



**City of Prescott**  
**Mayor's Commission on Water Policy**  
**Review & Monitoring**

---

June 20, 2023 | 11:00 AM  
201 N Montezuma Street  
City Council Chambers, 3rd Floor  
Prescott, AZ 86301

**MINUTES**

**1. CALL TO ORDER**

Chairman Jim Lamerson called the meeting to order at 11:00 a.m.

**2. ROLL CALL**

Jim Lamerson - Chair  
Bob Roecker - Vice Chair  
Gary Beverly - Member  
Gillian Haley-Meierbachtol - Member  
Peter Kroopnick - Member (excused)  
Michael Taylor - Member  
Gary Worob - Member

**3. DISCUSSION & POSSIBLE ACTION ITEMS**

A. Approval of Meeting Minutes from May 16, 2023

**MOTION BY MEMBER WOROB TO APPROVE THE MAY 16, 2023 MEETING MINUTES; MOTION SECONDED BY VICE CHAIR ROECKER: PASSED (6-0)**

B. Discussion & Presentation Regarding Feedback and Outcomes from the May 9, 2023 City Council Study Session.

Staff liaison Leslie Greaser introduced City staff present at the meeting, including Assistant City Attorney Chris Resare, Community Development Planner Tammy DeWitt, Water Resource & Environmental Services Manager Brian Ruiz, & Water Resource Project Manager Kay Sydow.

Ms. Graser presented the outcome and feedback from the recent Council Study Session. A synopsis of key concerns reviewed included the following:

- Although the 2022 Policy is more effective than the 2019 Policy, language that is incorrect or cannot be acted upon should be removed when it is updated. Procedures for staff need to be developed.
- The City is missing a long-term water resource management plan.
- The City should use the WRMM D&O version, when determining if supplies are available when water requests are received. Procedures for staff need to be developed.

Per Ms. Graser, the Council Study Session minutes from May 9, 2023 generally reflect an agreement with using the 2022 Water Management Policy. Some limited edits would be needed to bridge the City until such time the City has an updated the ADWR Decision and Order of Assured Water Supply, or other determined milestone for water budgeting and tracking.

This is vital as the City is currently estimating how much water it has available for water budgeting, while not subtracting estimates for those seeking appeal. Further, the Council discussed long range water planning and what that may look like, understanding that the City currently has an active General Plan Committee.

Staff is currently awaiting additional information from City leadership for whether the Commission should complete limited efforts to edit the 2022 Water Management Policy, and working within the schedule provided by City Legal to have those limited edits provided to Council for possible adoption by Council in December 2023 (for implementation in January 2024).

The City's Legal Department recommended a process where the limited edits are provided to the City's Council Subcommittee for Water Issues, then heard at a Council Study Session and last presented for possible approval at a Council Voting Session. Additionally, based on Council interest in long-term water planning, it will need to be determined who and what timeline will be set forth to accomplish this work. On behalf of the commission, Ms. Graser is seeking the group's timeframe for their ongoing voluntary service and products. There are options to either provide limited edits to bridge the policy until further clarification is received from Arizona Department of Water Resources (ADWR), or, determine another definitive milestone or number to work from.

Chairman Lamerson opened up the agenda item for discussion.

Member Gary Beverly commented on today's agenda, as far as covering specific policies, and how there are additional items to discuss. Ms. Graser confirmed that discussion regarding other policies may be discussed at a future meeting.

Vice Chairman Bob Roecker inquired about timing with ADWR and the D&O review. Per Ms. Graser, the review process continues. However, there is no firm date. Licensing and timeframe rules are suspended while information is being processed related to a deficiency letter.

Member Gary Worob requested information from Ms. Graser for where the commission's focus should be long-term. Per Ms. Graser, Public Works staff is working with Mayor Goode and the City Manager as far as what is to come next, and she will assist with working through that process when the time comes.

Water Resource & Environmental Services Manager, Brian Ruiz, expanded on the activities of staff working with Mayor Goode. Currently, staff is bringing the commission's recommendations before City leadership, and bridging the gap with recommendations to polish up the current Water Policy. However, more information is required from the State regarding the Decision and Order (D&O) process. That information will provide clarity to the City leadership, to start looking at a long-term water plan. Staff is looking at recommendations and how that aligns with the scheduling sequence reviewed earlier, so there can be a timeframe to be able to share with the commission.

Member Worob inquired about whether stormwater and rain water harvesting were going to be addressed. Ms. Graser responded, and explained that the Water Policy does not have those items included or tied in, as those are closely related to a long-term water management policy. The City does not yet have a long-term water management policy.

Members Beverly and Worob expressed concern regarding water protection and various components of water conservation. Ms. Graser explained that this commission was formed to determine the effectiveness of the current Water Policy. The other items Members Beverly and Worob referred to have been tabled as they are not currently included in the goals of the commission. While the commission does not have the authority to change specific items in the Water Policy, current recommendations are encouraged to be able to present to City Leadership.

Chairman Lamerson inquired about post-recommendations and moving forward. Per Ms. Graser, the commission has identified many of the policies thus far. The upcoming goals include working through five of the policies during today's meeting and the remaining four policies next month.

Member Gillian Haley-Meierbachtol commented on working through policies, and added that there may be a need for adding an additional policy beneficial for a short time period. She referred to Mayor Goode for clarification.

Mayor Goode provided information and direction for the commission. He explained that the primary focus is on refining the current Water Policy and making it as effective as possible. Once that goal is achieved, other issues can be reviewed. He added that development is still coming forward, allocations have to be made, and we need to be sure the current Water Policy addresses those as effectively as possible in the short term. The current priorities need to be achieved first.

***This item was for discussion only; no formal action was taken.***

C. Discussion & Possible Action Regarding Proposed Recommendations for 2022 Water Management Policy, Policy #6.

Ms. Graser reviewed the current commission recommendation for Policy 6:

Staff verify if the City has a process for identifying which applications have met this policy and how they will be identified in the City's databases, so they can be addressed. Policy language may need to be adjusted for larger projects which typically have longer timetables. Further, consistency, clarification, or reference needs to be added between Policy 6 and Policy Attachment 5.

She also explained that the document included in the agenda packet, titled Query from Central Square, was the result of analyzing the current database of Water Service Applications (WSAs).

The database items highlighted were to illustrate those administratively approved, as well as anything coming up to one year expiration.

Mayor Goode added that for a lot of these administratively approved projects, they happened rather rapidly. With expiration for larger projects, the lenders often will not approve until they know water is allocated. Lending is becoming more difficult and taking longer.

He suggested clarification in the recommendation, as a one year expiration could halt or end the project. Certainly, two or three years seems more appropriate.

**MOTION BY MEMBER BEVERLY TO APPROVE THE POLICY 6 RECOMMENDATION, WITH LANGUAGE CHANGED FROM "MAY" TO "SHOULD"; MOTION SECONDED BY VICE CHAIR ROECKER: PASSED (6-0)**

- D. Discussion & Possible Action Regarding Proposed Recommendations for 2022 Water Management Policy, Policy #7.

Ms. Graser reviewed the current commission recommendation for Policy 7:

Council seek a full list of the City's obligations from the calendar year 2017/2018 to calendar year 2021/2022 timeframe. Clear up the language in this policy, written as "existing entitlements", and policy 15 "existing contracts", as well as including a definition of what is the date range for "existing contracts".

**MOTION BY VICE CHAIR ROECKER TO APPROVE THE POLICY 7 RECOMMENDATION; MOTION SECONDED BY MEMBER BEVERLY: PASSED (6-0)**

- E. Discussion & Possible Action Regarding Proposed Recommendations for 2022 Water Management Policy, Policy #12 and #13.

Ms. Graser reviewed the current commission recommendation for Policy 12:

Council should consider making the unused volumes, if there are any, available to roll into the next six month period (see Policy 14). The Council should verify with the policy development team if there were considerations and practices in place related to when water is removed from the budget. If not, then they need to be prepared.

**MOTION BY VICE CHAIR ROECKER TO APPROVE THE POLICY 12 RECOMMENDATION; MOTION SECONDED BY MEMBER WOROB: PASSED (6-0)**

Ms. Graser reviewed the current commission recommendation for Policy 13:

Council seek a list of non-residential projects and determine what benefits are needed for a project to be approved so it is not arbitrary.

Member Beverly requested clarification regarding policies 12 and 13, regarding the unallocated amounts rolling into the next six month period, and would the amounts be separated between residential and non-residential allocation budgets. Some of the clarification is outlined in Policy 14, per Ms. Graser, and added that the bottom line is not to cross budget.

Member Haley-Meierbachtol expressed concern about the policy language and the lengthy process of the application. Mr. Ruiz provided clarification, and explained that every six months staff presents to the Council Subcommittee on Water Issues all residential and non-residential allocations. That data is reviewed for water trends in the six month period versus the current period.

Data is also gathered from Planning & Zoning for projects on the horizon. Determination can be made for the 25 acre feet and if adjustment needed.

**MOTION BY MEMBER BEVERLY TO APPROVE THE POLICY 13 RECOMMENDATION; MOTION SECONDED BY MEMBER WOROB: PASSED (6-0)**

- F. Discussion & Possible Action Regarding Proposed Recommendations for 2022 Water Management Policy, Policy #14 .

Ms. Graser reviewed the current commission recommendation for Policy 14:

Council seek to roll any unused volumes into the following six-month period. However, it would caution the transfer of commercial water budget volumes to the residential water budget volumes until there is clear information from Community Development, and possibly other departments, that the residential already approved (current, committed, projected) has the complimentary support services (upsizing existing commercial, added commercial, job creation, fire and police, etc.) planned and their water available (set aside for when they need it).

Any volumes provided on appeal must be subtracted from the City's remaining available water budget. Any appeal volumes must not be greater than the volume identified in the City's WRMM-D&O version.

**MOTION BY MEMBER TAYOR TO APPROVE THE POLICY 14 RECOMMENDATION, WITH LANGUAGE CHANGED TO REMOVE "CAUTION"; MOTION SECONDED BY VICE CHAIRMAN ROECKER: PASSED (6-0)**

**4. GENERAL ANNOUNCEMENTS**

Ms. Graser provided upcoming commission meeting dates, as well as quarterly update to Council meeting dates.

Topics for the next meeting may include the commission's timeframe for ongoing service and outcomes, and possible review of the draft recommendations for policies 15, 18, 19, and 21.


The next meeting is scheduled for July 18, 2023.

**5. ADJOURNMENT**

There being no further business to discuss, Chairman Lamerson adjourned the meeting at 12:05 p.m.

  
JIM LAMERSON, Chairman

ATTEST:

  
MARIKAY WHISENAND, Administrative Specialist

7-18-2023  
Date