



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

---

West Valley CAP Subcontractors

## WEST VALLEY CAP SUBCONTRACTORS PLANNING COMMITTEE MEETING

Summary of the October 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  
Miranda Bruner, Global Water  
Alan Dulaney, City of Peoria  
Frank Milam, City of Avondale  
Jamie McCullough, City of El Mirage  
Tom Harrell, Arizona Water Company  
Ron Whitler, Town of Buckeye (by phone)

### OTHERS PRESENT

Mitch Haws, Bureau of Reclamation  
Gerard Silvani, City of Phoenix  
Candi Cox, CAGR  
Dee Fuerst, CAP  
Robin Stinnett, SRP  
Jeff Tannler, ADWR  
Terri Sue Rossi, AWBA  
Teresa Makinen, MakPro  
Anne Pashia-Morton, MakPro

1. Call to Order  
The meeting was called to order at 1:34 p.m.
2. Approval of Minutes  
Frank Milam moved to approve the minutes from the September 26, 2013 meeting.  
Jamie McCullough seconded the motion. The motion carried unanimously.
3. Executive Director's Report  
Teresa Makinen said that she thought the Management Committee meeting went very well and that everyone seemed very engaged and excited to move to the next step.

Teresa said that comments had been received from Reclamation on the Plan of Study for the Basin Study and that it would be further discussed later in the meeting.

As a membership update, Teresa said that Miranda Bruner will be Global Water's new representative on the Planning Committee. Gerard is here from City of Phoenix and it appears they will be joining WESTCAPS. ASLD will remain in their current status as an Interested Party and CAGR D has said for the time being, they'll remain an Interested Party, but may join next year when their budget allows. Teresa said she reached out to Circle City but has not heard back from them yet.

#### Treasurer's Report

Jake Lenderking will send this month's Treasurer's Report to Teresa for her to distribute via email.

#### 4. WESTCAPS Administration

Jake said that while he's been acting as the default chairperson since EPCOR is the lead party, that per the multiparty agreement, a chairperson and vice chairperson need to be formally elected. Teresa asked for nominations from the floor for Chairperson. Alan Dulaney nominated Jake Lenderking and Ron Whitler seconded the nomination. Jake accepted the nomination. Teresa asked if there were any other nominations and there were none. The nominations were closed and the election of Jake Lenderking as Chairperson carried unanimously.

Next Teresa asked for nominations for vice chair. Jamie McCullough nominated Alan Dulaney and Ron Whitler seconded the nomination. Teresa asked if there were any other nominations and there were none. The nominations were closed and the election of Alan Dulaney for Vice Chair carried unanimously.

Jake said there is one more position that needs to be filled – the Public Meeting Coordinator. This would ideally be filled by one of the municipalities and is for the purpose of ensuring all meetings abide by the open meeting law. There was some discussion regarding the protocol for posting meetings. **Dee said she would see what CAP does for their meetings.** Jake said anyone else that wants to look into what they're organization's procedure is would be appreciated and then said they'd further discuss this topic at the next Planning Committee meeting.

#### 5. Management Committee

Jake said that the first meeting went well and said the next meeting is this Thursday. Teresa said that the meeting will start at 11:00 am and the first half hour would be a briefing on the Plan of Study and Basin Study per the Management Committee's request. Next Terri Sue said that for her segment, there would be three parts: 1.) Vision, 2.) Current Reality, and 3.) Strategic Initiatives. The Strategic Initiatives developed will then be turned over to the Planning Committee to detail the Strategic Plan. Jake asked Terri Sue to explain the process for upcoming meetings. Terri Sue said that this week's meeting will be for the development of Strategic Initiatives. Next, the Planning Committee will detail the initiatives and return to a meeting with the Management Committee to give a presentation on their efforts. Finally, 90 days following the presentation, the Planning Committee will meet to do a "check up" and ensure they're on track.

Alan asked if the Management Committee would be broken into small groups for this week's exercises and Terri Sue said that there would be some segments with small groups and some segments with the entire group. He then asked if the Planning Committee would be involved in the exercises and Terri Sue said they would be as well as the Interested Parties.

Teresa asked, in regard to WESTCAPS' monthly meetings, what are the best days to set up recurring meetings for the future? After some discussion, it was determined that the second Thursday works best due to other organizations' regularly scheduled meetings; however, they will still need to be aware of potential conflicting meetings and potentially adjust their dates accordingly. For now, the group agreed that the next two meetings would be held on November 14<sup>th</sup> and December 12<sup>th</sup>, both beginning at 1:30 pm and held at the Bureau of Reclamation.

Teresa then asked that for months where the Management Committee will also be meeting, would the Planning Committee prefer a separate date for their meeting or an abbreviated meeting just prior to the Management Committee meeting. The group agreed that they'd rather hold their meeting for an hour just prior to the Management Committee meeting.

6. Bureau of Reclamation Report

Mitch Haws said they've received comments from the Denver office and for the most part, they are minor and address either inconsistencies or grammatical errors. He mentioned that on page 16 of the Plan that Amanda had concerns with the Reclamation cost share. **Mitch said he'd get reconciliation on the amount of funds Reclamation is contributing.**

Teresa said she'd already sent the comments to the planning group and asked the individuals to address their sections. After some discussion, it was agreed that the planning group members would have until Thursday to make their edits and then Teresa will edit anything that hasn't been addressed yet.

Teresa reminded everyone to send the time they've spent on the Plan of Study to her to include in the cost share information. In the event there are modeling costs that are going toward the cost share, please send a PDF of the contract pages along with the expense amount to her as well. **Teresa said that she would send the cost share information to Mitch in December for his review.** Mitch suggested she categorize it by task since that is how it is broken down in the Plan of Study.

7. New Business

Teresa said that in a past meeting, a participant had brought up monitoring legislative bills, and asked how the Planning Committee wanted to handle the topic. Alan and Jamie both indicated that it could be valuable since many of the members don't receive legislative updates. Jake said it could be good to include it on the agenda if there were someone to report out. Alan said that if they start needing it, they can add it but for now there's no need to have it on the agenda.

8. Status Reports from Members  
Attendees provided updates from their respective organizations.
9. Call to the Public  
There were no comments from the public.
10. 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 November 14, 2013.**
12. Adjournment  
There being no further business, the meeting was adjourned at 3:14 p.m.