



NOTICE OF PUBLIC MEETING & AGENDA

UPPER VERDE RIVER WATERSHED PROTECTION COALITION BOARD MEETING

**Wednesday, January 27, 2010 – 2:00 p.m.
City of Prescott City Hall, Council Chambers
201 South Cortez Street – Prescott, Arizona**

- ITEM NO 1. Introductions, Awards, or Presentations**
- ITEM NO 2. Call to Public**
Consideration and discussion of general unscheduled comments from the public: Those wishing to address the Coalition need not request permission in advance. Any such remarks shall be addressed to the Coalition as a whole and not to any member thereof. Such remarks shall be limited to three (3) minutes unless additional time is granted by the Chair.
- At the conclusion of the unscheduled comments, individual members of the Coalition may respond to the item addressed at the discretion of the Chair, or they may ask Staff to review the matter or ask that the matter be placed on a future agenda.*
- ITEM NO 3. Action – Approval of Board Meeting Minutes – December 9, 2009**
- ITEM NO 4. Discussion – TAC Meeting Summary – January 13, 2010**
- ITEM NO 5. Discussion – Budget Update**
- ITEM NO 6. Discussion – Recharge & Source Water Pilot Projects Study Update**
- ITEM NO 7. Discussion – Grant Opportunities Update**
- ITEM NO 8. Discussion & Possible Action – Next Meeting Time / Location / Agenda Items**
- ITEM NO 9. Adjourn Meeting**



AGENDA ITEM NO. 1

PRESENTATION – LETTERS OF APPRECIATION TO PLANT ADVISORY GROUP

Letters of Appreciation will be presented to the members of the Plant Advisory Group volunteers for their contributions to water conservation education efforts.

AGENDA ITEM NO. 3

ACTION – APPROVAL OF BOARD MEETING MINUTES DECEMBER 9, 2009

Approval of minutes for the previous Regular Board Meeting held on December 9, 2009.



AGENDA ITEM NO. 4

DISCUSSION – TAC MEETING SUMMARY – JANUARY 13, 2010

Brief summary of the TAC Meeting including:

- Quorum needed
 - City of Prescott to appoint TAC Member
 - Yavapai-Prescott Indian Tribe TAC Member participation
- Pilot Project Study update (agenda item)
- Grant application update (agenda item)

AGENDA ITEM NO. 5

DISCUSSION – BUDGET UPDATE

Ed Muccillo will present a revised update on the Coalition Budget.



AGENDA ITEM NO. 6

DISCUSSION & POSSIBLE ACTION – RECHARGE & SOURCE WATER PILOT PROJECTS STUDY UPDATE

Rick Shroads will provide an update on the progress of the Recharge & Source Water Pilot Projects Study including:

- New “developed” sites being considered

AGENDA ITEM NO. 7

DISCUSSION – GRANT OPPORTUNITIES UPDATE

Melody Reifsnnyder will present an update on current grant opportunities and pursuits including:

- EPA Point Source Grant opportunity
- EPA CARE Grant opportunity



AGENDA ITEM NO. 8

DISCUSSION & POSSIBLE ACTION – NEXT MEETING TIME / LOCATION / AGENDA ITEMS

Board Meeting

The next regularly scheduled Board Meeting is on February 24th, 2010 at 2:00 p.m. at the City of Prescott City Hall, Council Chambers, 201 South Cortez Street, Prescott, Arizona. Agenda items for the next Board meeting will include updates Water Smart Application and process, Grant Opportunities and Applications, and the Recharge & Source Water Capture Pilot Projects Study.

TAC & Safe Yield Workgroup Meetings

The next **TAC meeting will be Wednesday, February 10th, 2010 at 1:00 p.m.** Agenda items for the next TAC Meeting include Recharge & Source Water Capture Pilot Project Study, Grant Funding Plan and Applications, and Water Conservation efforts.

The next **Safe Yield Workgroup Meeting will also be on Wednesday, February 10th, 2010 at 2:00 p.m.** The agenda will include the Safe Yield Workgroup Report.

Both meetings will be held at the Yavapai County Administrative Services Building, Gladys Gardner Room, 1015 Fair Street, Prescott, Arizona.

AGENDA ITEM NO. 9

ACTION – ADJOURN MEETING

Meeting to be adjourned



NOTICE OF PUBLIC MEETING & AGENDA

**UPPER VERDE RIVER WATERSHED PROTECTION COALITION
WORKSHOP MEETING
PRESCOTT, ARIZONA
Wednesday, December 9, 2009**

MINUTES

A MEETING OF THE UPPER VERDE RIVER WATERSHED PROTECTION COALITION WAS HELD ON DECEMBER 9, 2009 in the Prescott Municipal Building, 201 S. Cortez Street, Prescott, Arizona.

Chairman Flannery called the meeting to order at 2:01 p.m.

Introductions, Awards, or Presentations

Members Present:

Councilman Mike Flannery, Town of Prescott Valley, Chairman
Supervisor Carol Springer, Yavapai County Board of Supervisors, Vice Chairman
Mayor Jim Bunker, Town of Chino Valley
Mayor Marlin Kuykendall, City of Prescott

Members Absent:

President Ernie Jones, Yavapai-Prescott Indian Tribe

Staff Present:

Ed Muccillo, Program Manager
Rick Shroads, Assistant Program Manager
John Munderloh, Town of Prescott Valley
Mark Holmes, Town of Chino Valley
John Rasmussen, Yavapai County
Lorri Carlson, Program Administrator

Guests Present:

Councilman Steve Blair, City of Prescott
Leslie Graser, City of Prescott

ITEM NO 1. Introductions, Awards, or Presentations

Chairman Flannery led the Board, Program Management, and Staff introductions. He introduced Councilman Steve Blair, City of Prescott. He welcomed Mayor Marlin Kuykendall to the Board. He introduced Leslie Graser, City of Prescott, who just left Arizona Department of Water Resources.

Mark Holmes gave a brief presentation on activity in the Town of Chino Valley at the Town Hall Landscape Project. He said it is a rainwater collection system and a low water use landscape demonstration project. See attached exhibit. Mr. Holmes said in July 2009 there were three primary water intensive turf areas. He said the Town wants to



lead by example as they promote rainwater capture systems. He said they want to reduce or eliminate the ground water consumption at the site and that those three small turf areas consumed between 250,000 and 300,000 gallons of water per year at a cost of \$1800. Mr. Holmes said the project will be a metered area and have continuous data collection for the project analysis. He said in July 2009 the Town did a private/public partnership with T. Barnabas Kane, who agreed to design, integrate, and install both the landscape and the rainwater capture system all on his nickel. He said the estimated cost for the project in its entirety is \$18,000. Mr. Holmes said the Town provided in-labor through Roads and Parks & Rec staff. He said some stakeholders wanted to keep the turf on the east side because it is frequently used by the Library staff for children's programs. He said that will enhance the project by showing the water use for one small piece of water intensive turf and comparing that to the two other areas that would be converted.

Mr. Holmes said they started construction in November 2009 by retro fitting the landscape, move the turf to the community center, and installed the rainwater capture system. He said it is a 660 gallon tank and about halfway buried. He said they actually filled the tank with the recent rain event. He said all of the landscape material was installed on November 29, 2009 and the surface material put down on December 8, 2009. He said they want to have a memorial plaque in front with a narrative and sponsorship information. He said they are pretty proud of the project and will be entering it for approval by the Coalition for inclusion in the Water Smart program.

Candace McNulty, 221 S. Marina Street, asked how much water was captured.

Mr. Holmes said it was completely full, about 650 gallons. He said they have rain gutters coming down and down spouts for part of a passive design. He said the whole landscape has basins so it actually fills up with water.

ITEM NO 2. Call to Public

Consideration and discussion of general unscheduled comments from the public: Those wishing to address the Coalition need not request permission in advance. Any such remarks shall be addressed to the Coalition as a whole and not to any member thereof. Such remarks shall be limited to three (3) minutes unless additional time is granted by the Chair.

At the conclusion of the unscheduled comments, individual members of the Coalition may respond to the item addressed at the discretion of the Chair, or they may ask Staff to review the matter or ask that the matter be placed on a future agenda.

ITEM NO 3. Action – Approval of Minutes for previous Board Meeting – November 4, 2009

Member Jim Bunker moved to approve the minutes of the November 4, 2009 Board meeting; second by Member Marlin Kuykendall; motion approved unanimously.

ITEM NO 4. Discussion – TAC & Safe Yield Workgroup Meeting Summaries – November 5 and December 2, 2009

Chairman Flannery said at the last meeting they some discussion as to the due date of the final report and the report is due in March 2010.

Mr. Ed Muccillo provided an update on the grants process. He said as they indicated last time they were not successful on the Bureau of Reclamation grant. He said they waiting for the posting of the ADEQ and the Water 2025 System Optimization Grants. He said the facility mapping they did in the past is something they could expand upon and make



them eligible for some different grants. Mr. Muccillo said they are working on getting the Federally Negotiated Indirect Cost Rate and preparing a letter of inquiry for some private grants. He said the search for grants is ongoing. He said John Munderloh presented the Town of Prescott Valley Town Council an official request to pursue those three upcoming grants and that was approved.

ITEM NO 5. Discussion – Budget Update

Mr. Muccillo said on page 30 of 33 is the most recent budget update. He said he broke the budget report down by fiscal year as suggested at a previous meeting. He said it worth noting that just by the nature of the way they do their accounting, Task 1 Program Management and Grant Research. He said another label they can put on that is Program Manage/Grant Research/Uncommitted Funds. Mr. Muccillo said that is the remaining budget in that task and when they embark out on another task it would be transferred out of that. He said that is the base general fund for the budget.

Chairman Flannery asked if they have an ending year balance does it go into that category. Mr. Muccillo answered yes it does. He said they have not embarked on any single task that is larger than a budget year can handle.

Vice Chairman Springer said she would like to see revenue sources along with expenditures in every fiscal year so that they can clearly identify exactly the source of all of their revenues. She said the budget should also show their carry over figures from year to year.

Chairman Flannery said more or less a year by year revenue, expenditure, and then a carryover to the next year.

Vice Chairman Springer said each of these years they should also have the information as to what their revenues were and where they came from. She said for instance if they get a grant during a year they should be able to show that as a source of revenue.

Mr. Muccillo said he will do that and improve the format of the budget.

Member Bunker asked what the budget year is. Mr. Muccillo said the fiscal year is July 1st to June 30th.

ITEM NO 6. Discussion – Recharge & Source Water Pilot Projects Study Update

Mr. Rick Shroads said Embry Riddle Aeronautical University (ERAU) has asked that the UVRWPC not be involved on their campus. He said it primarily has to do with the fact that there is a new group of people running things and they do not think the project would be beneficial for them. He said they do have a plan B, which is to look at the airport near the existing recharge facilities. Mr. Shroads said on Monday, December 14, 2009 at the Civiltec Office at 1:00 p.m. they are going to have a workshop to show the plans and specifications that they have developed for the recharge projects. He said they will have some spreadsheets, engineers' cost estimates, sample materials such as the perforated pipe they are going to be using, the type of filter fabric they are going to be using, and the various soil repellency type treatments they are using in Chino Valley. He said it will be a come and go meeting setup.



Member Bunker asked if the APS site is at ERAU, however there is another APS site they are looking at the Airport and it is actually bigger than the one at ERAU. He said they are hoping to use the same concept.

Chairman Flannery asked if the recharge at the Airport is in the wash.

Mr. Shroads said it is just next to the wash. He said once they get outside the general vicinity of Granite Creek they get into a lot of heavy clays. He said Granite Creek itself is a wonderful place to recharge but they need to collect water from something that is going to be impervious. He said the concept they are toying with is taking water from the airport vicinity and transporting over near the edge of Granite Creek where they know they have good recharge. Mr. Shroads said this will utilize the three concepts of capture, transport, and recharge

Chairman Flannery asked they would be more favorable than ERAU.

Mr. Shroads said in a sense. He said the nice thing about ERAU is the transport element was very short. He said at the airport they will have to transport the water a distance and he does not know what that distance it yet and that will add some cost to the recharge project.

Mr. Muccillo said they will be posting that as a public meeting so there is no worry about quorums and they are all invited to attend.

ITEM NO 7. Discussion & Possible Action – Water Conservation Efforts Update

Mr. Muccillo said they talked at the last Board meeting about mass mailings of the Water Smart publications via Valpak. He said the Board asked for a proposal and they have one on page 31 of the agenda. He said the map shows the distribution areas, which consists of 60,000 households. Mr. Muccillo said the mailing would be a three-panel flyer. He said they will follow Vice Chairman Springer's suggested to send them out as a series. He said the mailings would be quarterly starting with January, April, July, and October. He said the total would be about \$10,000 total.

Chairman Flannery asked if the printing of the sheets is included. Mr. Muccillo said, Valpak would print our already prepared Water Smart cards.

Member Bunker said they discussed at the last meeting whether they wanted to include the Prescott area because Prescott residents receive these in their water bills.

Ms. Lorri Carlson said in speaking with Shaun Rydell the intent is to include the Prescott residents because Ms. Rydell does alternate materials and repetitive exposure is good reinforcement.

Member Bunker asked how they affects the cost if they do not mail to the PA and PB areas.

Mr. Muccillo said they may miss some outside of Prescott folks if they get rid of those two areas. He said each one of those is 10,000 households a represents 1/6 of the cost.

Member Kuykendall said to cover this much area and to this kind of continuity is pretty reasonable at this price. He said they certainly have other things they can put in the water bill so his suggestion is to crank it out.



Vice Chairman Springer said they cannot beat that deal. She said most families go through them even if they only salvage only one or two. She said she thinks the idea of 60k people seeing that Water Smart logo at that price cannot be beat.

Member Bunker moved to authorize staff to proceed with the mailings through Valpak as presented in the agenda packet; second by Vice Chairman Springer; motion passed unanimously.

Mr. Muccillo said the Coalition had a request from the Mayer Water Improvement District to distribute the Water Smart cards with their logo. He said this is the first official request to use the Water Smart logo and the cards the Coalition has developed. The Improvement District would pay for the printing costs and the cost of having their logo put on the cards.

Chairman Flannery said he remembers talking about establishing rules through TAC in order to do that.

Mr. Muccillo said they have talked about when somebody wants a facility designated as Water Smart.

Chairman Flannery said he thought that when they went through the process of gaining the Water Smart logo from the City of Prescott they need to have some sort of process because they would be doing this further down the line. He said rather than doing it piecemeal they would have a process set in place.

Mr. Muccillo said there is not much involved except conveying to them they would bear the cost of printing and in making the resources available.

Chairman Flannery said if somebody comes along and indicates they want to do something after the Coalition has gone through the process of acquiring the Water Smart logo including a signed contract, then the Coalition needs to protect what has been paid for and the Coalition should have a written agreement for others to use the logo.

Vice Chairman Springer requested a Water Smart card and said she does not approve of substituting their logo for the Coalition's logo. She said there may be something that can be worked out with the Mayer Water Improvement District where they could identify the card as theirs.

Mr. Muccillo said in tying both of those thoughts together the TAC needs to come up with a process for such requests along with boundaries from the Board.

Chairman Flannery said they got into this with the concept with everyone participating in the program and there is the identity process that needs to be protected.

Vice Chairman Springer said she suggests that the questions should be do they want some kind of ownership of the material or do they want it for educational purposes only. She said if it is for distribution of information only then the Coalition should provide the materials at a discounted price. She said the Coalition prints and controls it. Vice Chairman Springer.



Member Kuykendall suggested that a statement be included that the Water Smart logo in future publications be used with the permission of the Coalition.

Vice Chairman Springer said she suggests that the Coalition not let the material be reprinted rather the Coalition reprint it for them.

Chairman Flannery asked if Mayer Water Improvement District could simply include their name/logo in the sign above the materials rather than on the materials specifically.

Ms. Lorri Carlson said she may have misspoken and that the intent of the District is to merely distribute the material for education purposes.

Vice Chairman Springer said the Coalition provide them at cost to the Mayer Water Improvement District.

Chairman Flannery said the TAC should come up with a process on how to share requested materials.

Member Marlin Kuykendall moved to approve providing the Mayer Water Improvement District with Water Smart educational publications at cost. Second by Vice Chairman Springer; motion approved unanimously.

Mr. Muccillo distributed the location list of the Water Smart racks and presented an individual rack to each of the Board members prepared by Shaun Rydell.

Chairman Flannery asked Mr. Munderloh about the Town of Prescott Valley having one location and if that is because of the move in the Civic Center.

Mr. Munderloh said that is correct, the Civic Center is slated for some remodeling and there is only one spot that is really available for the rack. He said the Library is still being completed.

Ms. Carlson said Shaun Rydell also made a table top rack available for Board members and TAC members to take to events where they could use a table top display. She said that is being stored at Civiltec and for use by the Coalition.

Mr. Muccillo said preparations are being made to show the Coalition's appreciation to the nursery and landscape industry members who contributed a great deal to the development of the Water Smart cards.

Chairman Flannery said a certificate would be appropriate.

Mr. Muccillo said they would frame them as well. Ms. Carlson said they will also recognize Shaun Rydell for her work in the near future.

ITEM NO 8. Discussion & Possible Action – Next Meeting Time / Location / Agenda Items

Mr. Muccillo said there will be a public meeting at Civiltec on Monday, December 14, 2009. He said the next TAC meeting will be January 13, 2010 and the next Board meeting will be January 27, 2010. He said he will have a revised budget and work on the Water Smart application.



ITEM NO 9. Meeting Adjourned at 2:55 p.m.



UPPER VERDE RIVER WATERSHED PROTECTION COALITION TECHNICAL ADVISORY COMMITTEE (TAC) MEETING SUMMARY

Wednesday, January 13, 2010
Yavapai County Administration Building, Gladys Gardner Room
1015 Fair Street – Prescott, Arizona

TAC Meeting – 1:00 p.m.

Attendees:

TAC Members: John Munderloh
Program Management Team: Ed Muccillo, Rick Shroads, Lorri Carlson
Guests: Doug McMillan, Lou Bellesi

Discussion Notes:

- **Quorum not present**
 - Need to discuss involvement of TAC member from Yavapai-Prescott Indian Tribe
 - Need City of Prescott to appoint TAC member
- **Recharge & Source Water Capture Pilot Projects Study**
 - Rick Shroads and Doug McMillan provided updates on the Recharge & Source Water Capture Pilot Projects Study
 - Considered various sites near Airport since ERAU withdrew interest in participation
 - Potential developed sites included Heights Church, Church for Spiritual Living, the Hot Shots area, and Bottleneck Wash across from Ruger Road, and the APS site on City of Prescott land near Airport.
 - Honing in on APS site, a relatively large solar plant on COP land and also close to Bottleneck Wash.
 - Concept is like ERAU, to collect water off of solar panels however site does not have parking lot surface to collect runoff.
 - Question raised if standing water in area relevant to increasing potential of bird strikes at Airport.
 - Distance criteria will be considered as site is considered.
 - Could be expandable recharge project in the future.
 - Melody Reifsnnyder looking at ADEQ Non-Point Source Grant opportunity but lacking the treatment component to parking lot runoff this project would not qualify.
 - CVID canal in close proximity and suggested as potential recharge site for pilot project.
 - Tribal properties mentioned for possible non-point source grant opportunity due to various parking lot runoff sites.
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- **Grant Research and Funding Plan**
 - Melody Reifsnnyder provided an update on the grant application and research activities.



UPPER VERDE RIVER WATERSHED PROTECTION COALITION TECHNICAL ADVISORY COMMITTEE (TAC) MEETING SUMMARY

Wednesday, January 13, 2010
Yavapai County Administration Building, Gladys Gardner Room
1015 Fair Street – Prescott, Arizona

- EPA Point Source grant funding opportunity that combines water resource conservation, specifically the hospitality industry in Region 9.
 - This is a public education grant award for \$50,000 with \$5,000 match and due on February 4, 2010.
 - This EPA grant is manageable to write and to track.
 - Grant funding can be used for rebates/incentives to hospitality industry for low water use fixture replacements.
 - EPA CARE grant opportunity requires no match, consists of two phases, and is due on March 9th, 2010.
 - Phase One is to identify concerns of community and Phase Two is implementation.
 - The EPA CARE pursuit needs to be approved by Town of Prescott Valley Town Council.
 - No one in state has ever been awarded this grant and is very competitive.
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- **Next Meeting Time / Location / Agenda Items**
 - The next TAC meeting will be on Wednesday, February 10, 2010 at 1:00 p.m. at the Yavapai County Administration Building, Gladys Gardner Room, 1015 Fair Street – Prescott, Arizona. The agenda items will be grant applications and funding plan, water conservation, recharge and resource water capture pilot project study.



UPPER VERDE RIVER WATERSHED PROTECTION COALITION SAFE YIELD WORKGROUP MEETING SUMMARY

Wednesday, January 13, 2010
Yavapai County Administration Building, Gladys Gardner Room
1015 Fair Street – Prescott, Arizona

Safe Yield Workgroup Meeting – 2:00 p.m.

Attendees:

TAC Members: John Munderloh, John Rasmussen, Mark Holmes

Safe Yield Workgroup: Steve Conrad, Howard Mechanic, Dirk Stringham, Jabe Willis, Gary Beverly, Charlie Hildebrandt

Program Management Team: Ed Muccillo, Rick Shroads, Lorri Carlson

Guests: Howard Mechanic, Jabe Wills, John Zambrano

Discussion Notes:

- **Continued discussion of Safe Yield Workgroup Draft Report**
- **Next Meeting Time / Location / Agenda Items**
The next Safe Yield Workgroup meeting will be Wednesday, February 10, 2010 at 2:00 p.m. at the Yavapai County Administration Building, Gladys Gardner Room, 1015 Fair Street – Prescott, Arizona. The agenda will include drafting the Safe Yield Workgroup Report.

UPPER VERDE RIVER WATERSHED PROTECTION COALITION
BUDGET PROJECTION
January 27, 2010

	Actual	Actual	Thru 1/17/2010	Projected Total	Estimated	Estimated
	FY 2007/2008	FY 2008/2009	FY 2009/2010	FY 2009/2010	FY 2010/2011	FY 2011/2012
Beginning Fund Balance *	\$ -	\$ 89,594		\$ 178,222	\$ 121,182	\$ 5,482
Revenues						
Coalition Member Contributions **	\$ 201,500	\$ 201,500	\$ 175,500	\$ 175,500	\$ 175,500	\$ 175,500
Grant Receipts	\$ -	\$ 2,950	\$ -	\$ -		
Other Revenues	\$ -	\$ -	\$ -	\$ -		
Total Revenues	\$ 201,500	\$ 204,450	\$ 175,500	\$ 175,500	\$ 175,500	\$ 175,500
Expenditures						
Tasks						
Task 1 - Program Management & Grant Research/Application (Ongoing)	\$ 53,146	\$ 83,601	\$ 61,117	\$ 104,000	\$ 90,000	\$ 90,000
Task 2 - Website Management (Ongoing)	\$ 691	\$ 2,450	\$ 894	\$ 1,200	\$ 1,200	\$ 1,200
Task 3A - Water Conservation Program Development (Complete)	\$ 35,894	\$ 14,256	\$ -	\$ -	\$ -	\$ -
Task 3B - Water Conservation Implementation (Ongoing)	\$ -	\$ -	\$ 64,037	\$ 80,000	\$ 50,000	\$ 50,000
Task 4 - Hydrologic Monitoring (Complete)	\$ 14,000	\$ 2,430	\$ -	\$ -	\$ -	\$ -
Task 5A - Recharge Mapping (Complete)	\$ 8,175	\$ 13,085	\$ -	\$ -	\$ -	\$ -
Task 5B - Recharge & Source Capture Pilot Projects Study (Ongoing)	\$ -	\$ -	\$ 47,340	\$ 47,340	\$ -	\$ -
Capital Improvement Projects						
Capital Improvement Project No. 1 (Future) ***					\$ 150,000	\$ -
Capital Improvement Project No. 2 (Future)					\$ -	\$ -
Total Expenditures	\$ 111,906	\$ 115,822	\$ 173,388	\$ 232,540	\$ 291,200	\$ 141,200
Excess of Revenues Over Expenditures	\$ 89,594	\$ 88,628		\$ (57,040)	\$ (115,700)	\$ 34,300
Ending Balance	\$ 89,594	\$ 178,222		\$ 121,182	\$ 5,482	\$ 39,782

* Fiscal Year Begins July 1 and ends June 30

** Coalition Member Contribution does not include Chino Valley in projections beyond 2010

*** Anticipate Grant Revenues to Supplement \$150,000 Cash for Capital Improvement Project