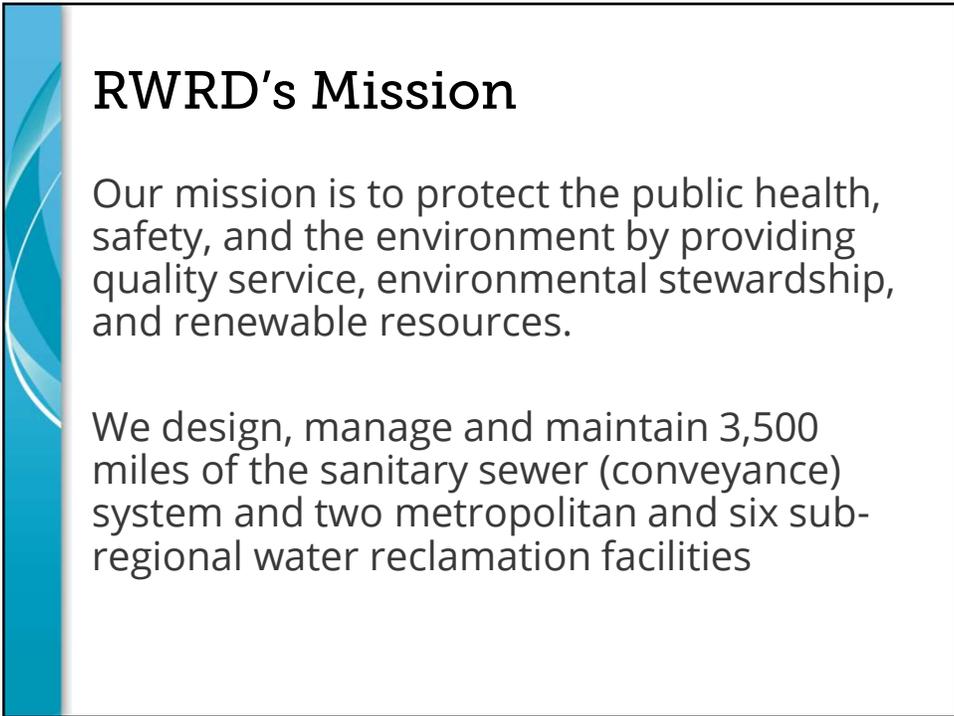
Copies posted: 33 N. Stone Avenue, 1<sup>st</sup> Floor

**NOTE:** Under the State Open Meeting Act Rules, no topics other than those listed above may be addressed or acted on at this meeting. Members of the RWRAC will attend either in person, by telephone conference call, video, or internet conferencing.

The public will have physical access to the meeting location 15 minutes prior to the start of the meeting. Persons with a disability may request a reasonable accommodation by contacting Jenette G. Lee at (520) 724-6500 or by email: RWRAC@pima.gov. Requests should be made at least 24 hours before the scheduled meeting to allow time to arrange the accommodation.

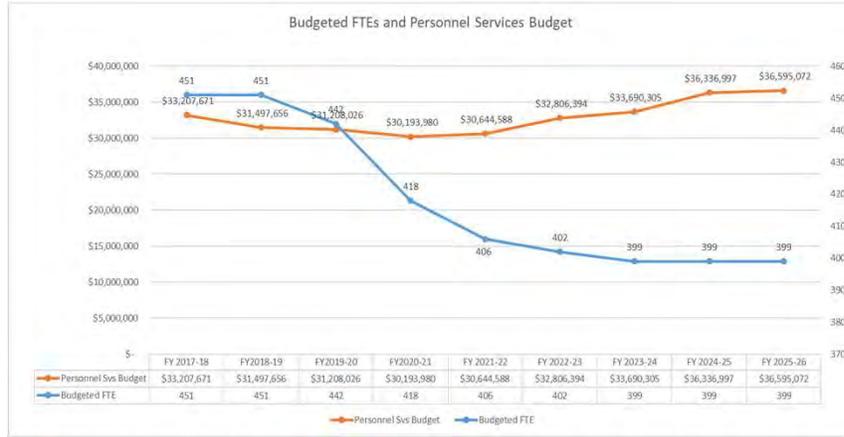


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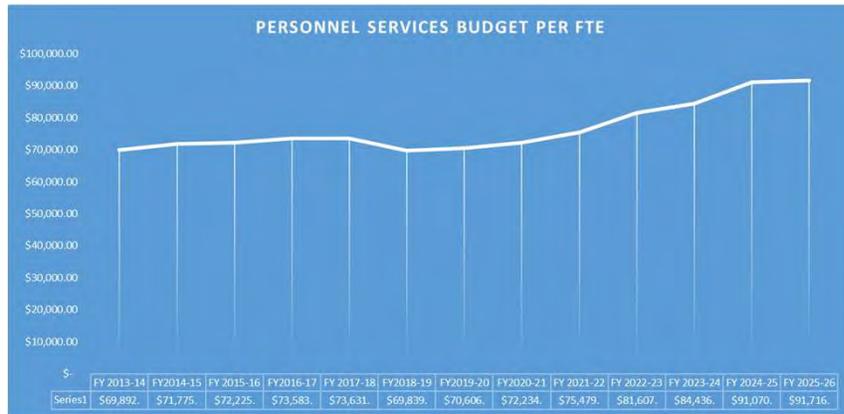
2

# Budgeted Positions



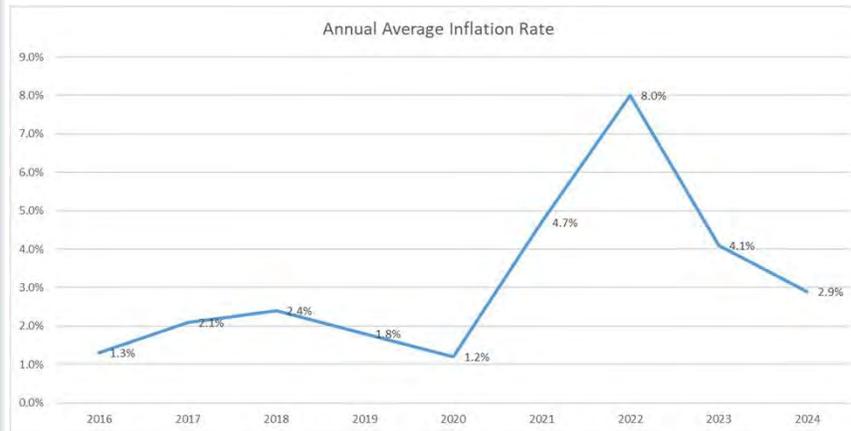
3

# Cost per FTE



4

## Consumer Price Index



5

## Small Activity Construction Permits Fee Increase

- The proposed fee increase to the Wastewater Small Activity Construction Permits is a flat fee per activity to recover the cost of processing and inspecting new connections to the sewer system.
- The fee is based on the administrative time to process an application and the cost to inspect the small construction activity.

6

## Calculating The Cost of the Small Activity Construction Permits

- The permit fees enacted in 2019 were set below the recommended values at the time. This proposed adjustment aims to set the new rates at the recommended calculated value. The calculated value used the following data:
  - Average time for permitting and inspection for the specific activities
  - The average current entry level wages for Administrative and Inspection personnel
  - The average current cost of operating and maintaining inspection vehicles

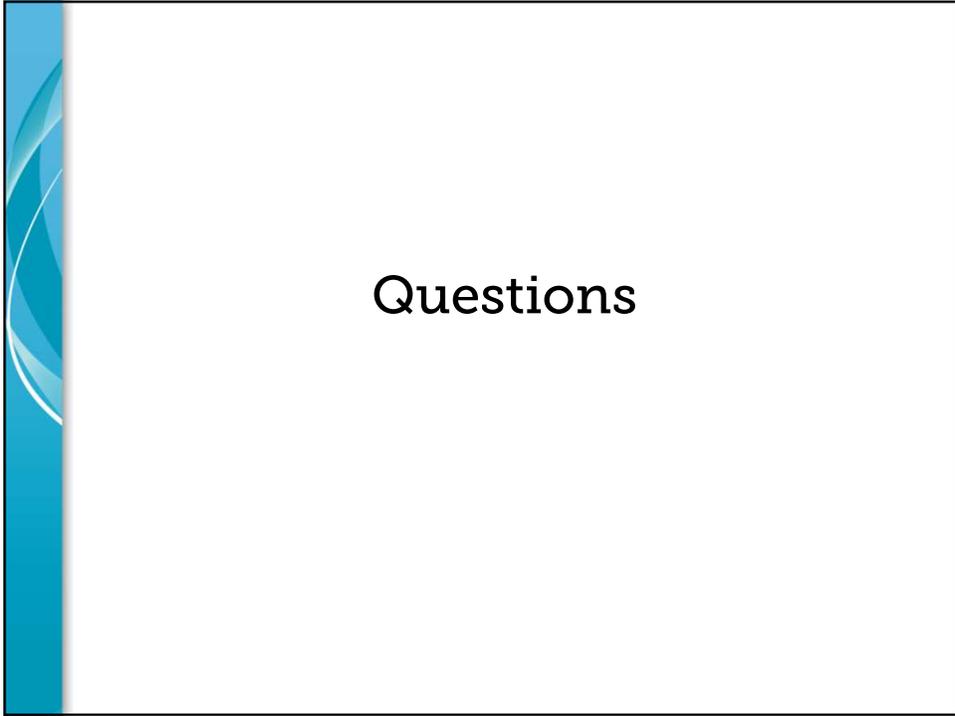
7

## Small Activity Permits Fees Proposed Increases

Small Activity Construction Permit	Permit Fee
Sewer Lateral Tap into SCS 12-inches or less	<del>\$100</del> \$546
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$50</del>
Sewer Lateral Tap into SCS greater than 12-inches	<del>\$150</del> \$296
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$75</del>
Sewer Lateral Taps into Existing Manhole	<del>\$150</del> \$874
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$75</del>
Manhole Adjustment Projects	<del>No Fee</del> \$100
Manhole Reconstruction	<del>No Fee</del> \$100
New Manhole Over Existing Sewer; No Corrosion Protection	<del>\$200</del> \$965
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$100</del>
New Manhole Over Existing Sewer; With Corrosion Protection	<del>\$300</del> \$965
<del>Base Fee for Resubmittal of Expired Permit</del>	<del>\$150</del>
<u>Base Fee for Resubmittal of Expired Permit (for all resubmittal and expired permits)</u>	\$100

\*SCS: Sewage Collection System

8



9



# THE DAILY TERRITORIAL

2302 E. Speedway Blvd Suite 206  
Tucson, AZ 85719

See Proof on Next Page

## AFFIDAVIT OF PUBLICATION

**Daily Territorial (Tucson)**  
**2302 E. Speedway Blvd Suite 206, Tucson, AZ 85719**  
**(520) 294-1200**

I, Anjana Bhadoriya, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Daily Territorial (Tucson), a publication that is a "legal newspaper" as that phrase is defined for the city of Tucson, for the County of Pima, in the state of Arizona, that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates:

**Publication Dates:**

- Mar 2, 2026

**Notice ID:** y8P2ZHspwZTkuce2bkB5  
**Notice Name:** BOS Meeting - March 17 2026  
**Publisher ID:** DTT012737

**Request of:**  
**Pima County RWRD**  
**201 N Stone Ave, Tucson, Arizona 85701**

I declare under penalty of perjury that the foregoing is true and correct.

*Anjana Bhadoriya*

\_\_\_\_\_  
Agent

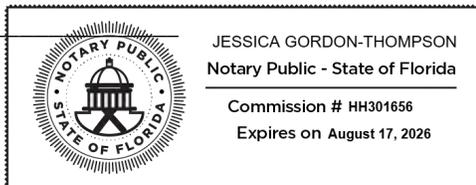
**VERIFICATION**

State of Florida  
County of Orange

Signed or attested before me on this: 03/03/2026

*J. Gordon-Thompson*

\_\_\_\_\_  
Notary Public  
Notarized remotely online using communication technology via Proof.



**NOTICE OF PUBLIC HEARING THE PIMA COUNTY BOARD  
OF SUPERVISORS - March 17 2026  
NOTICE OF PUBLIC HEARING  
THE PIMA COUNTY BOARD OF SUPERVISORS**

NOTICE IS HEREBY GIVEN that the Pima County Board of Supervisors will hold a public hearing on the following ordinances at or after 9:00 a.m. on Tuesday, March 24, 2026 in the Board of Supervisors Hearing Room, First Floor, Administrative Building, 130 W. Congress Street, Tucson, Arizona, at which time and place all interested persons will have the opportunity to appear and be heard on this matter.

**PIMA CODE, TITLE 13, CHAPTER 20, SANITARY SEWER  
CONSTRUCTION, CONNECTIONS AND FEES.**

**PROPOSED REVISION OF FEES FOR PERMITS,  
INSPECTIONS, AND RELATED SERVICES PROVIDED  
BY THE REGIONAL WASTEWATER RECLAMATION  
DEPARTMENT UNDER TITLE 13, CHAPTER 20 OF THE  
PIMA COUNTY CODE.**

**ORDINANCES OF THE BOARD OF SUPERVISORS OF PIMA  
COUNTY, ARIZONA; RELATING TO WASTEWATER PIMA  
COUNTY CODE, TITLE 13, CHAPTER 20, SANITARY SEWER  
CONSTRUCTION, CONNECTIONS AND FEES.**

A copy of the proposed fee schedule revision is available for viewing during regular business hours at the Regional Wastewater Reclamation Department front lobby located on the Third Floor of the Public Works Building (201 N. Stone Avenue, Tucson AZ 85701) and on the Pima County Public Notices and Proposed Pima County Taxes And Fees web page (<https://www.pima.gov/3119/Public-notice-and-proposed-pima-county->) and the Pima County Wastewater Reclamation web page (<https://www.pima.gov/1766/Wastewater-Reclamation>).

Publicly noticed items may be continued during the Board's meeting. If an item from the specified Public Hearing is continued, a new date for the Public Hearing will be announced at the time specified in this notice.

Publish: The Daily Territorial

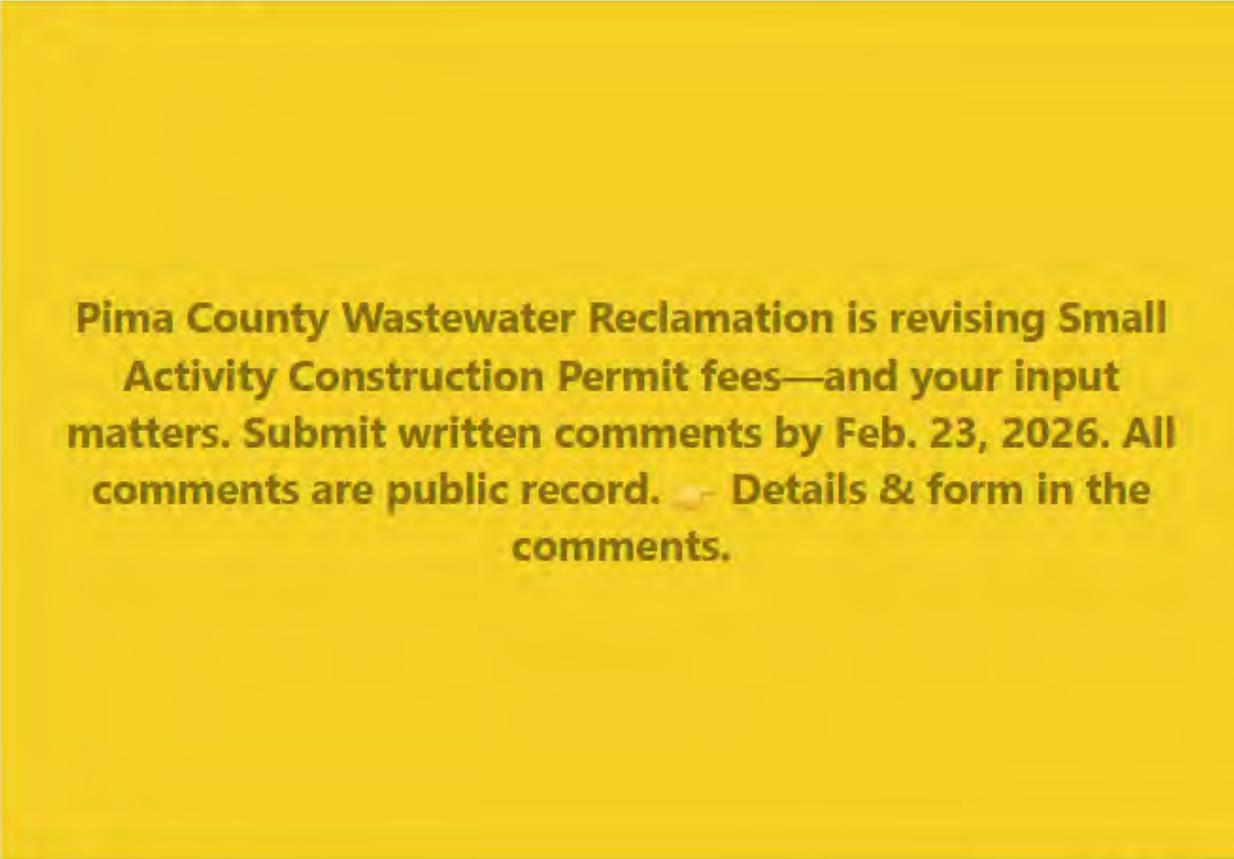
Date: March 2, 2026

DTT012737

Pima County Public Works's Post



Pima County Public Works  
January 22 · 🌐



👍 1

1 comment 2 shares

👍 Like

💬 Comment

Most relevant ▾



✍️ Author

**Pima County Public Works**

Written comments on the proposed rate increases may be submitted using the form below. All submitted comments become part of the public record. Comments must be received by February 23, 2026.

Review the proposed increases and comment here: <https://buff.ly/nrKJlqJ>

PIMA-WASTEWATER.APP.TRANSFORM.CIVICPLUS.COM  
pima-wastewater.app.transform.civicplus.com

4w

**Jenette Lee**

---

**From:** Pima County <pimacounty@public.govdelivery.com>  
**Sent:** Friday, January 23, 2026 9:07 AM  
**To:** Jenette Lee  
**Subject:** Jan. 23 PCFYI: Preventing floods, collecting gobs of grease, and celebrating 10 years of PCFYI

**CAUTION:** This message and sender come from outside Pima County. If you did not expect this message, proceed with caution. Verify the sender's identity before performing any action, such as clicking on a link or opening an attachment.

Having trouble viewing this email? [View it as a Web page.](#)

The logo features a blue speech bubble on the left containing the text "PIMA COUNTY" in small white letters above "FYI" in large white letters. To the right of the speech bubble, the word "Newsletter" is written in large white letters on a green gradient background.

**PIMA COUNTY  
FYI Newsletter**

*Friday, Jan. 23, 2026 — Vol. 11, No. 2*



## New culverts will help protect Esperero Wash area from flooding

Drivers in the Catalina Foothills will soon be safer from seasonal flooding, thanks to the installation of more — and more effective — culverts at Esperero Wash.

The project, led by Pima County Transportation, will remove the two undersized corrugated metal culverts that currently provide drainage for the wash under Sunrise Drive and replace them with six concrete box culverts. Construction began Jan. 5 and is expected to be completed by the end of summer 2026.

The project will help solve an issue that dates back to the catastrophic Bighorn Fire, which swept through the Santa Catalina Mountains in the summer of 2020.

[READ MORE](#)

---

## Pima County Wastewater's annual grease drive hits 100K landmark



Pima County Wastewater Reclamation's 21st annual grease collection drive was a success! This year's event collected 5,812.5 pounds of grease — an improvement of nearly 1,500 pounds over last year's event. Since the drive launched in 2005, Wastewater has collected more than 104,000 pounds of grease.

All that grease is not only kept out of the sanitary sewer system, but is also collected into clean-burning diesel fuel. Residents who missed the Jan. 10 collection event can still recycle their grease at the County's year-round drop-off site at Agua Nueva Water Reclamation Facility.

[LEARN MORE](#)

---

## Friends of PACC celebrates 10 years

At its Jan. 20 meeting, the Pima County Board of Supervisors declared Jan. 28, 2026, to be "Friends of PACC Day in Pima County." Since it launched in 2016, Friends of PACC has created the Keeping Families Together Fund, launched the Tucson Subaru Pets of Pima Parade, helped numerous pets with Karen's Karing Van, and opened the Friends Pet Clinic, a low-cost option for adopters of PACC pets. As part of its 10th anniversary celebration, Friends of PACC and Dogs-n-Donuts are



partnering to treat all cats and dogs at PACC to pet-friendly birthday cake on Jan. 28. Thank you, Friends of PACC!

[LEARN MORE](#)

---

## Wastewater seeks public comment on Small Activity Construction permit fee revisions



The Pima County Regional Wastewater Reclamation Department is revising its Small Activity Construction Permit Fees, and is seeking public comment on the proposed revisions. The department will hold a public hearing on the proposed fee schedule revisions at 3 p.m. on Tuesday, Feb. 3, 2026, at the Water Campus, 2955 Calle Agua Nueva.

Written comments on the revisions may also be submitted at the link below.

[COMMENT HERE](#)

---

## Send us your favorite photos of Pima County!

Check out this beautiful photo of a duck, taken at Sweetwater Wetlands by one of our readers, Denneen Peterson!

Our social media team wants to feature your adventures in the County we love, whether you're out and about, caught in odd weather, or at work. If you've taken a photo that serves as an illustration of why Pima County is a wonderful place to live, we want to see it.



Email your photos to [SM-PimaCounty@pima.gov](mailto:SM-PimaCounty@pima.gov) and they could be featured on Facebook and Instagram.

[EMAIL US](#)

---

## Honoring 10 years of Pima County FYI

It's time to raise a glass and cut a slice of cake in honor of Pima County FYI! This humble newsletter launched 10 years ago this month, publishing its [first ever issue](#) on Jan. 15, 2016. That inaugural issue highlighted Transportation's efforts to keep the roads to Mount Lemmon open, a fresh look for the Camino de Oeste Trailhead, and the unveiling of a memorial sign at Christina-Taylor Green Memorial River Park.

Since then, the newsletter has been keeping County residents informed about important services, community programs, and upcoming events. Know someone who ought to subscribe? Share the link below!

[SUBSCRIBE TODAY](#)



***Next issue: Friday, Feb. 13, 2026***

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This email was sent to [jenette.lee@pima.gov](mailto:jenette.lee@pima.gov) using GovDelivery Communications Cloud on behalf of: Pima County, Arizona · 130 W. Congress St. · Tucson, AZ 85701



Nextdoor



**Pima County**  Communications Coordinator · 27 Jan

Pima County Wastewater Reclamation is in the process of revising its Small Activity Construction Permit Fees, and we want to hear from you! The department will hold a public hearing on the proposed fee schedule revisions at 3 p.m. on Tuesday, Feb. 3, 2026, at the Water Campus, 2955 Calle Agua Nueva.

Written comments on the proposed revisions may also be submitted here: <https://pima-wastewater.app.transform.civicplus.com/forms/61201>

All comments must be received by February 23, 2026.

 Like  Comment

Be the first to react

**No comments**

## Pima County Public Works's Post



**Pima County Public Works**

January 27 at 5:46 PM · 🌐

Have a say in local wastewater permitting! 💧 Pima County Wastewater Reclamation is updating its Small Activity Construction Permit Fees, and we want your input.

📣 Public Hearing

📅 Tuesday, Feb. 3, 2026

🕒 3:00 p.m.

📍 Water Campus

2955 Calle Agua Nueva

Join us to learn more about the proposed fee changes and share your feedback!



3

3 comments

Like

Comment

All comments



Author

**Pima County Public Works**

Review the proposed increases and comment here: <https://buff.ly/nrKJlqJ>

PIMA-WASTEWATER.APP.TRANSFORM.CIVICPLUS.COM  
pima-wastewater.app.transform.civicplus.com

3w



**Jose Hernandez**

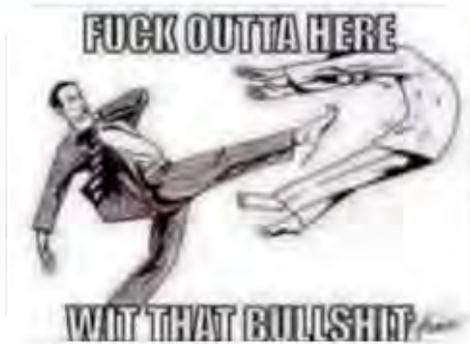
Rene, Erica and Arthur are amazing. Always a pleasure when they come out to do inspections for us.

3w



**Kev Levesque**

Why to give it time Illegals



3w



 pima\_county • Follow

 pima\_county • 3w  
Have a say in local wastewater permitting!  
Pima County Wastewater Reclamation is updating its Small Activity Construction Permit Fees, and we want your input.

📍 Public Hearing  
📅 Tuesday, Feb. 3, 2026  
🕒 3:00 p.m.  
📍 Water Campus  
2955 Calle Agua Nueva

Join us to learn more about the proposed fee changes and share your feedback!



**No comments yet.**

Start the conversation.

👍 8 🗨️ 🚩 📌

January 28

Log in to like or comment.

## Pima County Public Works's Post



**Pima County Public Works**

January 28 at 6:18 PM · 🌐

Wastewater Reclamation is proposing changes to Small Activity Construction Permit fees—and they want to hear from you. 🗣️ 🛠️ 📄

📄 Submit written comments by Feb. 23, 2026.

⚠️ All comments are public record.

👉 Details + comment form in the comments.



👍 3

1 comment

All comments ▾



Author

**Pima County Public Works**

Review the proposed increases and comment here: <https://buff.ly/nrKJlqJ>

PIMA-WASTEWATER.APP.TRANSFORM.CIVICPLUS.COM

[pima-wastewater.app.transform.civicplus.com](https://pima-wastewater.app.transform.civicplus.com)

3w



 pima\_county  • Follow 

 pima\_county  2w  
Pima County Wastewater Reclamation is updating Small Activity Construction Permit fees.

 Have input? Now's the time to share it.  
 Written comments accepted through Feb. 23, 2026  
 All comments are public record.

 Details + comment form in the comments

[#PimaCounty](#) [#WastewaterReclamation](#)  
[#ConstructionPermit](#) [#PublicComment](#)



**No comments yet.**

Start the conversation.

 8   

February 3

[Log in](#) to like or comment.

# Nextdoor



**Pima County**  Communications Coordi... 2 days ago

Pima County Wastewater Reclamation wants to hear from you! The department is in the process of revising its Small Activity Construction Permit Fees. Visit this page to review the proposed revisions and submit written comments on them: <https://pima-wastewater.app.transform.civicsplus.com/forms/61201>

All comments must be received by Monday, February 23, 2026.

 Like  Comment  Share 

 2 reactions

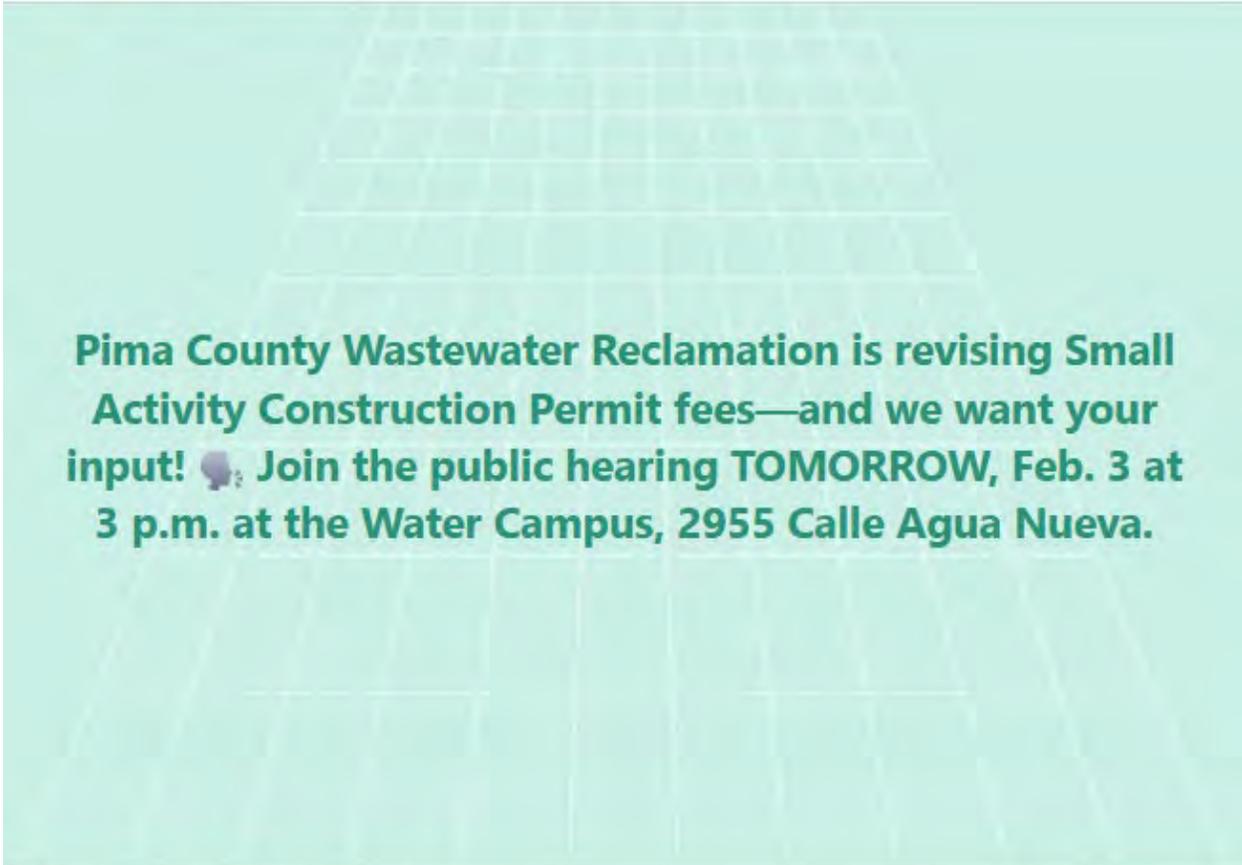
**No comments**

## Pima County Public Works's Post



Pima County Public Works

February 2 at 5:41 PM · 🌐



👍 1

1 comment

👍 Like

💬 Comment

All comments ▾



Pima County ✓

Review the proposed increases and comment here: <https://buff.ly/1tU46WT>

2w