



2036 N Gentry
Mesa, AZ 85213
Telephone: (480) 890-1927
E-mail: teresa@makprosv.com

West Valley CAP Subcontractors

WEST VALLEY CAP SUBCONTRACTORS PLANNING COMMITTEE MEETING

Summary of the July 25, 2013 Planning Committee Meeting held at Bureau of Reclamation, 6150 W Thunderbird Rd, Phoenix, AZ 85306. **Throughout this meeting summary, action items are in bold font.**

MEMBERS PRESENT

Jake Lenderking, EPCOR
Barb Chappell, City of Avondale
Angela Lucci, City of Surprise
Harold Thomas, Global Water
Alan Dulaney, City of Peoria
Mark Holmes, City of Goodyear
Ron Whitler, Town of Buckeye
Jamie McCullough, City of El Mirage
Frank Milam, City of Avondale
Fred Schneider, Arizona Water Company

OTHERS PRESENT

Mitch Haws, Bureau of Reclamation
Sally Ceccarelli-Wolf, EPCOR
Dee Fuerst, CAP
Robin Stinnett, SRP
Teresa Makinen, MakPro
Anne Pashia-Morton, MakPro

1. Call to Order
The meeting was called to order at 1:38 p.m.
2. Approval of Minutes
Sally Ceccarelli-Wolf moved to approve the minutes from the May 20 and June 13, 2013 meetings. Barb Chappell seconded the motion. The motion carried unanimously.
3. Executive Director's Report
Teresa Makinen said she is excited about working with WESTCAPS and looks forward to working through the basin study. She said that she welcomes any feedback and if anyone needs anything to please feel free to contact her.

Treasurer's Report

Sally said that as of today, AZ Water, EPCOR, City of Surprise and City of Avondale have paid their 2013/2014 dues. She is still waiting for dues from Town of Buckeye, Cities of El Mirage, Goodyear and Peoria, and Global Water.

Sally also said she is awaiting signed agreements from Town of Buckeye, and the Cities of El Mirage, Peoria and Surprise. The City of El Mirage had signed the extension but it was determined that WESTCAPS is unable to move forward with the extension and a new agreement must be signed. **Teresa requested that for those with missing agreements or dues owed to please follow up with their offices.**

4. Strategic Planning Proposal

Teresa said that she met with Jake regarding Terri Sue's proposal and there was some discussion as to the likelihood that management committee members would be able to dedicate two to three full days for the planning. They felt that perhaps one 3-4 hour session would be more realistic for the management committee and then the planning committee could work through the details of the plan. Jake noted that Terri Sue had suggested two different scenarios, and asked Teresa to go through those. Teresa laid out the two scenarios, and then a third "hybrid" scenario that may work as well, as follows:

- a.) Include time for strategic planning as part of WESTCAPS monthly meetings for several months and include the strategic plan as an action item. This would likely take up to six months to complete.
- b.) Hold a couple of 3-4 hour management committee meetings and then the planning committee will refine the plan.
- c.) A hybrid of both – hold a management committee meeting that includes a "WESTCAPS 101" component to introduce and reorient management committee members to WESTCAPS, and then see what their interest and availability would be for a three to four hour planning session to provide some strategic direction for the organization.

After some discussion, it was determined that Option C was the preferred option for the members. **Teresa will set a date for a management committee meeting and send two – three dates during the 2nd or 3rd week of September as options to the member representative for them to address with their management committee representative.**

Teresa asked Jake if it is required that the planning committee approve funds required for the strategic planning. Jake said EPCOR would be all right covering a lot of the cost and Mark said they could assist as well. Jake said any other contributions would be appreciated.

Harold Thomas moved to approve Terri Sue's selection for the strategic planning process. Mark Holmes seconded the motion. The motion carried unanimously.

5. Management Committee

Teresa distributed a document with excerpts from the WESTCAPS multi-party agreement detailing the roles and responsibilities of the various committees/parties. **Teresa asked for everyone to send an email identifying their management committee representative and their planning committee representative. This can be done via email to Jake, Sally and Teresa.**

Mitch offered to host the management committee meeting at Reclamation and Sally said she'd make arrangements for lunch to be catered.

Jake asked if anyone needed tools or resources to provide to their management committee representative, and Jamie and Alan requested a recent copy of the membership agreement. **Teresa will send it to them.**

6. Membership
Teresa asked if there are any entities that we should invite to be members of WESTCAPS, in particular other CAP subcontractors. Three were identified: City of Phoenix, City of Glendale and CAGRD. **Teresa will invite them to the next meeting. Dee will check the list of CAP subcontractors and let Teresa know if there are any others not represented by WESTCAPS.**

7. WESTCAPS Administration
The Director's agreement was emailed to everyone. Mark Holmes moved to approve the Director's agreement. Fred Schneider seconded the motion. The motion carried unanimously. **Jake said he'd sign the agreement and requested Teresa invoice WESTCAPS.**

8. Bureau of Reclamation Report
Mitch Haws said they expanded the study area for the Basin Study to include the Lower Hassayampa Sub Basin and possibly Rainbow Valley and Lake Pleasant. He said he confirmed that Jake can execute the agreement as the fiscal agent for WESTCAPS for purposes of the MOA. Mitch said the goal is to have a baseline document for the planning committee to review at the next meeting so he can send it to Reclamation for their review process. Teresa told everyone that they are welcome to attend the working group meeting on August 19th at 1:00 pm.

Jake asked if there were any grant opportunities available that Mitch was aware of. Mitch said there weren't that he knew of but they can be found at Grants.gov and search for "watersmart". Mark said their grants coordinator was watching as well. Jake asked if Mitch expects the same grant opportunity that was recently available to come available next year and Mitch said there may be changes every year so it may not be.

9. Status Reports from Members
Attendees provided updates from their respective organizations.

10. Call to the Public
There were no comments from the public.

11. Next Meeting
The next planning committee meeting will be held at **Bureau of Reclamation, 6150 W. Thunderbird Road, Glendale, from 1:30pm to 3:30pm on August 22, 2013.**

12. Adjournment
There being no further business, the meeting was adjourned at 3:29 p.m.