



**CITIZENS' WATER ADVISORY COMMITTEE  
CONSERVATION & EDUCATION SUBCOMMITTEE**

3:30 p.m., Wednesday, March 9, 2016  
Director's Conference Room  
Tucson Water, 3<sup>rd</sup> Floor  
310 W. Alameda Street, Tucson, Arizona

**Summary Minutes**

Approved 4/13/16

**1. Call to Order/Roll Call**

The meeting was called to order by Chairperson Catlow Shipek at 3:30 p.m. Those present and absent were:

**Members Present:**

Catlow Shipek (Chair)	Representative, City Manager
Jean McLain	Representative, City Manager
Placido dos Santos *	Representative, City Manager
Mark Murphy *	Representative, Mayor
Ryan Lee *	Representative, Ward 1
Michelle Crow	Representative, Ward 2
Mark Lewis	Representative, Ward 5

\* Members Dos Santos and Murphy arrived at 3:32 p.m.; Member Lee arrived at 3:46 p.m.

**Tucson Water Staff Members:**

Tim Thomure	Director
Scott Clark	Deputy Director
Fernando Molina	Public Information Supervisor
Daniel Ransom	Water Conservation Supervisor
Candice Rupprecht	Public Information Specialist
Joaquim Delgado	Public Information Specialist
Valerie Herman	Public Information Specialist
Kris LaFleur	Staff Assistant

**Others Present**

Amy McCoy	Former CWAC member
Steve Arnquist	Council Aide, Ward 1
Kerry Schwartz	Arizona Project WET
Brian Wong	CWAC

**2. Announcements** – There were no announcements.

**3. Call to Audience** – There were no audience statements.

**4. Review of February 10, 2016, Legal Action Report and Meeting Minutes** – Member Lewis moved to approve the Legal Action Report and Meeting Minutes of February 10, 2016. The motion was seconded by Member McLain and carried by a vote of 4-0.

**5. Bi-Monthly Report & Workplan** – Daniel Ransom presented the Conservation Program bi-monthly report and workplan. He indicated that staff labor hours had been included in the

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data being tracked by the report. Staff fielded and answered questions from members regarding the tracking of staff time, and about processing time for customer rebates.

- 6. Presentation: Conservation Office interagency collaboration** – Candice Rupprecht delivered a presentation that described the partner agencies with which the Conservation Office engages on a regular basis. She indicated that Tucson Water's role in these agencies' is currently to provide outreach and in-kind support, rather than financial assistance. Ms. Rupprecht's presentation focused on the Conserve to Enhance (C2E) program, and included an overview of the program's evolution, operations, structure, and participants, and briefly covered the program's impacts and the projects it has supported. Staff fielded and answered questions about the equitability of C2E project distribution and the level of in-kind contributions, among other topics.
- 7. Discussion of changes to FY16-17 Conservation Program budget** – Mr. Ransom led an update on the Conservation Fund financial planning process. He indicated that, at the City Manager's direction, Tucson Water would keep the Conservation Fund budget flat at \$3.54 million for FY17, with the Conservation Fee remaining at \$0.08/ccf. He indicated that the budget amount would provide funding to continue current conservation programming, as well as the addition of a low-income loan program and neighborhood stormwater program requested by Mayor & Council, and a proportion of the administrative services fee paid by Tucson Water to the City. Mr. Ransom explained that specific use of funds within the overall budget would be flexible, and that funds could be moved within the budget as needed for individual programs. Members and staff discussed allocation of funds for Conservation Programs, the process for determining the Conservation Fund's portion of the City's administrative services fee, and the high proportion of the budget allocated to the new neighborhood stormwater program.

Member dos Santos departed at 4:32 p.m.

- 8. C&E Subcommittee mission & policy discussion** – Former CWAC member and C&E Chair Amy McCoy joined the group to discuss the direction, vision and values of the subcommittee. Chair Shipek observed that the subcommittee has repeatedly discussed issues about its direction and scope of work in recent years. He suggested that members should individually meet with their appointing officials to determine M&C directive and goals for Tucson Water's Conservation Programs. He expressed a need for staff, members, and officials to unify their purpose in relation to conservation, in order to make progress.

Ms. McCoy presented to the subcommittee a proposed framework for discussing the goals and process, based on discussions the subcommittee had in late 2015. Chair Shipek suggested that this framework take place in light of the Water Resources policies adopted under the "Natural Environment" focus area of the voter-approved *Plan Tucson*.

Members engaged in discussion about the meaning of conservation in light of previous M&C directives, current Conservation Program policies, and evolving criteria.

Ms. McCoy recommended creation of a matrix, containing:

- Conservation goals and policies set forth in *Plan Tucson*
- Proposed Conservation Program goals

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- Holistic use of alternative water supplies (rainwater, greywater, stormwater) to reduce stress on potable supplies
- Demand reduction to increase life of infrastructure and increase long-range water security
- Education to develop stewardship and community connection to water supplies/resources
- Proposed C&E funding & policy language
- Conservation Program (staff) rules for budgeting and spending within the program

This matrix would be used to evaluate individual conservation programs for conservation targets, expected and ongoing expenditures, etc.

Chair Shipek directed members to make appointments with their appointing officials to discuss conservation program goals and policies, and to return for further discussion during the April C&E meeting.

**9. FY17-18 new program ideas & research** – This item was tabled until a future meeting.

**10. Future meetings and agenda items** – The next C&E subcommittee meeting will be held on April 13, 2016. Items proposed for discussion at future meetings included:

- Further discussion on C&E Subcommittee vision and values, to include feedback from members and their elected officials

**11. Adjournment** – The meeting was adjourned at 5:04 p.m.