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West Valley Water Association

WEST VALLEY WATER PLANNING COMMITTEE MEETING

Summary of the October 12, 2017 Planning Committee Meeting held at Reclamation, 6150 W. Thunderbird Road, Glendale. **Throughout this meeting summary, action items are in bold font.**

PLANNING COMMITTEE MEMBERS PRESENT

Drew Swieczkowski, Glendale, Chair
Mark Holmes, Goodyear, Vice-Chair
Robert Romo, Arizona Water Co
Alan Dulaney, Peoria
Ron Whitley, Buckeye

Christine Nunez, Surprise
Frank Milam, Phoenix
Lacey James, Avondale
Jamie McCullough, El Mirage
Jake Lenderking, EPCOR

INTERESTED PARTIES

Gretchen Erwin, Goodyear
Eileen Dunn, Surprise
Alex Richards, Phoenix
Heather Turrentine, EPCOR
Don Breeding, Maricopa Water District

John Rasmussen, Reclamation
Jay Corum, Reclamation
Deborah Tosline, Reclamation
Eve Halper, Reclamation
Stuart Peckham, SRP

1. Call to Order
The meeting was called to order at 1:30 pm.
2. Approval of Minutes
Ron Whitley moved to approve the meeting notes from the August 17th, 2017 Planning Committee meeting, and Jamie McCullough seconded the motion. The motion carried unanimously.
3. Reports
Executive Director's Report: Teresa Makinen said that the Leaders Summit is being rescheduled and it will be discussed at the Board of Director's meeting. .

She added that she's begun using the new logo on all documents and she is working with the leadership to complete the exemption paperwork for the organization.
4. BOR Report
John Rasmussen passed out an information sheet and reviewed the current status. He then introduced Amanda Erath from Reclamation who oversees the WaterSmart program. John stated that Amanda is here as a resource so that if anyone has questions, she can answer them directly; she has a lot of experience so this is a good opportunity. There was discussion regarding the writing of the basin study report and whether there was a need for a technical writer for the basin study, or who actually does that, and how is it reviewed? Sometimes the study manager does the writing; however, reclamation also has a technical writer resource available within the study budget. It would cost approximately \$1000 per staff member per day.

Amanda stated the basin study report should be writing so that it can be read in less than an hour by a non-technical person and understand it. It's due within 45 days of the

scheduled end date for Policy review, and Policy will review it when it is official and complete. It first is reviewed locally, then to Policy, then Washington, then OMB. Electronic copy is fine and there are no limitations or requirements as to fonts, format or length of document. It's best if it includes figures, diagrams or visuals to convey the information to make it more understandable, and it should include Next Steps.

Next, John reviewed the work plan. They discussed the potential for an extension with Amanda, because we want what we put out to be the best thing we can put out from the organization. Amanda said we need to articulate the time needed and the value added by the extension for the extension request.

John asked if there is a requirement for the modeling scenarios, and Amanda replied that five scenarios is better than three and they can explain why it was done the way it was done. They can also include why they do or do not need a certain level of information for their planning purposes. In the past, Reclamation has also funded they have funded basin study updates if new technology or additional information comes to light.

5. West Valley Water Organization Administration
Membership Dues

The Planning Committee discussed dues for regular members. Mark Holmes moved to recommend the Board of Directors set dues at \$800.00 for regular members. This can be evaluated regularly along with the Sustaining Member dues to be brought before the Board of Directors. Eileen Dunn seconded the motion. The motion passed.

Teresa asked how we determine who we should be reaching out to for new membership, and noted there are two of the strategic plan groups that had membership or reaching out in their task list.

Teresa noted that the Board of Directors agenda will more than likely include a special assessment for a technical writer, so she asked all the Planning Committee members to make sure they discuss with their Director, especially if they will not be in attendance to make sure they designate a representative. It's important that the Planning Committee and Board of Directors are communicating, as a group but also in your organizations.

6. West Valley Leaders Water Summit

Teresa said that originally the summit was put together to provide the information for the basin study and connect with the elected officials. Since we don't have model results yet, one of the questions for discussion with the Board of Directors will be the timing for the summit.

7. Legislative/Regulatory Update

The committee discussed current issues.

8. New Business

None

9. Call to the Public

None

10. Member Updates

None

11. Next Meeting and Adjourn

There being no further business, the meeting was adjourned at 3:25pm. The next meeting is scheduled for November 9th, 2017.