



## NOTICE OF PUBLIC MEETING & AGENDA

# UPPER VERDE RIVER WATERSHED PROTECTION COALITION BOARD MEETING

Wednesday, June 26, 2013 - 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. Communications**
- ITEM NO 3. 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 4. Discussion & Possible Action – Approval of Board Meeting Minutes – October 24, 2012**
- ITEM NO 5. Discussion & Possible Action – New Board Chairperson and Vice Chairperson**
- ITEM NO 6. Discussion – TAC Meeting Summary for December 5, 2012, January 2, 2013, February 6, 2013, April 17, 2013, May 8, 2013, and June 5, 2013**
- ITEM NO 7. Discussion – Presentation on Comprehensive Agreement #1 between Prescott, Prescott Valley and Salt River Project**
- ITEM NO 8. Discussion – UVRWPC Background**
- ITEM NO 9. Discussion and Possible Action – FY 2014 Budget & Dues**
- ITEM NO 10. Discussion and Possible Action – B&N Contract**
- ITEM NO 11. Discussion – Watershed Restoration Task Force**
- ITEM NO 12. Discussion & Possible Action – WaterSmart Outreach**
- ITEM NO 13. Discussion & Possible Action – Possible Expansion of Coalition Membership**
- ITEM NO 14. Discussion – Next Meeting Time / Location / Agenda Items**
- ITEM NO 15. Adjourn Meeting**



**AGENDA ITEM NO. 1  
INTRODUCTIONS, AWARDS, OR PRESENTATIONS**

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Opportunity for Board members to introduce new members and/or guests, or to make presentations.

- Recognize Carl Tenney

**AGENDA ITEM NO. 2  
COMMUNICATIONS**

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Opportunity for Board members to communicate member updates

**AGENDA ITEM NO. 4  
DISCUSSION & POSSIBLE ACTION - APPROVAL OF BOARD MEETING MINUTES – OCTOBER 24, 2012**

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Approval of minutes for the previous Regular Board Meeting held on October 24, 2012.



**AGENDA ITEM NO. 5  
DISCUSSION & POSSIBLE ACTION – NEW BOARD CHAIRPERSON AND VICE CHAIRPERSON**

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Board to select new Chairperson and Vice Chairperson.

**AGENDA ITEM NO. 6  
DISCUSSION - TAC MEETING SUMMARY FOR DECEMBER 5, 2012, JANUARY 2, 2013, FEBRUARY 6, 2013,  
APRIL 17, 2013, MAY 8, 2013, AND JUNE 5, 2013**

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Brief summary of TAC Meetings.

**AGENDA ITEM NO. 7  
DISCUSSION – PRESENTATION ON COMPREHENSIVE AGREEMENT #1 BETWEEN PRESCOTT, PRESCOTT  
VALLEY AND SALT RIVER PROJECT**

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Discuss agreement



**AGENDA ITEM NO. 8  
DISCUSSION – UVRWPC BACKGROUND**

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History of the Coalition.

**AGENDA ITEM NO. 9  
DISCUSSION & POSSIBLE ACTION – FY 2014 BUDGET & DUES**

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Review current budget and determine FY 2014 dues.

**AGENDA ITEM NO. 10  
DISCUSSION & POSSIBLE ACTION – B&N CONTRACT**

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Discuss B&N contract expiration.



**AGENDA ITEM NO. 11**  
**DISCUSSION – WATERSHED RESTORATION TASK FORCE**

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Update on watershed restoration task force

**AGENDA ITEM NO. 12**  
**DISCUSSION & POSSIBLE ACTION – WATERSMART OUTREACH**

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Discuss WaterSmart Outreach efforts

**AGENDA ITEM NO. 13**  
**DISCUSSION AND POSSIBLE ACTION – POSSIBLE EXPANSION OF COALITION MEMBERSHIP**

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Initial discussion on possible expansion of the Coalition membership



**AGENDA ITEM NO. 14**  
**DISCUSSION – NEXT MEETING TIME / LOCATION / AGENDA ITEMS**

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**Board Meeting**

The next regularly scheduled Board Meeting is on **September 25, 2013 at 2:00 p.m.** at the City of Prescott City Hall, Council Chambers, 201 South Cortez Street, Prescott, Arizona.

**TAC Meeting**

The next TAC meeting will be Wednesday, July 10, 2013 at 2:00 p.m. The meeting will be held at the Town of Prescott Valley, Community Room #331, 7501 E. Civic Circle, Prescott Valley, Arizona.

**AGENDA ITEM NO. 15**  
**ACTION – ADJOURN MEETING**

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Meeting to be adjourned



A MEETING OF THE UPPER VERDE WATERSHED PROTECTION COALITION WAS HELD ON OCTOBER 24, 2012, in PRESCOTT CITY HALL, 201 SOUTH CORTEZ STREET, Prescott, Arizona.

**ITEM NO 1. Introductions, Awards, or Presentations**

Chairwoman Nye called the meeting to order at 2:01 p.m.

**Members Present:**

Chairwoman Lora Lee Nye, Town of Prescott Valley  
Vice-Chairwoman Carol Springer, Yavapai County  
Member Steve Blair, City of Prescott  
Member Ernie Jones, Prescott-Yavapai Tribe

**Members Absent:**

none

**Staff present:**

Carl Tenney, Vice Mayor, Town of Chino Valley  
John Munderloh, Town of Prescott Valley  
John Rasmussen, Yavapai County  
Ed Mucillo, Program Manager  
Dana Biscan, Project Manager  
Kim Webb, City of Prescott  
Leslie Graser, City of Prescott  
Melody Reifsnnyder, Sage Consulting  
Rick Shroads, Assistant Program Manager  
Don Tjiema, Vice Mayor, Town of Prescott Valley

**ITEM NO 2. Communications**

**ITEM NO 3. 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 4. Discussion & Possible Action – Approval of Board Meeting Minutes – July 25, 2012**

**BOARD MINUTES OF JULY 25, 2012 WERE APPROVED BY CONSENSUS.**

**ITEM NO 5. Discussion – TAC Meeting Summary for September 5, 2012 and October 15, 2012**

Mr. Mucillo noted the items were in the packet and covered in the agenda.

**ITEM NO 6. Discussion – Old Home Manor Project Update**

Mr. Mucillo said the project was ready to bid. He noted the City of Prescott had some concerns which had delayed their signing. Leslie Graser said they would have the answers to their questions in the next few weeks and there would be direct communication between the City of Prescott, Burgess & Niple and Civiltec.

Member Blair asked who would be in charge of the clean up and if that cost was in the budget. Ms. Graser said that she understood there needed to be a clear understanding of the project.

**ITEM NO 7. Discussion – Watershed Restoration and Recharge Policy Initiative**

Mr. Mucillo said the Coalition had been awarded a grant from the Bureau of Reclamation for \$49,000 in first year with no match. He noted that there would be an in-kind match the second year for the same amount of money. He said there were requirements and boundaries and the project schedule was being developed.

**ITEM NO 8. Discussion – Project WET**

Mr. Mucillo defined Project WET and noted the money allotted for the year was under the amount pledged. He said 5 groups applied for the grant and all would be funded.

They may be exhausting their supply of schools that wanted to do something for the following year and would rework the project with the technical advisory committee (TAC).

**ITEM NO 9. Discussion & Possible Action – Prescott National Forest Draft EIS and Draft Land and Resource Management Plan**

Mr. Mucillo said the TAC wanted to provide comments to the forest service and have Chairwoman Nye sign the drafted letter, upon approval from the Coalition. Vice Chairwoman Springer asked about the wilderness designation and if it only involved forest service land. Mr. Munderloh said it did. Ms. Springer said that she was leery of





determining wilderness lands. Mr. Munderloh said that he would like to look into how the land functioned as watershed land.

Mr. Munderloh said there was nothing around Big Black Mesa, but they did want to increase the footprint between Camp Wood and Walnut Creek. He noted that it could be a big driver for the Big Chino recharge.

Member Blair said that he would like an update on the area and he was concerned with road closures. Mr. Munderloh said the comment period ended in mid November and they needed to get the letter sent. The main just of the letter was that the Coalition was interested in the watershed and they wanted to strengthen their relationship with the forest service. He noted that the forest service concerns were different from the Coalitions.

Ms. Springer said the language in the letter should be stronger and talk about developing a plan for the area. Mr. Tenney noted that there should be a date on the letter.

Mr. Munderloh said that he would make the changes and get it back to Chairwoman Nye for her signature. The Coalition agreed.

**ITEM NO 10. Discussion & Possible Action – Program Management Contract and Budget Update**

Mr. Munderloh said the TAC met to review the contract with Burges & Nile. He recommended an amendment to extend the existing contract until June 30, 2013 with changes. Some of the changes could be to reduce their hourly fees in some areas, reduce some of the involvement in administration, go to four board meetings per year, and conduct some TAC meetings via phone.

He said the various Boards and Councils involved would have to approve the contract separately. Mr. Mucillo said the money was in place and this would allow them to be synced up with the fiscal year.

Members Blair and Jones said they would like to have a presentation regarding the contract to their Councils that involved the projects the Coalition was working on, including the forest service plan.

**ITEM NO 11. Discussion – Next Meeting Time / Location / Agenda Items**

Mr. Mucillo said the next regularly scheduled Board Meeting was on **December 26, 2012 at 2:00 p.m.** at the City of Prescott City Hall, Council Chambers, 201 South Cortez Street, Prescott, Arizona. He suggested rescheduling the meeting to **January 23, 2013**. The Board agreed. Mr. Mucillo said they would try to go to four meetings per year.



The Coalition asked Ms. Springer to come back to the January meeting for her good bye party.

The next TAC meeting would be Wednesday, November 7, 2012 at 1:00 p.m. The meeting would be held at the Town of Prescott Valley, Community Room #331, 7501 E. Civic Circle, Prescott Valley, Arizona.

**ITEM NO 12. Adjourn Meeting**

There being no further business to be discussed, the Upper Verde River Watershed Protection Coalition Board Meeting of October 24, 2012, adjourned at 2:30 p.m.

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LORA LEE NYE, Chairwoman

ATTEST:

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KIM WEBB, Deputy City Clerk



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

**Wednesday, December 5, 2012  
Town of Prescott Valley, Community Room # 406  
7501 E. Civic Circle - Prescott Valley, Arizona**

**TAC Meeting – 1:00 p.m.**

**Attendees:**

TAC Members: John Munderloh, John Rasmussen, Leslie Graser, Amber Tyson

Program Management Team: Dana Biscan, Rick Shroads

- **Meeting called to order at 1:10 p.m.**
- **Old Home Manor**
  - Leslie summarized the Prescott Council's concerns. She requested the following items, among others:
    - Breakdown of project costs
    - Description of the project and its purpose
    - Descriptions of monitoring and reporting
    - Planned project outcome
    - Information regarding known ground water table mounding in the project vicinity and how mounding would be accommodated
    - Source of contingency funds
    - Explanation of how Prescott Valley is serving as the financial agent
  - She noted ADWR's response to John M on rainwater harvesting
  - Rick will present a power point at the next TAC to refresh the group with the project. Rick will coordinate with Leslie to provide required materials to Council.
- **Watershed restoration initiative**
  - Group is working to assemble information
  - Half day workshop is planned for late January/ early February
  - Beginning to develop an outline based upon discussion at meetings



- **Budget Discussion**
  - The TAC needs to determine what the UVRWPC funding recommendation will be to their councils for 2013
  - Group is leaning toward maintaining reduced dues
  
- **ASU Technology Research Initiative Fund**
  
- **Irrigation Association Municipal Dues**
  - Leslie provided a summary to the group regarding the benefits of membership
  - TAC approved the \$330 membership fee
  
- **Program Management Contract Amendment**
  - Dana asked the status of getting the amendment signed
  - John, Leslie, and Amber requested copies of the amendment for signature
  
- **January Board Meeting**
  - Potential Board Agenda items:
    - Items from this agenda
    - Vote on new Board Chairman and Vice-Chairman
  
- **Next Meeting Time / Location / Agenda Items**
  - The next TAC meeting will be on Wednesday, January 2, 2013 at 1:00 p.m. at the Town of Prescott Valley, Community Room # 331; 7501 E. Civic Circle – Prescott Valley, Arizona
  - The next Board meeting is Wednesday, January 23, 2013.



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

**Wednesday, January 2, 2013  
Town of Prescott Valley, Community Room #331  
7501 E. Civic Circle - Prescott Valley, Arizona**

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**TAC Meeting – 1:00 p.m.**

**Attendees:**

TAC Members: John Munderloh, John Rasmussen

Program Management Team: Ed Muccillo, Dana Biscan, Rick Shroads, Melody Reifsnyder

- **Meeting called to order at 1:10 p.m.**
- **A quorum of TAC members was not in attendance. Meeting adjourned at 1:11 p.m.**
- **Next Meeting Time / Location / Agenda Items**
  - The next TAC meeting will be on Tuesday, February 5, 2013 at 2:00 p.m. at the Yavapai County Administrative Services Building, Gladys Gardner Room; 1015 Fair Street – Prescott, Arizona
  - The next Board meeting is Wednesday, January 23, 2013.



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

**Wednesday, February 6, 2013  
City of Prescott City Hall, City Manager's Conference Room  
201 South Cortez Street, Prescott, Arizona**

**TAC Meeting – 2:00 p.m.**

**Attendees:**

TAC Members: John Munderloh, John Rasmussen, Leslie Graser

Program Management Team: Ed Muccillo, Dana Biscan, Rick Shroads, Shaun Rydell

- **Meeting called to order at 2:01 p.m.**
- **Old Home Manor**
  - Rick presented a summary presentation to the group describing how the Old Home Manor project was originally developed and selected
  - Leslie received the additional information she needed from Dana and was able to confirm prices with Rick. She will bring the information back to Council
  - Melody is submitting a grant to the BOR for construction funding for the project
- **Watershed Restoration Initiative**
  - The meeting was good, although the group was not quick to volunteer for tasks outside of the meetings
  - John Munderloh will help John Rasmussen develop a map and work on obtaining pertinent historical information
  - The group will have another meeting in mid-March. Dana will send a Doodle poll to the group. This will be a regular meeting, not a facilitated workshop.
  - Another progress report and needs report are due soon.
- **WaterSmart program**
  - Shaun presented the following grants for a total request of \$3,045:
    - Rainwater Harvesting – Public and Trade Workshop Sponsor - \$500
      - This item would be recognition only. Rick will present at this conference
    - 2013 Yavapai County Contractor Association Magazine ad - \$400
    - 10 x 10 public education booth fee - \$600



- 1000 Rain Gauges and educational giveaways - \$1,545
  - These items were all approved. Shawn will coordinate with the conference staff and bring banners.
- **ARCSA Rainwater Harvesting Conference**
  - This item was discussed under the preceding item
- **Grant update**
  - Melody was unable to attend but provided a summary to the group beforehand. See the attached.
- **Budget discussion**
  - The February Board meeting may be too soon to discuss the next fiscal year budget. Keep the meeting date as a place holder, but if necessary, we will postpone closer to time.
- **Program Management Contract Amendment**
  - Like the budget, it may be too soon to discuss this item in February. The group will decide in coming weeks
- **February Board Meeting**
  - Old Home Manor update
  - Watershed Restoration Task Force
  - Grant Update
  - Budget Discussion
  - Program Management Contract Amendment
- **Meeting adjourned at 3:30 p.m.**
- **Next Meeting Time / Location / Agenda Items**
  - The next TAC meeting will be on **Wednesday, March 6, 2013** at 1:00 p.m. at the Town of Prescott Valley, Community Room # 331; 7501 E. Civic Circle – Prescott Valley, AZ
  - The next Board meeting is **Wednesday, March 27, 2013** at 2:00 p.m. at the City of Prescott.

# *Sage Consulting*

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## MEMO

To: John Munderloh, Chair  
Technical Advisory Committee  
Upper Verde River Watershed Protection Coalition (UVRWPC)

From: Melody Reifsnyder  
Sage Consulting

Re: Grant Update

Date: February 6, 2012

The current grant priority is the **Bureau of Reclamation, Phoenix Office application** for funding to support the Old Home Manor project. We will be requesting money to support development of the project as well as continued monitoring. The proposed budget will cover three years. I will be discussing the grant with Rick on Thursday, February 7. After that, I will forward a list of any additional information I may need. It is due in Phoenix on February 15. There is a unique component to this grant, and one I have never seen before in a federal grant.

Our current **BOR grant for watershed restoration** is moving along as scheduled. The next quarterly cycle ends on March 31 with reporting due by April 30.

A grant will be submitted to the **Yavapai Community Foundation** requesting additional funding for public education and outreach.

Still working on **Walton and the Economic Development Foundation**. Finding the "in" to the J.W. Kieckhefer and Margaret T. Morris Foundations has been a struggle. However, I just recently learned that Margaret T. Morris funded Harley Shaw's USDA study of historic watershed conditions. I will use to lay the groundwork for a request.

Melody





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

Wednesday, April 17, 2013  
Town of Prescott Valley, Community Room #331  
7501 E. Civic Circle - Prescott Valley, Arizona

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TAC Meeting – 1:00 p.m.

### Attendees:

TAC Members: John Munderloh, John Rasmussen, Leslie Graser, Peter Bourgois

Program Management Team: Ed Muccillo, Dana Biscan, Rick Shroads, Shaun Rydell

- **Meeting called to order at 1:01 p.m.**
- **Old Home Manor**
  - Melody applied for a \$75,000 grant that would cover some construction costs and monitoring in the second year. The application was submitted in March; the results will likely be announced in September.
  - The project is being postponed indefinitely.
- **Watershed Restoration Initiative**
  - The group does not see the need for another facilitated meeting at this time.
  - Kevin Blake and Brian Bond will attend the April meeting and review the GIS mapping
  - John R. will provide new maps
  - The next initiative meeting will be advertised as a special TAC meeting so that all members can attend and review/comment on the GIS mapping. There will be a call to the public at the end of the meeting.
- **Grant update**
  - A quarterly report is due to the BOR at the end of April.
  - We are on track for the grant milestones.
  - The website associated with the Yavapai Community Center Grant is almost complete.



- **Home and Garden Show**
  - The Home and Garden show is being held at Tim's Toyota Center in Prescott Valley May 17<sup>th</sup> – 19<sup>th</sup>. Set up is the 16<sup>th</sup>.
  - Shaun will use the old banners and will bring a rack with materials, rain gages, and rain reservoirs.
  - Shaun to send a spreadsheet to the TAC for booth sign up.
    - John R. can attend Friday
    - John M. will attend Sunday and help take down
    - Shaun can set up on her own Thursday
  
- **Budget discussion**
  - The group discussed a further dues reduction, but decided the current 20% reduction was the best recommendation to ensure grant matching funds are available. This will be recommended to the Board.
  
- **Program Management Contract Amendment**
  - John M. will discuss at the Board meeting
  - John will notify Board that the current contract is expiring July 1. He will ask that the TAC be assigned determining the next steps, whether it is no contract, an extended contract, or a new contract.
  
- **WaterSmart Outreach**
  - The TAC is considering expanding WaterSmart outreach and wants to discuss with the Board.
  - John M. proposed that the TAC send a letter to local water providers offering free information, with the understanding that if they want to add their own logos, they will bear the printing costs.
  - We have available information with our logos we can provide to smaller utilities.
  - In the past, we provided custom information to Cottonwood, which they printed. The group also provided information to Camp Verde.
  - Questions for Board:
    - Do we want to expand our WaterSmart outreach?
    - What should it include?
  
- **April Board Meeting**
  - New Board Chairperson and Vice Chairperson
  - Thank Carol Springer
  - History of UVRWPC
  - Budget and dues
  - Watershed Restoration Initiative
  - Update on Old Home Manor project
  - B&N contract
  - Home and Garden Show
  - WaterSmart Outreach



- Meeting adjourned at 2:30 p.m.
  
- Next Meeting Time / Location / Agenda Items
  - The next TAC meeting will be on **Wednesday, May 1, 2013** at 1:00 p.m. at the Town of Prescott Valley, Community Room # 331; 7501 E. Civic Circle – Prescott Valley, AZ
  - The next Board meeting is **Wednesday, April 24, 2013** at 2:00 p.m. at the City of Prescott.



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

Wednesday, May 8, 2013  
City of Prescott City Hall, Downstairs Conference Room  
201 South Cortez Street - Prescott, Arizona

TAC Meeting – 1:00 p.m.

### Attendees:

TAC Members: John Munderloh, John Rasmussen, Leslie Graser

Program Management Team: Ed Muccillo, Dana Biscan, Rick Shroads, Melody Reifsnyder

- **Meeting called to order at 1:02 p.m.**
- **Watershed Restoration Initiative**
  - The next meeting will be held about 6 weeks after the last meeting. Dana will send a Doodle poll to the group to determine availability.
  - Suggest Tuesday through Thursday for the weeks of June 10<sup>th</sup> and 17<sup>th</sup>, excluding the 19<sup>th</sup>. Also add the 25<sup>th</sup>.
  - The meeting will be held at Yavapai County
  - Agenda should include review of GIS information, name for the group, and reviewing the goals and objectives of the group
  - The Screening Criteria and Evaluation Criteria should be discussed at a subsequent meeting.
  - In order to meet the schedule presented in the grant, the group may want to begin meeting every 4 weeks until September 30<sup>th</sup>
  - The group will reevaluate using a facilitator in August or October
- **Grant update**
  - Project WET
    - We have \$700 allocated from last year, Edessa has reached out to determine whether we will be sponsoring Project WET again
    - The group is interested in supporting Project WET; however, it may be best to explore other opportunities, such as supplies to teachers, offering Project WET certification, etc.
    - Dana to coordinate a conference call with Edessa to discuss this year's support
    - Dana to send letter to SRP requesting funding



- Landscape Conservation Cooperative
  - Melody indicated that the LCC grant would not be a good fit for the group this year, particularly with the ongoing efforts for the Watershed Restoration Grant
- Yavapai County Community Foundation
  - UVRWPC to submit application this year to develop 5 videos (like youtube) on watershed issues for general public education
- Old Home Manor
  - Waiting for results
- **Burgess & Niple Contract**
  - The TAC would like to issue a new contract to B&N with the revised role of Project Manager, not Program Manager. Ideally, the contract will allow the Coalition to have B&N perform work on an on-call basis, as needed and desired by the Coalition.
  - Yavapai County is having a water group discussion at their May 20<sup>th</sup> meeting. This will shape the County's stance on the contract.
  - Ed to prepare a draft contract before the June TAC meeting reflecting B&N's revised role.
  - The TAC does not want to advertise for another program/project manager because the Coalition is a cohesive workgroup and has been successful to date.
- **WaterSmart Outreach**
  - The Board supports expanding WaterSmart outreach.
  - John M. obtained a list of water providers in Yavapai County from ADWR. He divided it up by the number of people served by each provider (i.e. less than 100, 100 to 499, 500 to 999, ≥ 1,000).
  - John M. proposed that the TAC send a letter to these local water providers with an introduction to the UVRWPC, informing them about the WaterSmart program and the outreach in Cottonwood. The letter should include a questionnaire regarding the types of assistance that could be available to determine what providers want, and should provide a space for them to make requests.
    - Suggestions include:
      - Offer up to 100 pre-printed cards to providers free of charge
      - Technical assistance (one-day workshop)
      - Offer to change logos if water providers wish to print
  - John will work on contacts
  - Leslie noted that it may be more logical to distribute the cards at a public location than the utility office.
  - The group noted some providers, particularly private companies, may not be interested in conservation education because it is not beneficial to them (unless they have required conservation activities).
  - Some providers may question why UVRWPC is willing to offer assistance.
  - Dana to draft an introductory letter to send to the providers.
  - The group will need to develop a cost estimate to provide the requested assistance.



- **June Board Meeting**
  - UVRWPC Background
  - Watershed Restoration Initiative
  - B&N Contract
  - FY2013/2014 Dues
  - New Board Chairperson and Vice Chairperson
  - WaterSmart Outreach
  
- **Meeting adjourned at 3:00 p.m.**
  
- **Next Meeting Time / Location / Agenda Items**
  - The next TAC meeting will be on **Wednesday, June 5, 2013** at 1:00 p.m. at the Town of Prescott Valley, Community Room # 331; 7501 E. Civic Circle – Prescott Valley, AZ
  - The next Board meeting is **Wednesday, June 26, 2013** at 2:00 p.m. at the City of Prescott.



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

Wednesday, June 5, 2013  
Town of Prescott Valley, Community Room #331  
7501 E. Civic Circle - Prescott Valley, Arizona

TAC Meeting – 1:00 p.m.

### Attendees:

TAC Members: John Munderloh, John Rasmussen, Leslie Graser

Program Management Team: Ed Muccillo, Dana Biscan, Rick Shroads

- **Meeting called to order at 1:02 p.m.**
- **Watershed Restoration Initiative**
  - This meeting will be advertised as a public meeting so the TAC can all attend and comment on the GIS
  - Dana to email agenda to group
  - The meeting will be held at Yavapai County
  - Agenda will include review of GIS information, name for the group, and reviewing the goals and objectives of the group
  - We will discuss meeting every 4 weeks until September 30<sup>th</sup> to achieve the grant milestones
  - The 270 day review was recently submitted to the BOR
- **Grant update**
  - Project WET
    - The group is interested in supporting Project WET; however, it may be best to explore other opportunities, such as supplies to teachers, offering Project WET certification, etc.
    - Dana is coordinating a conference call with Edessa to discuss this year's support. All indicated availability Thursday the 13<sup>th</sup> at 3:30pm. Dana will set up a conference call number.
    - Dana sent letter to SRP requesting funding.
  - Yavapai County Community Foundation
    - Waiting for results (2013)
    - Website is almost complete from 2012 grant. Melody to conduct a test run for the TAC prior to launching the site on the internet.



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- Old Home Manor
    - Waiting for results
  - **Burgess & Niple Contract**
    - Ed provided and reviewed a new draft contract. The contract will allow the Coalition to have B&N perform work on an on-call basis, as needed and desired by the Coalition.
    - The TAC requested the contract language be revised to show B&N with the revised role of Project Manager, not Program Manager.
    - Each agency is to review the signature page to assure the correct representatives are listed.
      - Leslie noted that their attorney is now Jon Palladini
      - John R noted that the County attorney is Jack Fields and that Chip Davis is the current Chair
    - John M noted that we will need to inform the Board how we will operate before the contract is in place
  - **WaterSmart Outreach**
    - The outreach plan has grown to include technical services and support. This may include rate studies, water supply studies, system review, and grant assistance. Much of the funding to do projects would have to be grant funded.
    - John suggested that B&N and the coalition cosponsor a booth at the Rural Water Association of Arizona conference in August in Prescott. It would be a split cost of \$1,000 total and would be a great opportunity to roll out the program.
    - John noted that any program would require a partnership between the UVRWPC and the service providers. He added that there are 40,000 people served by private companies and water districts in the Verde basin.
    - Leslie noted that it may be more logical to distribute the cards at a public location than the utility office.
    - The group noted some providers, particularly private companies, may not be interested in conservation education because it is not beneficial to them (unless they have required conservation activities).
    - Some providers may question why UVRWPC is willing to offer assistance.
  - **June Board Meeting**
    - New Board Chairperson and Vice Chairperson
    - UVRWPC Background
    - Watershed Restoration Initiative
    - B&N Contract
    - FY2013/2014 Dues and Budget
    - WaterSmart Outreach
  - **Meeting adjourned at 3:00 p.m.**
  - **Next Meeting Time / Location / Agenda Items**
    - The next TAC meeting will be on **Wednesday, July 10, 2013** at 1:00 p.m. at the Town of Prescott Valley, Community Room # 331; 7501 E. Civic Circle – Prescott Valley, AZ
    - The next Board meeting is **Wednesday, June 26, 2013** at 2:00 p.m. at the City of Prescott.