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West Valley CAP Subcontractors

WEST VALLEY CAP SUBCONTRACTORS PLANNING COMMITTEE MEETING

Summary of the August 22, 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
Christine Nunez, City of Surprise
Angela Lucci, City of Surprise
Alan Dulaney, City of Peoria
Mark Holmes, City of Goodyear
Ron Whitler, Town of Buckeye
Frank Milam, City of Avondale
Tom Harrell, Arizona Water Company

OTHERS PRESENT

Mitch Haws, Bureau of Reclamation
Cliff Neal, City of Phoenix
Jeff Tannler, ADWR
Dee Fuerst, CAP
Robin Stinnett, SRP
Teresa Makinen, MakPro
Anne Pashia-Morton, MakPro

1. Call to Order
The meeting was called to order at 1:37 p.m.
2. Approval of Minutes
Mitch Hawes moved to approve the minutes from the July 25, 2013 meeting. Alan Dulaney seconded the motion. The motion carried unanimously.
3. Executive Director's Report
Teresa Makinen said that, based on the discussion at last month's meeting regarding membership, she reached out to Cliff Neal with City of Phoenix. Cliff is attending today and can determine if City of Phoenix would like to join WESTCAPS. She has also contacted, but not yet connected with, CAGR and City of Glendale.

Treasurer's Report

Jake said that everyone has paid their dues with the exception of the Town of Buckeye and Global Water. Two payments have been made to the Director and they are carrying a positive balance. Jake will get expenses from Mitch with Reclamation and include them in the Treasurer's Report. **Jake will send the current report to Teresa to send to the members following the meeting.**

4. Management Committee

Jake said that so far only two members have provided their designees and he requested **that everyone send their Management Committee designee's name and contact information.** Ideally, this designee would be someone other than the Planning Committee member to broaden the discussion and get new ideas. **Additionally, all members need to send their Planning Committee designee to Jake and Teresa.**

Jake also stated that he and Teresa met with Terry Sue Rossi regarding the Strategic Planning. The suggestion is that on September 26th at 1:30 pm, the Management Committee be invited to attend a "WESTCAPS 101" session. At this meeting, each Planning Committee member agency could give a snippet of their agency's objectives and challenges, although, ideally, each representative would have had a dialogue with their Management Committee designee prior to this meeting. There would be four topics covered in this meeting as follows:

- Report from Reclamation regarding the grant
- Regular business to include who WESTCAPS is and how it was formed
- Strategic Planning Coordination
- Management Committee Expectations

Dee suggested that during the business discussion, it be noted that dues have been reduced to \$3200 per year regardless of size.

Teresa asked the participants if they had any thoughts on a 2-3 hour strategic planning session and asked if lunch should be included. The participants said lunch would be a good idea and Dee said CAP could contribute toward the catering. It was agreed that the Strategic Planning session would be held on October 24th from 11:30 am – 2:30 pm to include lunch. **Teresa will send an invitation to WESTCAPS 101 to the Management Committee designees and Planning Committee members.**

5. WESTCAPS Administration

Teresa said she had reached out to City of Phoenix, City of Glendale and CAGRD regarding membership and also explained the Basin Study and upcoming Strategic Planning effort. She received a list from Dee and asked if any other people are missing. **Teresa is to reach out to Arizona State Land and Circle City.**

Dee asked if the Tohono O'odham Nation should be invited but it was noted they currently aren't a subcontractor. Jake asked if they, or other Indian tribal or community interests, should be included on the Management Committee. After some discussion, it was suggested the group make a decision at the next meeting. **Teresa will reach out sometime in the future to Inter-Tribal Council of Arizona (ITCA) to determine their interest as an "interested party" at WESTCAPS Planning Meetings.** It was further suggested that WESTCAPS may want to do a presentation at a future ITCA Tribal Leader Meeting.

Signed agreements are still needed from Town of Buckeye, City of Peoria and City of Surprise. **Teresa will send the agreement to Cliff Neal with City of Phoenix for his review.** Jake said that a PDF with the signature is fine and they can also send the original to Jake, and Epcor will be the keeper of the file. **Sally will send a blank copy of the agreement to Alan Dulaney.**

6. Bureau of Reclamation Report

Mitch Haws said the Basin Study is pending the Plan of Study and MOU. He said the Plan of Study team is making significant progress on drafting the Plan of Study for submittal to Bureau for approval. There have been two committee meetings and while it's almost complete, there are still a few blank spots. The next step is to finalize the plan and send it to Denver and then do the MOA. Teresa then reviewed a synopsis of the plan elements, which she distributed. Teresa said that after the next committee meeting, she will send out the document for the planning committee to review for any substantive changes. The group agreed that after their comments, the committee is approved to send on the document without final Planning Committee approval.

Dee asked if Reclamation needed a new letter if someone changes their contribution and Mitch said it would be helpful.

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 September 12, 2013.**

12. Adjournment

There being no further business, the meeting was adjourned at 3:10 p.m.

WESTCAPS Accounting

2013

Entity	Member Dues / Revenue		Amount	Invoice Date	Director Payments / Expense			Amount
	Invoiced	Paid			Period	Invoice #	Processed	
Arizona Water Company	7/1/13	7/16/13	3,200.00	8/15/2013	Jul-13	13-219	8/19/2013	2,400.00
Avondale	7/1/13	7/15/13	3,200.00	8/15/2013	Aug-13	13-220	8/19/2013	2,400.00
Buckeye	7/1/13							
El Mirage	7/1/13	8/2/13	3,200.00					
EPCOR Water	7/1/13	7/2/13	3,200.00					
Global Water	7/1/13							
Goodyear	7/1/13	7/26/13	3,200.00					
Peoria	7/1/13	8/2/13	3,200.00					
Surprise	7/1/13	7/22/13	3,200.00					
			22,400.00					4,800.00
Balance								17,600.00