



COUNTY ADMINISTRATOR'S OFFICE  
130 WEST CONGRESS, 10<sup>TH</sup> FLOOR  
TUCSON, ARIZONA 85701



CITY MANAGER'S OFFICE  
P.O. Box 27210  
TUCSON, ARIZONA 85726-7210

**CITY / COUNTY WATER AND WASTEWATER  
STUDY OVERSIGHT COMMITTEE**

(also known as the Regional Water Study Oversight Committee)

**April 9, 2008**

***MINUTES***

The first meeting of the City/County Water and Wastewater Study Oversight Committee was called to order by James Barry, Chair, on Wednesday, April 9, 2008, at 7:35 a.m., in the City Information Technology Building, 481 West Paseo Redondo, First Floor, Pueblo Conference Room, Tucson, Arizona.

1. Call to Order

Members Present:

Jim Barry, Chairman  
John Carlson  
Bob Cook (alternate)  
Marcelino Flores  
Bruce Gungle  
Rob Kulakofski  
Daniel Sullivan  
Mark Stratton  
Sean Sullivan  
James Watson  
Carol Zimmerman

Representing:

CWAC  
WMAC  
County P&Z Commission  
WMAC  
County P&Z Commission  
WMAC  
CWAC  
WMAC  
City Planning Commission  
City Planning Commission  
CWAC

Members Absent:

Bonnie Poulos  
Tina Lee

Representing:

County P&Z Commission  
CWAC

Others Present: (meeting sign-in sheets also attached)

Chuck Huckelberry, County Administrator  
Mike Hein, City Manager  
Nicole Fyffe, Pima County Administrator's Office  
Melaney Seacat, Pima County Regional Wastewater Reclamation Department  
Nicole Ewing-Gavin, City Manager's Office  
John Thomas, Tucson Water  
Chris Avery, City Attorney's Office  
Dennis McLaughlin, City Attorney's Office  
Roger Randolph, City Clerk

2. Call To Audience

No one spoke at this time.

7. Initial Committee Task: Develop a public outreach plan to be recommended to Mayor and Council and Board of Supervisors (Item taken out of order)

Jim Barry moved this item up to the top of the agenda to allow all committee members present an opportunity to provide input. He began by mentioning that for future meetings, guest speaker cards will be available for members of the public who wish to speak. They will be asked to submit their cards to the Committee Chair who will call on them in the order received. Members of the public are also encouraged to submit their comments in writing at meetings.

Recognizing interest in public outreach plan, Dr. Barry recommended that the next meeting be focused primarily on soliciting input on the public participation process. Based on the results of the Committee poll taken earlier in the week, he recommended that the next meeting be held at 8 a.m. on Friday April 18<sup>th</sup> at the Manning House which has a much larger seating capacity. He said he is considering asking the Southern Arizona Leadership Council, who has offered to provide input on the public participation process, and Sharon Megdal, Executive Director of the Water Resources Research Center, to present their perspective on what the process should look like. Beyond this, Dr. Barry said he would like to devote between an hour to an hour and 45 minutes to soliciting additional public input on this agenda item.

Committee members expressed a strong desire to make this process as open and inclusive as possible from the beginning. Carol Zimmerman specifically recommended that input be submitted in writing at meetings. Between now and next week committee members should informally contact groups and interested individuals. The meetings should be broadly noticed and media releases sent out.

Comments from committee members included a recommendation to not leave out the Active Management Area (AMA), noting that it would be beneficial to have PAG facilitate the other utilities being involved in Phase I and Phase II. Dan Sullivan responded that PAG has contacted the other larger municipal water utilities and they have indicated they want to do their own inventories. The smaller water providers may need assistance in conducting their inventories however. The Southern Arizona Water Users Association (SAWUA) was mentioned as an organization that represents many of the smaller water providers that could be contacted. There may be other utilities that are not represented by SAWUA that should also be included.

Jim Barry recommended that all committee members send their ideas on interested parties to John Thomas at [john.thomas@tucsonaz.gov](mailto:john.thomas@tucsonaz.gov).

### 3. Briefing on Open Meeting Rules and Quorum Rules

Mr. Roger Randolph, City Clerk and Mr. Dennis McLaughlin, City Attorney's Office, presented an overview of key provisions of the Open Meeting Law requirements. Highlights of this overview include (1) that agendas be posted in a public location 24 hours prior to the meeting and only items on the agenda can be discussed at meeting; (2) The quorum for this Oversight Committee is seven members and the quorum does not change if a Committee position becomes vacant; (3) The meeting must be re-scheduled if there is not a quorum, including meetings where speakers are scheduled and there are no actions to be taken; (4) Meeting minutes are required and any legal action has to be posted within two working days on the Internet; (5) Subcommittees of the Oversight Committee cannot include a quorum of the body and must adhere to all the Open Meeting Law requirements; (6) Email communications among Committee members should be sent through the staff support person for the Committee, i.e., John Thomas, to distribute to the Committee in order to avoid the potential to create meetings through emails. This applies to comments on reports as well as questions. The recommended protocol is for Committee members to send their inquiries or comments to John Thomas (john.thomas@tucsonaz.gov), and Mr. Thomas send the response, or summary of all comments, by email to all Committee members. Alternatively, when editing documents, Committee members can submit this as an agenda item and deliver written edits at the meeting.

### 4. Opening statements by Committee Members

The Committee members introduced themselves and agreed to submit a short one or two paragraph bio to John Thomas to be posted on the project website.

### 5. Goals for Water Infrastructure, Supply and Planning Study (Pima County Administrator Chuck Huckelberry and City Manager, Mike Hein)

Pima County Administrator Chuck Huckelberry and City Manager, Mike Hein gave an overview of the study and the Committee's role. Both emphasized the desire to get public input throughout the study. The Phase I Inventory is largely an educational phase with the goal of establishing baseline information and a shared understanding among interested parties of water infrastructure and supply in order to facilitate an informed future dialogue on goals and policies related to water conservation, groundwater withdrawal, recharge and effluent use. The first product needed from the Committee is a report of input received and recommendations for how to engage the broader regional community in the study process and future policy dialogue. Mr. Huckelberry said that one of the key aspects of the study is to go beyond a pure utility perspective to look at the larger vision of quality of life. Mr. Hein mentioned that even if all that comes out of this study process is better cooperation between the City and County, that would be great.

Following their presentations, a questions and answer session ensued largely focused on clarifying the scope of work for the study.

6. Role of Oversight Committee (Jim Barry)

Jim Barry, Committee Chair, said that the Committee was formed to provide oversight and input on study Phases I and II. He said their role is anticipated to conclude at the end of Phase II which is currently scheduled to occur July 9, 2009. He noted that the Committee's first task is to submit a recommended process for public participation to the City and County elected bodies within 60 days. He informed the Committee that the 60 day clock ends May 20<sup>th</sup>. Mr. Barry asked the Committee to consider, in light of the work load involved in completing Phase I and II, if they would like to break up into Subcommittees to facilitate getting the tasks completed quickly.

8. Phase I Inventory and Assessment of Water and Wastewater (Staff)

Jim Barry introduced the two project coordinators for the study -- Nicole Ewing Gavin, City of Tucson Project Coordinator and Melaney Seacat, Pima County Project Coordinator. Nicole Ewing-Gavin said that staff had met internally and identified an overall approach and timeline for the Phase I study, and an initial list of key topic areas to be investigated and documented was developed. Melaney Seacat presented a summary of the next steps in developing the public participation process. A hand-out summarizing the overall approach, key milestones, timeline ending December 2008, and other information presented was provided (copy attached).

The Committee members discussed the role of third party review in the study process. Staff indicated that the inclusion of peer review at key stages for key deliverables was also discussed internally. This topic will be brought back to the committee for further discussion at a future meeting.

9. Future Agenda Items and Meeting Dates, Times and Locations

The next meeting of the City / County Water and Wastewater Study Oversight Committee will be held Friday, April 18, 2008 from 8:00 a.m. to 10:00 a.m. at the Manning House, 450 Paseo Redondo. The primary agenda item will be to solicit input from Committee members and the audience on the public participation process. A summary of public participation best practices identified through a review of recent success stories in public participation will be provided to seed the discussion on preferred options. Committee members recommended that the review of best practices be expanded to encompass other public processes dealing with regional growth, water and uncertainty outside the local arena.

An additional agenda item will be to discuss how the Oversight Committee members want to structure themselves.

## 10. Call to the Audience

The following members of the public spoke:

- Alex Jacome, Government Liaison, Southern Arizona Home Builders Association – expressed a desire for his organization to be involved and to consider creating a stakeholder group to provide input.
- Debbie Calazo, resident – requested that all written information provided at the Committee meetings be posted on website.
- Ramon Gaanderse, Metropolitan Pima Alliance – described his organization’s interest in and commitment to being involved in the process.
- Jim Kiser, Southern Arizona Leadership Council – is concerned mostly with the process not the outcomes. Would like to see public input on decisions regarding issues of constructed recharge projects, finalization of IGA on effluent pool, location of a Southeast side wastewater facility and agreement on location of future population growth.
- Tracey Williams, resident – is concerned that all meetings / tours etc. be ADA accessible and to consider using Van Tran for field trips. She also requested that the review of public participation success stories include a review of the “Inclusive Home Design Ordinance” process.
- Holly Lachowicz, Karin Uhlich’s office – thanked the City and County for convening this open process.
- Brad Despain, Marana Utilities Director – stated that he thought it was important the Committee be aware that the Central Arizona Project is undergoing a planning process that may be relevant to this Committee.

## 11. Adjournment

Meeting Adjourned at 9:30 a.m.

Attachments: Handout – includes Draft Phase I schedule, Study Content considerations, and Public Involvement considerations

Meeting Sign-in Sheets



# Water Infrastructure, Supply & Planning Study

## DRAFT Phase 1 Schedule

Apr08    May08    June08    July08    Aug08    Sept08    Oct08    Nov08    Dec08

Step 1: Gather input on the study approach and public involvement ideas; further define the scope of study and deliverables; draft the public involvement plan

Deliverable:  
 May 20<sup>th</sup> report  
 to M/C & BOS

Step 2: Pull together basic information on the water and wastewater systems including infrastructure and resources

Deliverable:  
 Water/Wastewater 101 –  
 Reports, Presentations,  
 Dialogue with RWSOC  
 and Stakeholders

Step 3: Assess water and wastewater infrastructure and supplies to meet current and future population

Deliverable:  
 Water/Wastewater  
 Assessment – Reports,  
 Presentations, Dialogue with  
 RWSOC and Stakeholders

Step 4: Final report to Mayor and Council and Board of Supervisors summarizing technical findings and public input received



**Study Content Considerations**  
*Regional Water Study Oversight Committee*  
*April 9, 2008*

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Goal: A completed inventory and analysis of the condition and capacity of water, wastewater and reclaimed water infrastructure, and the ability of the infrastructure to accommodate existing and future population; an estimate of the current and future population that can be sustained with known municipal water supplies based on no significant change in conservation or additional supply

Water/Wastewater 101

- Overview of terminology and concepts
- Basic history, background, legal, and regulatory information
- State and regional water and wastewater context, other providers
- Inventory of existing reports and studies (bibliography, website library)
- Service areas, geographic sub-areas, basins
- System components, key facilities, and functional elements – descriptions, characteristics, locations
- Potable water resources, wet water vs. paper water, Assured Water Supply
- Effluent and reclaimed resources
- Current capacities
- Demand levels, characteristics
- Customer bases, classes, demographics, usage trends
- Financial resources/structure – operating and capital
- System construction and operation
- Population forecasting methods

Water/Wastewater Assessment

- Comprehensive system capacity and condition assessment
- Current and planned infrastructure projects for maintenance, rehabilitation, reliability, and expansion
- Future prospects, variables, and issues related to resource availability (potable, effluent, reclaimed)
- Future population scenarios
- Sustainable water population
- Environmental needs for water
- Impacts of growth on water/wastewater system and resource needs
- Potential for and impacts of conservation
- Prospects for and effects of drought and shortages

**Public Involvement Considerations**  
*Regional Water Study Oversight Committee*  
*April 9, 2008*

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Goal: A broad-based and transparent public process for engaging the community in the study; procedures for receiving input from all interested parties, including organizations that have expressed interest in the study to date, regarding the study process, public involvement options, and the documents that are produced in Phases 1 and 2

Short-Term Tasks (by May 20th)

- Solicit stakeholder input on the study process and public involvement
  - RWSOC discussion at next meeting
  - Schedule public comment item at upcoming RWSOC meetings
  - Interview key stakeholders
  - Public comments via the website
  - Sharon Megdal interview results
- Create website ([tucsonregionalwater.info](http://tucsonregionalwater.info))
- Develop interested parties/stakeholder list and database
- Document best practices from prior processes (RTA, SDCP, City Impact fees, TREO Blueprint, etc.)
- Draft a Public Involvement Plan

**Regional Water Study Oversight Committee  
April 9, 2008 Attendance**

Name (Please write clearly)	Organization (Please write out)	Title	
* Debbie Collazo	Tucson resident	Please add me to email list for RLWSOC - TandDCollazo@aol.com	
Carol Keller	Tucson resident	perklunk@cox.net - please notify me of meetings	
Ramon Gaandersc	Metro - Pima Alliance	Exec. Director	
Bob Cook	PC P&Z	COMMISSION	
Bob Kulakotsky	WMAC	Member	
BRUCE GUNGLE	Pima County P&Z Comm	CHAIRMAN	
Sharon Megdal	U of A WRRC	Director	
Andrew Greenhill	Mayor's Office	COS	
Roger Randolph	City Clerk	City Clerk	
Frank Strathor	WMAC	member	
Brad Poole	Tucson Citizen	reporter	
DICK GELPICK	PUBLIC	-	
Dennis Deckerum	PAG	# Enviro Planning Coordinator	
Mike Gritzuk	PCRWD	Director	
Holly Lechewicz	Ward 3 <sup>city council</sup> <sub>side</sub>	COT	
Tracy Williams	Sustainable Tucson	Lifetime Resident	
CHAS POIRIER	PIMA COUNTY PLANNING-ODD	Administrative Project Manager	
Codi Zimmer	CWAC		
MIKE HEIN	CITY OF TUCSON		
PATRICK CAVANAUGH	Pima Co. / Ann Day's office	Executive Aide	

**Regional Water Study Oversight Committee  
April 9, 2008 Attendance**

Name (Please write clearly)	Organization (Please write out)	Title
SANDY ELDEIR	TUCSON WATER	PLANNING & ENGINEERING ADMINISTRATOR
ED CURLEY	PERWED	LONG RANGE PLANNING MANAGER
VINCE VASQUEZ	DVI	WATER RES. COORD.
Jim Kiser	SALC	Vice President
Christine Cotton	Malcolm Pirnie	Associate
George Maszuch	Malcolm Pirnie	VICE PRESIDENT
Mac Hudson	WI	arid
Karen HASTON	COT	Asst City Mgr
BRAD DeSPAIN	TOWN OF MARANA	Utilities Director
Clara Zuber	Pima Assoc. of Govts	Watershed Planning Manager
Phil Mark	Tucson Chamber of Commerce	Gov. Affairs Chamber
Anne Meehockko	Tucson Assoc. Realtors	VP Public Affairs
JOHN CARSON SR	Pima Co WATER WTR ADU Com	—
Donna Branch-Gilley	Branch-Gilley for Supervisor	candidate
JAMES WATSON	CITY PLANNING COMMITTEE	DIRECTING BUSINESS AGENT
Carolyn Campbell	Coalition for Sonoran Desert Protection	Executive Director

FAM  
933  
Carolyn  
@sonoran  
desert.  
org

**Regional Water Study Oversight Committee  
April 9, 2008 Attendance**

Name <i>(Please write clearly)</i>	Organization <i>(Please write out)</i>	Title
Marcelina Flores	Pascua Yagui Tribe	Community Development
Karen Wilson	Pima County Flood Control	
ALEX JACOME	SALBA	GOVT LIAISON
BEN CHANGKAKOTI	PIMA COUNTY	COMPREHENSIVE PLAN ADMINISTRATOR
Michele Muench	AZ state Land	Proj. Mgr.
MICHAEL DEL CASTILLO	AZ SLD	MANAGER
John Thomas	Tucson Water	MGT. COORDINATOR
Scott Loom	RBF Consulting	Vice President