



COUNCIL SUBCOMMITTEE FOR WATER ISSUES MEETING

SUBCOMMITTEE MEETING AGENDA

TUESDAY, NOVEMBER 5, 2019, 9:00 AM

Council Chambers, 201 South Cortez Street
Prescott AZ 86303
(928) 777-1272

Jim Lamerson, Chairman

Steve Blair, Councilman

Steve Sischka, Councilman

The following Agenda will be considered by the Prescott **Council Subcommittee for Water Issues** at its **Subcommittee Meeting** pursuant to the Prescott City Charter, Article II, Section 13. Notice of the meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02. One or more members of the Council Subcommittee may be attending the meeting through the use of a technological device.

- A. Call to Order
- B. Roll Call
SUBCOMMITTEE MEMBERS:
Chairman Jim Lamerson
Member Steve Blair
Member Steve Sischka
- C. Approval of Minutes of September 3, 2019
- D. 2019 Budgeted Water Supplies Update
- E. Water Service Agreement Applications
 - 1. WSA 19-018 (Lisciarelli)
 - 2. WSA 19-019 (Boyd)
 - 3. WSA09-020 (Burford)
- F. Comprehensive Agreement No. 1 Annual Report
- G. Governor's Water Augmentation, Innovation and Conservation Council Update
- H. Water Resource Management Model Update
- I. Review of High Water Billing Disputes

J. Future Agenda Items

K. Adjournment

EXECUTIVE SESSION

Upon a public majority vote of a quorum of the Council Subcommittee for Water Issues, the Council Subcommittee may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. §38-431.03(A)(4));
- (5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));
- (6) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));
- (7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

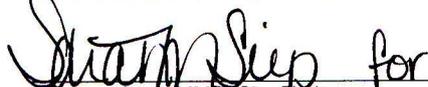
THE CITY OF PRESCOTT ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. With 72 hours advanced notice, special assistance can be provided for sight and/or hearing-impaired persons at this meeting. Reasonable accommodations will be made upon request for persons with disabilities or non-English speaking residents. Please call the City Clerk (928) 777-1272 to request an accommodation to participate in this public meeting. Prescott TDD number is (928) 445-6811. Additionally, free public relay service is available from Arizona Relay Service at 1-800-367-8939 and more information at www.azrelay.org

Confidentiality

Arizona statute precludes any person receiving executive session information from disclosing that information except as allowed by law. A.R.S. §38-431.03(F). Each violation of this statute is subject to a civil penalty not to exceed \$500, plus court costs and attorneys' fees. This penalty is assessed against the person who violates this statute or who knowingly aids, agrees to aid or attempts to aid another person in violating this article. The city is precluded from expending any public monies to employ or retain legal counsel to provide legal services or representation to the public body or any of its officers in any legal action commenced for violation of the statute unless Council Subcommittee for Water Issues takes a legal action at a properly noticed open meeting to approve of such expenditures prior to incurring any such obligation or indebtedness. A.R.S. §38-431.07(A)(B).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 11/1/2019 at 10:00 a.m. in accordance with the statement filed by the Prescott Council Subcommittee for Water Issues with the City Clerk


Maureen Scott, MMC, City Clerk

COMMITTEE AGENDA MEMO

MEETING DATE/TYPE: **SUBCOMMITTEE MEETING** **11-5-19**

DEPARTMENT: **Public Works**

AGENDA ITEM: Approval of Minutes of September 3, 2019

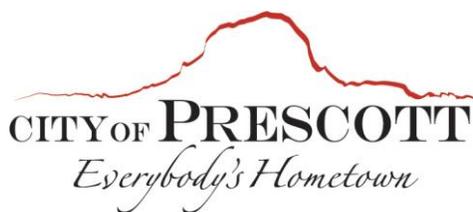
Item Summary

Subcommittee meeting minutes from September 3, 2019, for review and approval.

Attachments

1. Minutes of September 3, 2019

Recommended Action: **MOVE** to approve Subcommittee Minutes of September 3, 2019.



CITY COUNCIL SUBCOMMITTEE FOR WATER ISSUES

MINUTES

Tuesday, September 3, 2019
9:00 a.m.

Lower Level Conference Room
201 South Cortez St., Prescott, AZ
(928) 777-1100

Minutes of the City Council Subcommittee for Water Issues meeting held on **Tuesday, September 3, 2019** in the Lower Level Conference Room, 201 South Cortez Street, Prescott, Arizona.

A. Call to Order

Chairman Lamerson called the meeting to order at 9:07 a.m.

B. Roll Call

SUBCOMMITTEE MEMBERS PRESENT:

Chairman Jim Lamerson
Member Steve Blair

SUBCOMMITTEE MEMBERS ABSENT:

Member Steve Sischka (excused)

CITY STAFF PRESENT:

Michael Lamar, City Manager
Matt Podracky, Deputy City Attorney
Craig Dotseth, Public Works Director
Leslie Graser, Water Resources Administrator
Leah Hubbard, Water Resources Specialist
Carey Oberheim, Administrative Assistant

C. Approval of Minutes of August 6, 2019

COUNCILMAN BLAIR MOVED TO APPROVE THE MEETING MINUTES OF AUGUST 6, 2019; CHAIRMAN LAMERSON 2ND. PASSED 2-0

D. Water Policy Extension and Allocation Update

Item Summary

For January 1, 2019 until July 1, 2019, alternative water supplies were made available in accordance with City Resolution No. 2018-1663. The

available supply was 350 acre-feet and stated to be for, "...any development of any type during this period." A second policy extension was recommended by the City's Legal Department and approved with Resolution No. 2019-1713 while ongoing policy Council Study Sessions are conducted, see <http://www.prescott-az.gov/>

Requests for Water Service

New Water Service Agreement applications filed before August 20, 2019 (submission deadline for 9/3/2019 Subcommittee meeting).

Application No.	Units/Type	Requested Volume (in acre-feet)	Water Budget Remaining (in acre-feet)
			271.40
WSA 19-015 (void)			271.40
WSA 19-016 (LandCor)	144 MFR (Apts)	17.28	254.12
WSA 19-017 (KMA)	6 MFR (Duplex)	0.90	253.22

SFR = Single Family; MFR = Multi-family Residential; COM = Commercial

Leslie Graser presented this item for information purposes only.

- E. Water Service Agreement Application
1. WSA 19-016 (Landcor Group/Montezuma Partners LLC)

Item Summary

Water Service Agreement Application No. WSA19-016 was submitted on August 19, 2019, by Montezuma Partners, LLC (LandCor), seeking a potable water allocation of 17.28 acre-feet for 144 apartment units. Applicant has agreed to sub-meter the apartment units.

Background

This project was previously approved under City Contract No. 2017-362 and 2017-362A1. The increase of units from 102 to 144 voids City Contract No. 2017-362 and a new water service agreement is required.

The project was considered by the Planning & Zoning Commission on April 27, 2017, and approved by Council on June 27, 2017. Planning Manager, George Worley, determined the site plan changes with the increase of units is minimal and can be administratively approved. The project does not need to return to Planning & Zoning Commission.

In accordance with City Resolution Nos. 2018-1663 and 2019-1713, as well as the continuance of the 2018 Water Management Policy, the applicant

has submitted a new Water Service Agreement application (WSA19-016). The project requires a total of 17.28 acre-feet.

With approval of WSA19-016, the previous Contract No. 2017-362 will become null and void and 12.24 acre-feet will be returned to the portfolio.

Chairman Lamerson asked the applicant, Charlie Arnold to explain the changes made to the plan that allows for an additional 42 units. Mr. Arnold stated that 2 parcels have been acquired adding more land that will be used for fire entrance access in two locations for the development. The size of the units has also been reduced to better fit the current market trend toward smaller housing which allows for more units in the same amount of space.

Leah Hubbard stated that the original contract included sub-metering the units. Councilman Blair stated he would support this plan with sub-meters.

CHAIRMAN LAMERSON MADE A MOTION TO MOVE THE APPLICATION TO COUNCIL FOR CONSIDERATION WITH THE ADDITION OF SUBMETERING REQUIRED; COUNCILMAN BLAIR 2ND. PASSED 2-0

2. WSA 19-017 (Ken Mohen Architecture)

Item Summary

Water Service Agreement Application No. WSA19-016 was filed by Ken Mohn Architecture, for Kim and Bill Gagnon, on August 15, 2019. The applicant is seeking a potable water allocation for six (6) multifamily dwelling units. An existing duplex is on the parcel.

Background

In accordance with City Resolution Nos. 2018-1663 and 2019-1713, the continuance of the 2018 Water Management Policy, the applicant has submitted the Building Permit and Water Service Agreement (WSA19-017) applications. The project requires a total of 0.9 acre-feet.

Leah Hubbard presented this item to the Subcommittee.

COUNCILMAN BLAIR MADE A MOTION TO MOVE THE APPLICATION TO COUNCIL FOR CONSIDERATION; CHAIRMAN LAMERSON 2ND. PASSED 2-0

- F. Arizona Department of Water Resources Updates
1. Governor's Groundwater Users Advisory Council (GUAC)

Item Summary

On August 6, 2019, staff recommended the Subcommittee receive an

update on the Governor's Groundwater Users Advisory Council (GUAC).

Background

The 1980 Groundwater Code established a Groundwater Advisory Council (GUAC) in each Active Management Area (AMA). The group consists of five members. Members of the GUAC are appointed by the governor to represent the users of groundwater in the AMA, and on the basis of their knowledge of interest and experience with problems relating to development, use and conservation of water. (A.R.S. § 45-420)

The term of office of each member is six years. The terms are staggered, expiring in January of each even numbered year. Every other even numbered year, the members of the GUAC elect a chairman and vice chairman. Members of the GUAC serve without compensation.

GUAC Chairman, Jim Holt presented to the Subcommittee an overview of the advisory council.

Councilman Blair asked how the withdrawal fee paid to the State is used. Leslie Graser responded that the money goes toward compliance administration as well as conservation / augmentation.

2. Governor's Water Augmentation, Innovation and Conservation (GWAICC)

Item Summary

On August 6, 2019, staff recommended the Subcommittee receive an update on the Governor's Water Augmentation, Innovation and Conservation Council (GWAICC).

Background

On January 31, 2019, Governor Ducey signed Executive Order 2019-02, stating in part, "...it is important for the work of the Governor's Water Initiative to be continued and expanded upon through the creation of a new Council with a long-term focus on water augmentation, innovation and conservation; and given the importance of sustainable water supplies to Arizona and policy decisions that must be made, members of the Arizona Legislature should serve on the Council in addition to individuals appointed by the Governor..." Executive Order 2019-02 superseded and rescinded Executive Order 2015-13 which formed the Governor's Water Augmentation Council and established the Planning Area Process.

Executive Order 2015-13 created the Governor's Water Augmentation Council (GWAC) and Planning Area Process. The GWAC met quarterly from February 2016 to January 2018. In the fall of 2016, four committees were created: Desalination, Recycled Water, Long-Term Water

Augmentation, and Finance. The Planning Area Process meetings were a series of public meetings held in the Cochise, Northwest Basins, and West Basins Planning Areas. The meetings occurred between January 2016 and May 2017.

The GWAICC subcommittees in place at this time are Desalination, Long Term Water Augmentation, and Non-AMA Groundwater. Pursuant to Executive Order 2019-02, the first Annual Report of the GWAICC will be due in 2020.

Leslie Graser presented this item, the management plan work groups are moving into the 5th Management Plan with meetings ongoing.

G. Comprehensive Agreement No. 1 Updates

1. Multi-Agency Meeting

Item Summary

On August 6, 2019, staff recommended the Subcommittee receive an update on the Comprehensive Agreement No. 1 and the outcomes of the Multi-Agency Meeting. This meeting was held on July 25 and July 26, 2019, with a focus on information exchange from existing contract holders to assist with the development of the groundwater flow model, and for the modeling team to provide an update on their progress.

Leslie Graser presented for information purposes touching on the below items.

Arizona United States Geological Survey (AZ USGS)
 Matrix New World (formerly Southwest Groundwater Consultants)
 Arizona Department of Water Resources (ADWR)
 Salt River Project –
 Golder Associates
 CA1 Parties

2. Annual Report

Item Summary

On August 6, 2019, staff recommended the Subcommittee receive an update on the Comprehensive Agreement No. 1, specifically the in-progress Annual Report for the time period of July 1, 2018 to June 30, 2019. The report is finalized each year by September 30th.

Leslie Graser presented for information purposes only touching on the

Annual Report Outline items below

- Introduction and Background
- Summary of Annual Accomplishments
- Financial Summary
- Monitoring Equipment – Analytical Results and Data Collected
- Modeling Project
- Conclusion
- Appendix
 - Ephemeral Streamflow Monitoring Report
 - Summary of Data Collection Equipment
 - Maps

H. Future agenda items

No future agenda items suggested.

I. Adjournment

There being no further business to discuss, the meeting was adjourned at 10:13 a.m.

Respectfully Submitted by:

Carey Oberheim, Administrative Assistant

Councilman Jim Lamerson, Chairman

Date: _____



COMMITTEE AGENDA MEMO

MEETING DATE/TYPE: **SUBCOMMITTEE MEETING** **11-5-19**

DEPARTMENT: **Public Works**

AGENDA ITEM: 2019 Budgeted Water Supplies Update

Item Summary

For January 1, 2019 until July 1, 2019, alternative water supplies were made available in accordance with City Resolution No. 2018-1663. The available supply was 350 acre-feet and stated to be for, "...any development of any type during this period." A second policy extension was recommended by the City's Legal Department and approved with Resolution No. 2019-1713 while ongoing policy Council Study Sessions are conducted related to water policy updates, see <http://www.prescott-az.gov/>

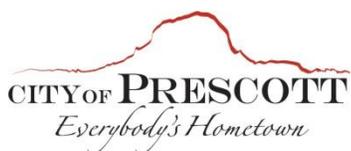
Requests for Water Service

New Water Service Agreement applications filed before October 22, 2019 (submission deadline for 11/5/2019 Subcommittee meeting).

Application No.	Units/Type	Requested Volume (in acre-feet)	Water Budget Remaining (in acre-feet)
			253.22
WSA 19-018 (Lisciarelli)	1 SFR	0.25	252.97
WSA 19-019 (Boyd)	1 SFR	0.25	252.72
WSA 19-020 (Burford)	1 SFR	0.25	252.47

SFR = Single Family; MFR = Multi-family Residential; COM = Commercial

Recommended Action: For information purposes.



COMMITTEE AGENDA MEMO

MEETING DATE/TYPE: **SUBCOMMITTEE MEETING** **11-5-19**

DEPARTMENT: **Public Works**

AGENDA ITEM: Water Service Agreement Application No. WSA19-018 by Gary Lisciarelli, for Connection to City Water Service of an Existing Home at 2501 W. Copper Basin Rd.

Item Summary

Water Service Agreement Application No. WSA19-018 was filed by Gary Lisciarelli on September 18, 2019. The applicant is seeking to connect his home (2501 W. Copper Basin Rd), built in 1979, to City water service.

Background

APN 108-21-004A is located within the City Limits. The Zone 19 Water Improvement Project added additional infrastructure up Copper Basin Road. During the infrastructure expansion, the Lisciarelli's were offered a stub-out for water service. The stub is present in the As-Builts and Zone 19 Project Plans.

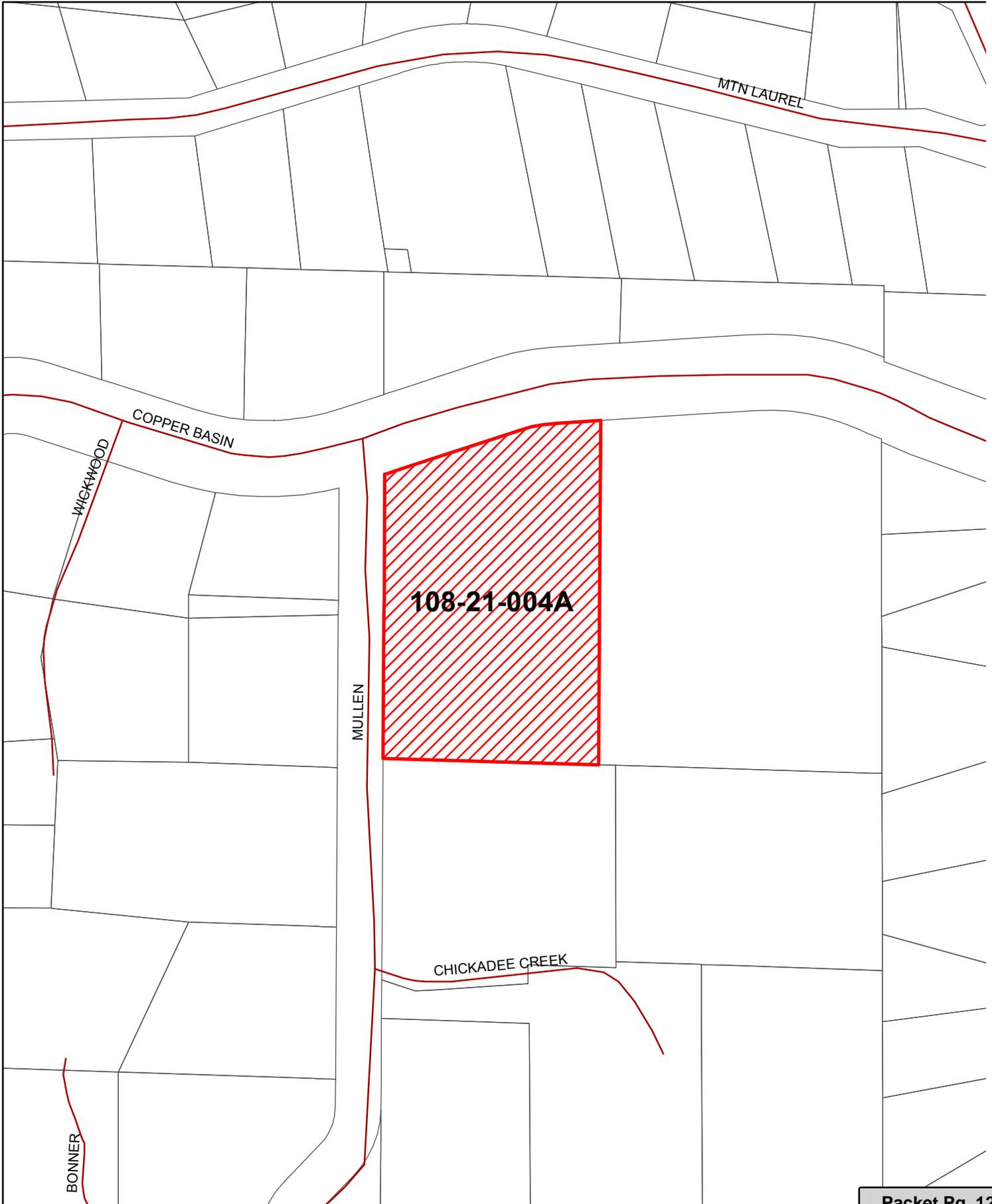
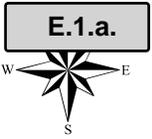
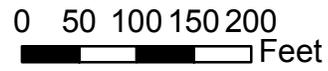
The Lisciarelli's have been hauling water since the 1970's for this home and would like to connect to city water (home is a seasonal summer home). The dwelling unit will be allocated 0.25 AF/yr and can be administratively approved.

Attachments

1. Location Map
2. Water Service Agreement Application No. WSA19-018

Recommended Action: For information purposes only.

Exhibit B WSA 19-018



Attachment: Location Map (2730 : WSA 19-018 (Lisciarelli))



WATER SERVICE AGREEMENT APPLICATION

Water Resource Management Division
201 S. Cortez St., Prescott, AZ 86303
(P) 928.777.1645 (F) 928.777.1255

Please complete the form and submit a legible legal description on a separate sheet of paper as well as a site plan of the subject property with proposed improvements. Submit all documents and the filing fee directly to the Community Development Department at 201 S. Cortez St, Prescott, AZ 86302.

APPLICANT INFORMATION

Applicant: GARY LISCIARELLI Contact Person: GARY LISCIARELLI
Address: [Redacted] City/State/Zip: [Redacted]
Phone: [Redacted] Email: [Redacted]

Property Owner: GARY LISCIARELLI Contact Person: GARY LISCIARELLI
Address: [Redacted] RD City/State/Zip: [Redacted]
Phone: [Redacted] Email: [Redacted]

PROJECT SITE

Address: same as above
Current Zoning: _____ Proposed Zoning: _____
Assessor's Parcel Number(s) of Existing Property:
108 - 21 - 004A _____
Existing Water Service (Y/N): N Existing Sewer Service (Y/N): N
Existing Well (Y/N): N If Yes, Well Registry No.: NO

PROJECT DESCRIPTION

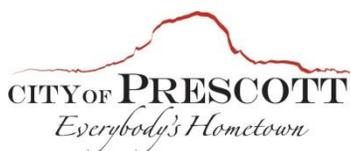
Is the project Residential or Commercial? CONNECT TO CITY WATER STUB
Please provide brief description: _____

of Proposed Units: 1 existing # of Proposed Lots: 1
Has a Water Demand Analysis been completed (commercial)? NO
Has a building permit application been submitted? ✓
Has a Planning and Zoning Recommendation been made? _____

Applicant Signature: Gary Lisciarelli Date: 9-18-2019

OFFICE USE ONLY				
DATE:	PERMIT #: WSA18-	FEE PAID:	ACCELA:	Legal Attached:
SITE PLAN:	BUILDING PERMIT:	PRELIMINARY PLAT:		

Attachment: Water Service Agreement Application No. WSA19-018 (2730 : WSA 19-018 (Lisciarelli))



COMMITTEE AGENDA MEMO

MEETING DATE/TYPE: **SUBCOMMITTEE MEETING** **11-5-19**

DEPARTMENT: **Public Works**

AGENDA ITEM: Water Service Agreement Application No. WSA19-019 by Scott Nalda with Crystal Creek Builders, for Construction of a New Single-family Residence at 329 Sterba Lane for John and Beth Boyd.

Item Summary

Water Service Agreement Application No. WSA19-019 was filed Scott Nalda with Crystal Creek Builders for John and Beth Boyd on September 23, 2019. The applicant is constructing a single family residence at 329 Sterba Lane (APN 111-09-043B).

Background

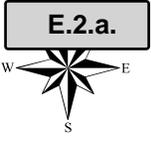
The property is located at the end of Sterba Lane in Mile High Park. The property has terrain difficulties but will be connecting to City sewer as required by the current Water Allocation Policy. The single family residence will be allocated 0.25 AF/yr and can be administratively approved.

Attachments

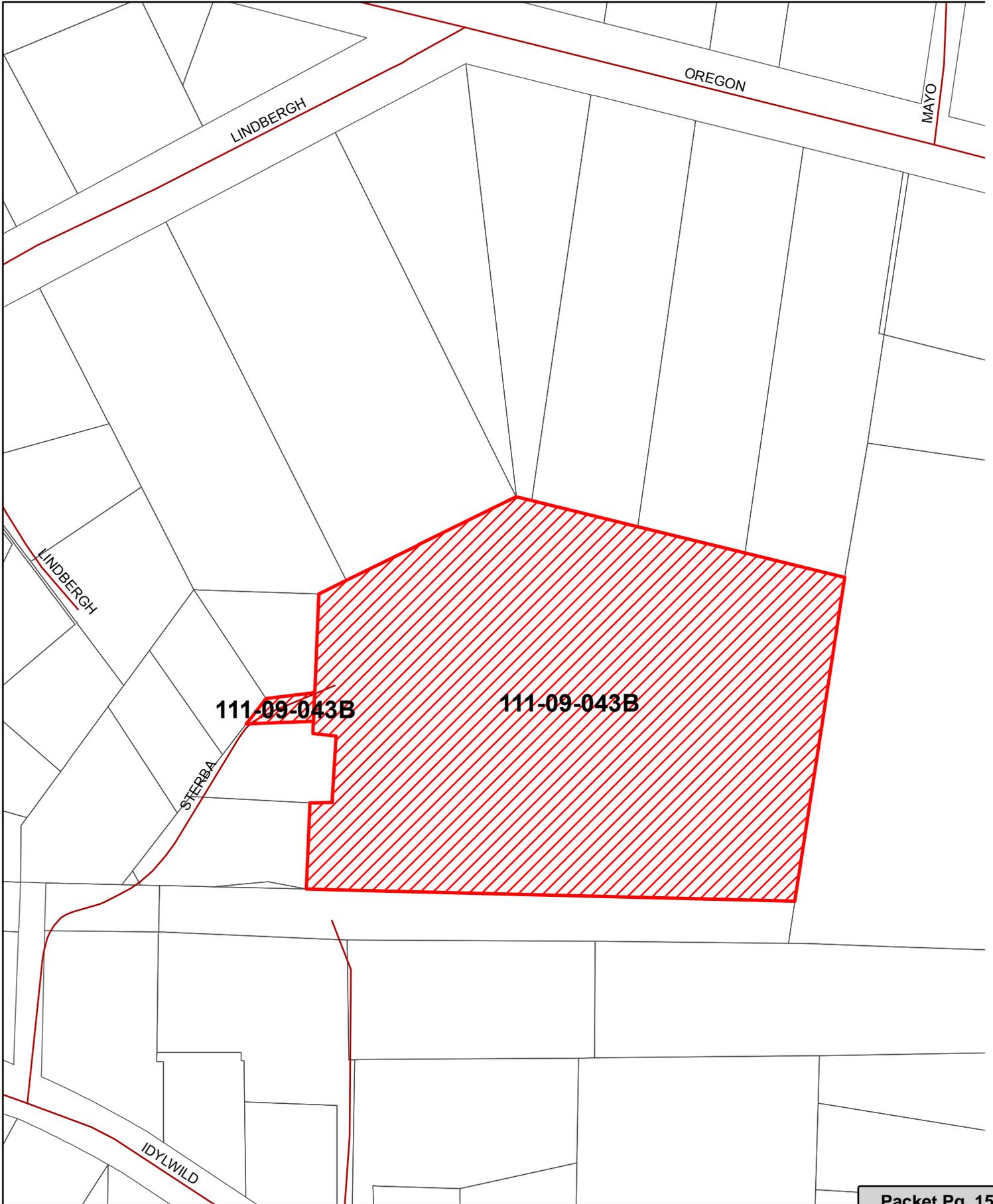
1. Location Map
2. Water Service Agreement Application No. WSA19-019

Recommended Action: For information purposes only.

Exhibit B WSA 19-019



0 50 100 150 200
Feet



Attachment: Location Map (2731 : WSA 19-019 (Boyd))



WATER SERVICE AGREEMENT APPLICATION

Public Works - Water Resource Management Division
201 S. Cortez St., Prescott, AZ 86303
(P) 928.777.1645 (F) 928.777.1255

Please complete this application and submit it with a building permit, site plan, or preliminary plat application. Include a legible legal description (metes and bounds) on a separate sheet of paper. Submit all documents and the filing fee directly to the Permit Center at 201 S. Cortez St, Prescott, AZ 86302.

APPLICANT INFORMATION

Applicant: Crystal Creek Builders Contact Person: Scott Nalda
Address: [Redacted] City/State/Zip: [Redacted]
Phone: [Redacted] Email: [Redacted]

Property Owner: John & Beth Boyd Contact Person: John Boyd
Address: [Redacted] City/State/Zip: [Redacted]
Phone: [Redacted] Email: [Redacted]

PROJECT SITE

Address: 329 Sterba Lane Prescott AZ 86305
Current Zoning: _____ Proposed Zoning: _____
Assessor's Parcel Number(s) of Existing Property:
111 - 09 - 043B - - - - -
Existing Water Service (Y/N): No Existing Sewer Service (Y/N): No
Existing Well (Y/N): No If Yes, Well Registry No.: _____

PROJECT DESCRIPTION

Is the project Residential or Commercial? Residential
Please provide brief description: Construction of new residential single family home

of Proposed Units: 1 # of Proposed Lots: 1

Has a Water Demand Analysis been completed (commercial)? _____
Has a building permit application been submitted? B1908-084 No. Plans were submitted
Has a Planning and Zoning Recommendation been made? _____

Applicant Signature: Scott Nalda Date: 9/23/19

OFFICE USE ONLY

DATE:	PERMIT #: WSA18-_____	FEE PAID:	ACCELA:	Legal Attached:
SITE PLAN:	BUILDING PERMIT:	PRELIMINARY PLAT:		

Attachment: Water Service Agreement Application No. WSA19-019 (2731 : WSA 19-019 (Boyd))

Permit Set
23 July 2019

SITE PLAN/GRADING & DRAINAGE PLAN
1" = 20.0'

A-1

SHEET:

SCALE:

DATE:

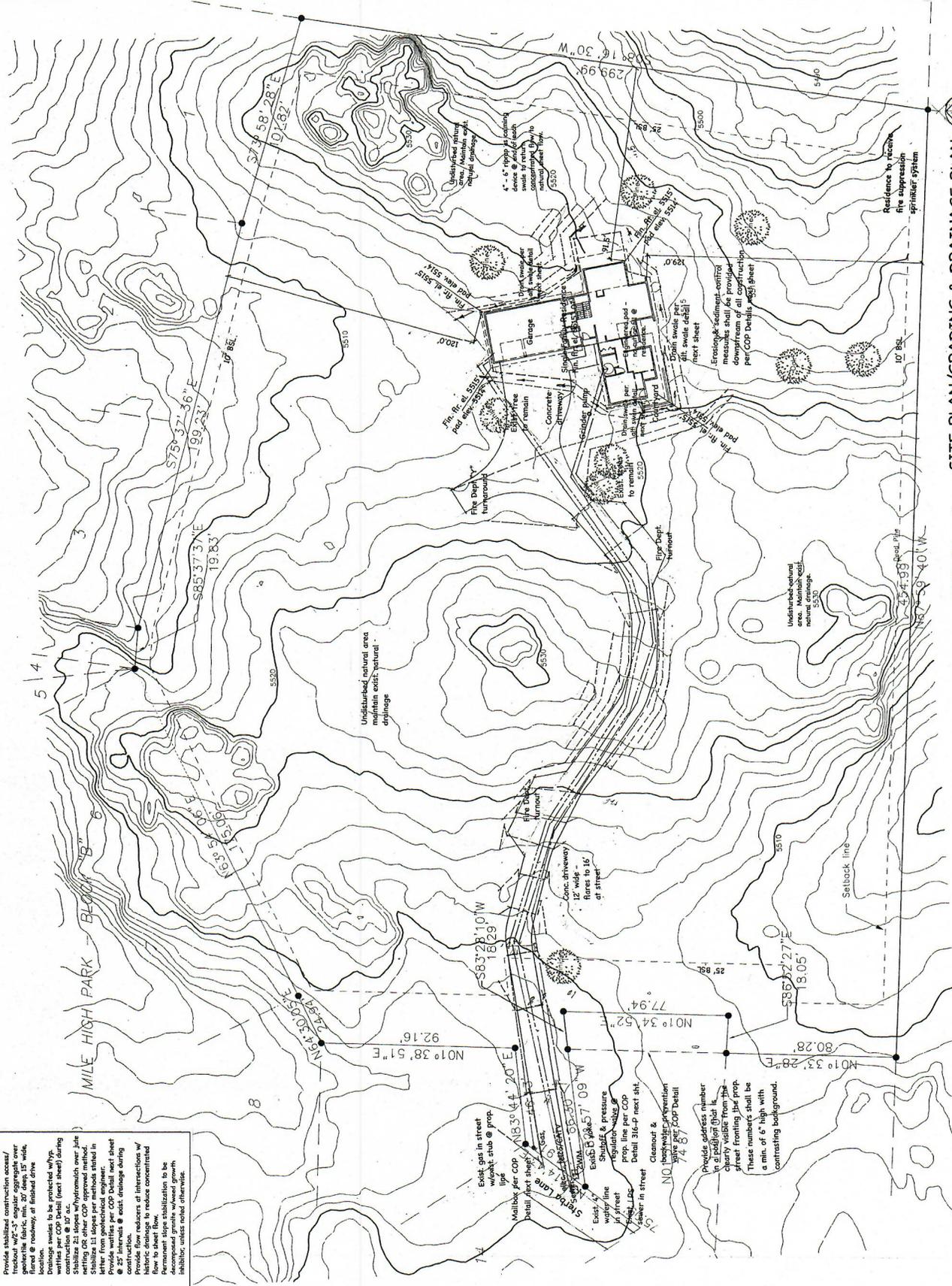
07/23/2019

DRAWINGS PROVIDED BY:
CANYON TRACE EMBROIDERY DESIGN
1025 N. Cloud Cliff Pkwy
Prescott Valley, AZ 86314
920.237.5975 ntracecd@gmail.com

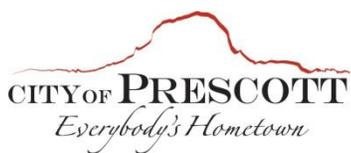
THE JOHN AND BETH BOYD RESIDENCE
MILE HIGH PARK 432 STEPHAN LANE
PRESCOTT, ARIZONA

CRYSTAL CREEK BUILDERS, INC.
255 E. Sheldon St. Ste. 3 Prescott, AZ 86301
928.445.2300 ccbuilders.net

REVISION TABLE	NUMBER	DATE	REVISION BY	DESCRIPTION



- GRADING & DRAINAGE NOTES**
- Provide stabilized construction access/footprint w/2'-3" angular aggregate over geotextile fabric, min. 20' slope, 15' wide, 10' high, 10' from edge of finished drive location.
 - Drainage swales to be protected w/typ. 2' high concrete curb (least steep) during construction @ 10' w/c.
 - Stabilize 2:1 slopes w/hydromulch over lime setting OR other COP approved method. Letter from geotechnical engineer.
 - Provide wattles per COP Detail next sheet @ 25' intervals @ each drainage during construction.
 - Provide flow reducers at intersections w/ historic drainage to reduce concentrated flow to sheet flow.
 - Letter from geotechnical engineer to be decomposed granite/washed growth inhibitor, unless noted otherwise.

**COMMITTEE AGENDA MEMO**

MEETING DATE/TYPE: **SUBCOMMITTEE MEETING** **11-5-19**

DEPARTMENT: **Public Works**

AGENDA ITEM: Water Service Agreement Application No. WSA19-020 by Robert Burford for Construction of a New Single-family Residence at 484 S. McCormick Street (APN 109-09-086A).

Item Summary

Water Service Agreement Application No. WSA19-020 was filed by Robert Burford on October 4, 2019. The applicant is constructing a single family residence at 484 S. McCormick Street (APN 109-09-086A).

Background

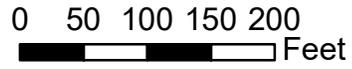
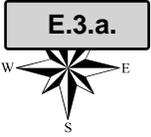
APN 109-09-086 was split into two parcels in 2016. City Contract No. 2017-013 allocated water for the single family residence on APN 109-09-086B. This single family residence (APN 109-09-086A) will be allocated 0.25 AF/yr and can be administratively approved.

Attachments

1. Location Map
2. Water Service Agreement No. WSA19-020

Recommended Action: For information purposes only.

Exhibit B WSA 19-020



Attachment: Location Map (2732 : WSA 19-020 (Burford))



WATER SERVICE AGREEMENT APPLICATION

Public Works - Water Resource Management Division
201 S. Cortez St., Prescott, AZ 86303
(P) 928.777.1645 (F) 928.777.1255

Please complete this application and submit it with a building permit, site plan, or preliminary plat application. Include a legible legal description (metes and bounds) on a separate sheet of paper. Submit all documents and the filing fee directly to the Permit Center at 201 S. Cortez St, Prescott, AZ 86302.

APPLICANT INFORMATION

Applicant: ROBERT BURFORD Contact Person: R. B
Address: [Redacted] City/State/Zip: [Redacted]
Phone: [Redacted] Email: [Redacted]

Property Owner: SAME Contact Person: _____
Address: _____ City/State/Zip: _____
Phone: _____ Email: _____

PROJECT SITE

Address: 404 S. MCCORMICK ST.
Current Zoning: SF Proposed Zoning: SAME
Assessor's Parcel Number(s) of Existing Property: 109-09-0810A
Existing Water Service (Y/N): NO Existing Sewer Service (Y/N): NO
Existing Well (Y/N): NO If Yes, Well Registry No.: _____

PROJECT DESCRIPTION

Is the project Residential or Commercial? RESIDENTIAL
Please provide brief description:
SINGLE FAMILY RESIDENCE & DETACHED GARAGE

of Proposed Units: 1 # of Proposed Lots: 1

Has a Water Demand Analysis been completed (commercial)? _____
Has a building permit application been submitted? YES
Has a Planning and Zoning Recommendation been made? _____

Applicant Signature: Robert Burford Date: 10.4.19

OFFICE USE ONLY

DATE:	PERMIT #: WSA18-_____	FEE PAID:	ACCELA:	Legal Attached:
SITE PLAN:	BUILDING PERMIT:	PRELIMINARY PLAT:		

Attachment: Water Service Agreement No. WSA19-020 (2732 : WSA 19-020 (Burford))

COMMITTEE AGENDA MEMO

MEETING DATE/TYPE: **SUBCOMMITTEE MEETING** **11-5-19**

DEPARTMENT: **Public Works**

AGENDA ITEM: Comprehensive Agreement No. 1 Annual Report

Item Summary

In accordance with Comprehensive Agreement No. 1 (CA#1), City Contract No. 2013-058, Section 6.10, an annual report must be produced documenting the multiple subcontracts developing scientific data sets (Data Collection Monitoring Plan) to be applied to the Big Chino Sub-basin groundwater flow model. Although the contract states completion of the annual report each March, the contract also identifies that the Parties (Prescott, Prescott Valley, and SRP) must formulate Monitoring and Modeling Committee guidelines. On April 4, 2013, meeting notes reflect consensus by the Parties to revise the production of the annual report to be consistent with the City's fiscal calendar (July 1st to June 30th), and completed by September 30th.

The Parties are pleased to provide the Sixth Annual Report to the CA#1 principals, documenting both monitoring and modeling activities for Fiscal Year 2019 (July 1, 2018 through June 30, 2019). As with previous annual reports, it has been posted on the City's website at <http://www.prescott-az.gov/water-sewer/water-management/big-chino-water-ranch-project/project-documents/>

Recommended Action: For information purposes.

COMMITTEE AGENDA MEMO

MEETING DATE/TYPE: **SUBCOMMITTEE MEETING** **11-5-19**

DEPARTMENT: **Public Works**

AGENDA ITEM: Governor's Water Augmentation, Innovation and Conservation Council Update

Item Summary

Update on the Governor's Water Augmentation, Innovation and Conservation Council held on September 12, 2019. For the recorded meeting go to: <https://www.youtube.com/watch?v=65-IRDrh4m4>

Next meeting will be held on December 3, 2019, ADWR Offices, 10:00 to 11:30am; with remote attendance available. For remote attendance coordinates go to: <https://new.azwater.gov/gwaicc/contact-us>

Background

On January 31, 2019, Governor Ducey signed Executive Order 2019-02, stating in part, "...it is important for the work of the Governor's Water Initiative to be continued and expanded upon through the creation of a new Council with a long-term focus on water augmentation, innovation and conservation; and given the importance of sustainable water supplies to Arizona and policy decisions that must be made, members of the Arizona Legislature should serve on the Council in addition to individuals appointed by the Governor..." Executive Order 2019-02 superseded and rescinded Executive Order 2015-13 which formed the Governor's Water Augmentation Council and established the Planning Area Process.

Current Governor Appointed Members:

AGENDA ITEM: Governor's Water Augmentation, Innovation and Conservation Council Update

Basilio Aja	Glenn Hamer	Maria Dadgar	Spencer Kamps
Chris Camacho	Grady Gammage	Mark Smith	Stephanie Smallhouse
Christopher Udall	Hunter Moore	Misael Cabrera	Stephen Q. Miller
Cheryl Lombard	Jamie Kelley	Patrick Graham	Stephen Roe Lewis
Craig Sullivan	Jay Whetten	Philip Townsend	Timothy Thomure
Dave Roberts	John Kmiec	Philip Richards	Ted Cooke
David Brown	Kathleen Ferris	Ronald Doba	Virginia O'Connell
Dennis Patch	Kevin Rogers	Sandra Fabritz	Wade Noble
Edward P. Maxwell	Lisa Atkins	Sarah Porter	Warren Tenney
			William Garfield

Legislators:

Rep. Gail Griffin, designee for Rep. Rusty Bowers, Speaker of the House

Sen. Sine Kerr, designee for Sen. Karen Fann, President of the Senate

Rep. Charlene Fernandez, House Minority Leader

Sen. Lisa Otondo, designee for Sen. David Bradley, Senate Minority Leader

Attachments

1. Governor's Groundwater Augmentation, Innovation and Conservation Council Agenda, September 12, 2019

Recommended Action: For information purposes.



DOUGLAS A. DUCEY
Governor

THOMAS BUSCHATZKE
Director

ARIZONA DEPARTMENT of WATER RESOURCES
1110 West Washington Street, Suite 310
Phoenix, Arizona 85007
602.771.8500
azwater.gov

Governor's Water Augmentation, Innovation and Conservation Council

Meeting Agenda

Date: September 12, 2019

Time: 10:00 a.m. – 11:30 a.m.

*Location: Arizona Department of Water Resources
1110 W. Washington St., Phoenix, AZ 85007
3rd Fl, Conference Room 3175*

- I. Welcome and Introductions
- II. Committee Updates
 - a. Desalination Committee
 - b. Non-AMA Groundwater Committee
 - c. Post 2025 AMA Committee
 - d. Long Term Water Augmentation Committee
- III. "Long Term Water Augmentation Options for Arizona Study" presentation: *Richard Humphreys, Carollo Engineers*
- IV. Informational presentation: Adjudications Reform Update: *Sarah Porter, Kyl Center*
- V. Informational presentation: Safe Yield in the AMAs: *Natalie Mast, ADWR Manager, AMA Management Plans*
- VI. AMA management Plans Update: *Natalie Mast, ADWR Manager, AMA Management Plans*
- VII. Closing Remarks

Next Meetings:
December 3, 2019 10:00-11:30 a.m.
March 11, 2020 10:00 – 11:30 a.m.
- VIII. Adjournment

This meeting is open to the general public. A copy of this meeting notice is posted at the Arizona Department of Water Resources, First Floor Public Notices Bulletin Board, 1110 W. Washington Street, Phoenix, Arizona 85007. People with disabilities may request reasonable accommodations such as interpreters, alternate formats, or assistance with physical accessibility. If you require accommodation or have any questions, please contact Cyndi Ruehl (cruehl@azwater.gov) or (602) 771-8538. Please make requests as soon as possible to allow time to arrange the accommodation. Thank you.

COMMITTEE AGENDA MEMO

MEETING DATE/TYPE: **SUBCOMMITTEE MEETING** **11-5-19**

DEPARTMENT: **Public Works**

AGENDA ITEM: Water Resource Management Model Update

Item Summary

Introduction to the City's Water Resource Management Model (WRMM)

Background

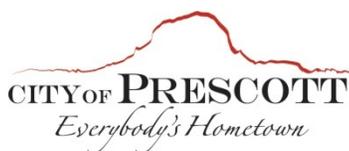
In the early 2010's assessments were initiated to determine where the City stood in regards to its water portfolio and what management tools would be needed in the future. This included reengaging with Herb Dishlip Consulting in 2016 to assist the City with 1) ongoing long-term water planning; 2) preparations for updating the City's AWS; and 3) future water supply opportunities. In 2016, an analysis of residential billing records (2010-2015) was performed to determine how actual use compared to water allocations assigned to Single-Family dwelling units. Based on the findings, in May 2017, City Council took the first action to better align its water allocations with actual water use; see City Council Agenda Memo dated May 9, 2017.

The above actions set forth the foundation for the WRMM. Today, a brief overview of the WRMM will be provided to include: Intended Uses, Operation and Maintenance, Basic Operating Components (Excel and GIS). Additional brief presentations on the WRMM during Subcommittee meetings can be prepared, if requested. These could include model runs (why they are done and what they tell us), and GIS maps (to show different conditions across the City, Water Service Area, etc).

Attachments

1. City Council Agenda Memo dated May 9, 2017
2. Water Resource Management Model Pamphlet

Recommended Action: For information purposes.



COUNCIL AGENDA MEMO

MEETING DATE/TYPE: **VOTING MEETING** **5-9-17**

DEPARTMENT: **Water Resources**

AGENDA ITEM: Adoption of Resolution No. 4380-1589, cancelling and superseding Resolution No. 4368-1577, to amend the Water Management and Calendar Year 2017 Alternative Water Allocation Policy

Approved By: Michael Lamar, City Manager

Item Summary

Amendment No. 1 to the 2017 Water Management Policy (attached) will revise the allocation of alternative water to residential development, reconciling actual usage of the renewable resource with the unit quantities set aside at the time new housing is approved. It will additionally enable directing more of the City's very limited supply of unreserved alternative water to nonresidential, economic development projects. The substantial quantity of water that has been accrued to date from the difference between conservative unit allocations and much lower actual use by customers for over fifteen years, presently estimated at 410 acre-feet, is recommended to be retained in the City water portfolio, and not be used for additional development.

Background

Alternative water (as distinct from, and alternative to, groundwater) is a category of renewable resource within the City's water portfolio for assured water supply purposes; surface water and treated wastewater effluent, both of which are recharged and recovered for use, are the primary sources presently available to Prescott. Located within the Prescott Active Management Area, the City must serve all new subdivisions with alternative water (not groundwater), and may only approve and serve such new subdivisions, as well as other development not specifically eligible for grandfathered groundwater, if an adequate quantity of alternative water is available (has been recognized by the Arizona Department of Water Resources in a Decision and Order).

Since 2000, the City has allocated alternative water to new residential development at 0.35 acre-foot per single-family dwelling unit, and 0.25 acre-foot per multi-family unit. Each of these allocations includes a 0.1 acre-foot markup for development of non-residential/support businesses anticipated to eventually serve the new residents.

AGENDA ITEM: Adoption of Resolution No. 4380-1589, cancelling and superseding Resolution No. 4368-1577, to amend the Water Management and Calendar Year 2017 Alternative Water Allocation Policy

Analysis of actual residential water usage from Fiscal Years 2010 through 2015 identified the following:

- Single-family residences used an average of 0.17 acre-foot (AF), or 55,395 gallons, of water annually [about 2/3 of the use assumed by the standard 0.25 AF (81,463 gallons) unit allocation].
- Multi-family residences used an average of 0.09 AF, or 29,327 gallons, of water annually [also about 2/3 of the use assumed by the standard 0.15 AF (48,878 gallons) unit allocation].
- It is unclear how much of the 0.1 AF markup was actually used to provide support services for (net) new residents, the purpose for which it was created; in any event, a diversity of businesses providing goods and services to new residents now exists, with sufficient capacity remaining to serve many more.

Actions Recommended at this Time

Several actions are recommended at this time (and highlighted in Attachment 2):

1. Define *Water-Efficient Residential Development*, apply corresponding EPA WaterSense® and City of Prescott criteria, and allocate alternative water per dwelling unit as follows:
 - Single-family residential – 0.20 AF (65,170 gallons per year)
 - Multi-family residential – 0.12 AF (39,102 gallons per year)

(Note: A multi-family project will be deemed Water-Efficient Residential Development if it consists of more than 10 dwelling units, and each unit is separately metered; neither the Water Sense® specification nor a Water Sense® Partner is required.)
2. Allocate alternative water to development not meeting the definition of *Water-Efficient Residential Development* as follows:
 - Single-family residential – 0.25 AF (81,463 gallons per year)
 - Multi-family residential – 0.15 AF (48,878 gallons per year)
3. Discontinue the current 0.1 AF markup, track the actual new demand (water supplied through new water meters set) for support businesses, and provide a summary to Council in conjunction with the Annual Water Report presented in March of each year, including recommendations for further policy adjustments, as applicable.
4. Retain in the water portfolio the difference between the overall volume of alternative water allocated to date and the total amount actually being used by projects that have been built and occupied (accrued from conservation savings and the conservative unit allocations, a quantity currently estimated at 410 acre-feet) as a cushion, and not to support additional development.

Items Recommended for Further Analysis and Subsequent Action

AGENDA ITEM: Adoption of Resolution No. 4380-1589, cancelling and superseding Resolution No. 4368-1577, to amend the Water Management and Calendar Year 2017 Alternative Water Allocation Policy

Rainwater Harvesting

At the Study Session of April 25, 2017, several Councilmembers expressed an interest in recognizing the benefit rainwater harvesting can have in decreasing outdoor potable water use, by offering, as an additional incentive, a lesser unit allocation (enabling more units per acre-foot of water) for residences built with qualifying installations. As stated then, the subject was previously raised by the Water Issues Committee, at which time the Water Resource Management Division recommended the following:

Rainwater harvesting – *Water-Efficient Residential Development*, as described herein, relies upon EPA WaterSense® best practices, including outdoor (landscaping) improvements. No specific consideration is proposed for rainwater harvesting as a means of reducing potable outdoor water use; however, it should be noted that the City offers a conservation rebate for installing qualifying storage (<http://www.waterrebates.com/az-prescott>), and the homeowner will benefit from recurring savings on their water bill.

Some concerns were expressed at the Study Session regarding offering a lesser unit allocation as described: to what type(s) of rainwater harvesting the incentive would apply (barrels, above or below-ground cisterns), how to determine the reduction quantity (the fraction of an acre-foot offset in potable water use provided by the rainwater harvesting), whether the rainwater harvesting equipment would be properly maintained, sediment removed, etc., and consistently used in the long-term future. Additionally, it is conceivable that to the extent a property with rainwater harvesting is more extensively landscaped to take advantage of that irrigation source, in years of drought, if the rainwater harvesting storage/replenishment is insufficient to properly sustain the landscaping, an increase in potable water could actually result.

To more fully address this topic, Resolution No. 4380-1589 directs that the Water Resource Management Division conduct additional research, engage appropriate stakeholders and experts, and report to the Council Water Issues Committee; and that the Committee provide a recommendation and/or alternatives to the Council within sixty (60) days for further consideration of rainwater harvesting as it relates to unit allocations for residential development. In the event a separate unit allocation is concluded to be appropriate, the Water Management Policy can be further amended.

Multi-Family Projects – Metering and Impact Fees

Attachment 3 provides suggestions regarding multi-family units. The following comments are provided with respect to metering, rates, and impact fees.

- The definition of a *Water-Efficient* multi-family project has been changed in Attachment 2 to: *A multi-family project will be deemed Water-Efficient Residential Development if it consists of more than 10 dwelling units, and each unit is separately metered; neither the Water Sense® specification nor a Water Sense® Partner is required.*
- Individual metering of multi-family units provides awareness of water usage, and promotes conservation. Accordingly, it is recommended that City Code

AGENDA ITEM: Adoption of Resolution No. 4380-1589, cancelling and superseding Resolution No. 4368-1577, to amend the Water Management and Calendar Year 2017 Alternative Water Allocation Policy

amendments be considered to require individual metering and customer accounts.

- Pending possible enactment of City Code amendments pertaining to individual metering and customer accounts, if the developer of a multi-family project opts to not provide individual meters, the unit allocation would be 0.15 acre-foot instead of the 0.12 acre-foot otherwise available. In allocating the City's increasingly scarce alternative water to new development, the Council can take into account the fact that multi-family projects over 10 units not deemed to be *Water-Efficient* would require allocation of 25% more alternative water for the same number of units.
- If a specific water rate tier is established for *Water-Efficient Residential Development* (see section below) as a disincentive to higher use than the allocation of alternative water approved for each unit within a project, an end user incurring such higher usage should be directly financially responsible.
- As for possible incentivization of impact fees for *Water Efficient* multi-family development, that will be addressed in the next impact fee update scheduled to begin in 2018, and extend approximately 18 months (required to complete the extensive process now prescribed by State law).

A Specific (Higher) Water Rate Tier for *Water-Efficient Residential Development*

It stands to reason that if the unit allocations are substantially reduced, enabling more units to be built per acre-foot of alternative water provided, and the new unit allocations are reasonable (in fact supported by the actual usage figures recited above), usage exceeding the new unit allocations by customers within developments approved as *Water-Efficient* may appropriately be subject to a higher water rate tier. This aspect will be addressed in the next update of utility rates scheduled to begin this year, with a January 2019 effective date.

Public Process for Consideration of Revising the Unit Allocations

- | | |
|----------------|---|
| March 7, 2017 | Water Issues Committee Meeting
Presentation of analysis and recommendations;
Committee discussion; public comment |
| April 4, 2017 | Water Issues Committee Meeting
Committee action on proposed revisions to unit
allocations; public comment |
| April 25, 2017 | City Council Study Session
Presentation of background and recommendations;
Council discussion and public comment |
| May 9, 2017 | City Council Voting Meeting Council |

AGENDA ITEM: Adoption of Resolution No. 4380-1589, cancelling and superseding Resolution No. 4368-1577, to amend the Water Management and Calendar Year 2017 Alternative Water Allocation Policy

discussion and public comment; adoption of a resolution amending the City Water Management and Calendar Year 2017 Alternative Water Allocation Policy

Attachments

1. Resolution No 4380-1589
2. Water Management and Calendar Year 2017 Alternative Water Allocation Policy, Amendment No. 1
3. Suggestions for Prescott Water Unit Allocation Proposal (H. Mechanic, 4/26/17)

Recommended Action: MOVE to adopt Resolution No. 4380-1589.



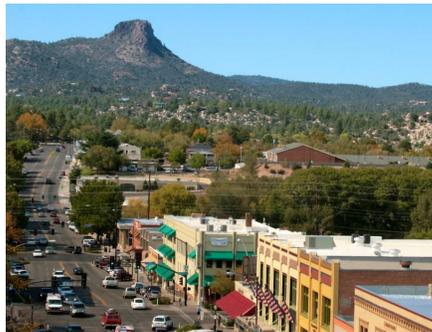
WATER RESOURCE MANAGEMENT MODEL (WRMM)

UPDATED: OCTOBER 24, 2019

INTRODUCTION

The Water Resource Management Model (WRMM) is a long-term water resource planning tool that models how the City water customers exist as of approximately 2018 (starting demand) and how water demand may grow (build-out). The demands are then compared to the supplies (volumes) in the City's 2009 Decision and Order of Assured Water Supply. The WRMM is Excel-based and employs many of the same datasets that are used and maintained in the City's Water and Wastewater model. The WRMM has the capability of varying numerous inputs which will allow the City to look at a wide range of "what if" water management

scenarios. The WRMM's excel data is then converted into GIS shapefiles for use in ArcMap 10.5. The City requested the pairing with ArcGIS for the purposes of visualizing and evaluating the data, and because GIS products (maps) are common tools used to convey complex or data intensive topics. This work was completed under



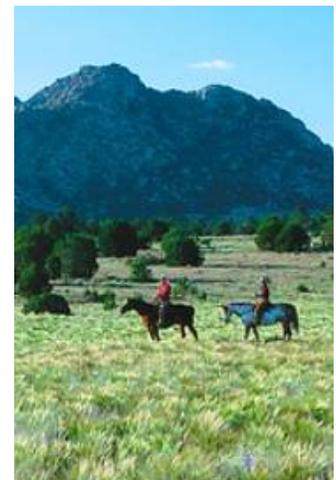
WRMM OPERATION AND MAINTENANCE

The construction and operation of the WRMM is available in the "Documentation of the Update Water Budget Model" prepared by Herb Dishlip, P.E., dated August 23, 2019. The WRMM will require annual and in some cases more frequent updates. A maintenance document is under

development to transfer the consultant's knowledge to the City. This documentation will need to be in coordination with the City's GIS Department. The City's utility (water and sewer) billing information will be used to update both the model and its associated

INTENDED USES

- Track water customer usage and available supplies to assess long-term outcomes .
- House data to support the City's next update to its ADWR Decision and Order of Assured Water Supply.
- Discuss water usage with elected body and public in a GIS format.



THE WATER BUDGET MODEL AND DATABASE (EXCEL)

Microsoft Excel was employed to develop the water budget model for a variety of reasons. Excel interfaces well with ARCGIS. ARCGIS tables can readily be exported to Excel and also can be edited in Excel. Excel spreadsheet software is a part of the Microsoft Office suite and is almost universally available for personal computers. The software allows for linkages between worksheets, so data can reside on one worksheet and be used to perform calculations on a different worksheet. It also allows dropdown menu input options which make creation of “what if” scenarios easy to produce. The ability to easily create charts and graphs of the data makes the model results easier to visualize and interpret. Finally, any scenario run through the model can be preserved by using the “Save As” command and giving the file a unique name.

The water budget model includes several worksheets that are critical for data manipulation and several that display results. The following discussion provides a brief explanation.

Data – The *Data worksheet* provides information on annual water use for 23,973

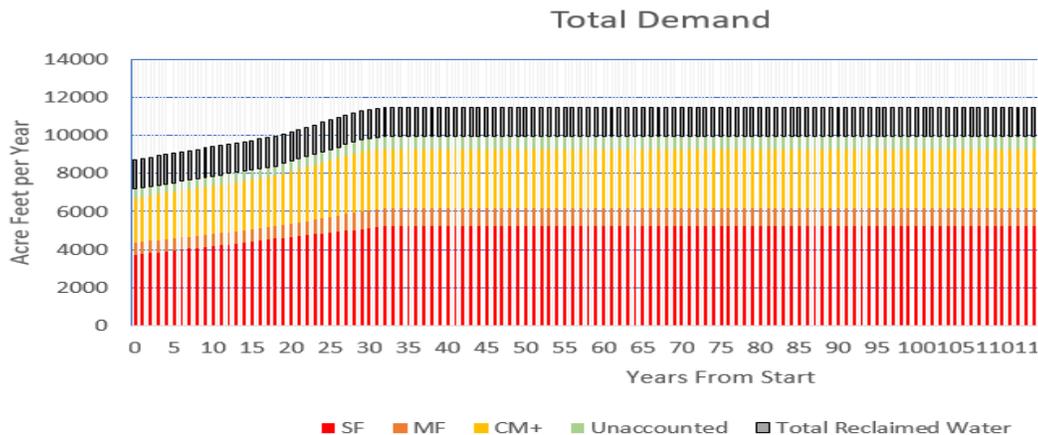
existing account data points. This information is shown for the years 2011-2018. The data used in this table was derived from monthly utility records provided by the City.

Analysis – The *Analysis worksheet* uses the data in the *Data worksheet* to provide useful information about the mix of uses in the City’s service area.

City Limits and Max Area (Database Worksheets) – The City Limits worksheet applies to the initial basemap study and the Max Area worksheet applies to the General Plan/Expansion area.

Existing Only – A subset of the previously described database worksheets. This worksheet contains the data for all existing water accounts. This worksheet will require an annual update.

Subdivisions – The *Subdivisions Worksheet* pulls the unique value subdivision names from the *Database Worksheet* and summarizes information about water uses within them. The key values in this worksheet are the average use by lots using water.



GEOGRAPHIC DATABASE (GIS)

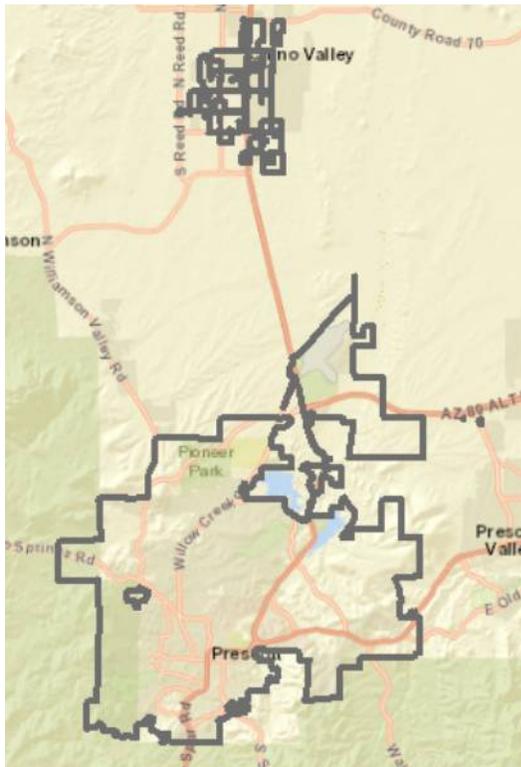
A geographic database for the City's current and future water service area were constructed using ESRI ARCGIS software. Two distinct basemaps were developed. The initial basemap, Current Service Area depicts the current City limits and the areas outside the City limits where the City either is currently providing water service or has a contractual commitment to provide water service upon request of the landowner. The General Plan/Expansion Area basemap includes all of the area within the initial basemap and also areas outside of the City limits and water service area that are within the area described in the City's General Plan. Dependent on growth and development policies and procedures, the City may expand water ser-

vice to these areas sometime in the future.

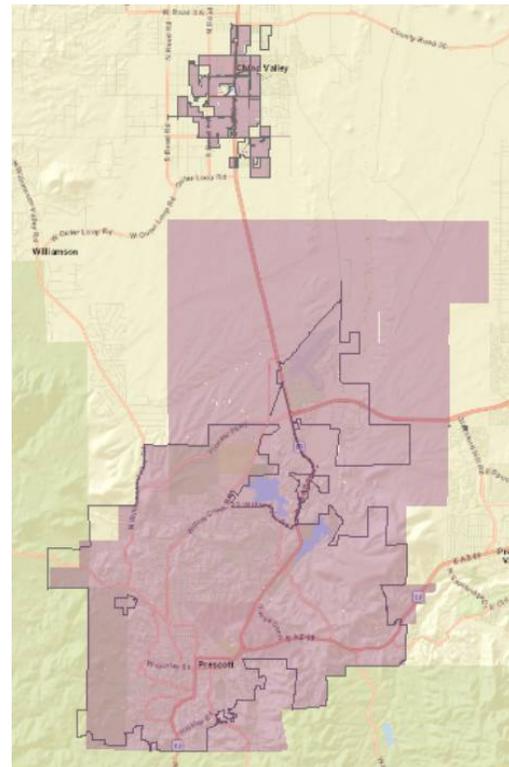
The City provided numerous layers of critical information which were used to build the updated model. The layers that were most prominently used included:

- City limits
- General plan boundaries
- Annexations
- Yavapai County parcels
- Updated zoning
- Updated land use planning
- Subdivisions
- Chino Valley Irrigation District and Town of Chino Valley lands
- Slope areas from 2009 maps
- Portions of the service area which are not connected to the City's sewer system

Current Service Area (circa 2019)



General Plan/Expansion Area (circa 2014)





Public Works Department
433 N. Virginia St.
Prescott, AZ 86303

928-777-1130

CITY WEBSITE

WWW.PRESCOTT-AZ.GOV

The City manages its water resources to ensure sufficiency for current and planned future demands. A team of professionals operates infrastructure (wells, pipes, storage tanks), monitors physical resources (groundwater, surface water, and reclaimed water), and integrates supplies with State and City water management requirements (e.g., Decision and Orders of Assured Water Supply, and City codes).

Meet all state requirements of Arizona Revised Statutes

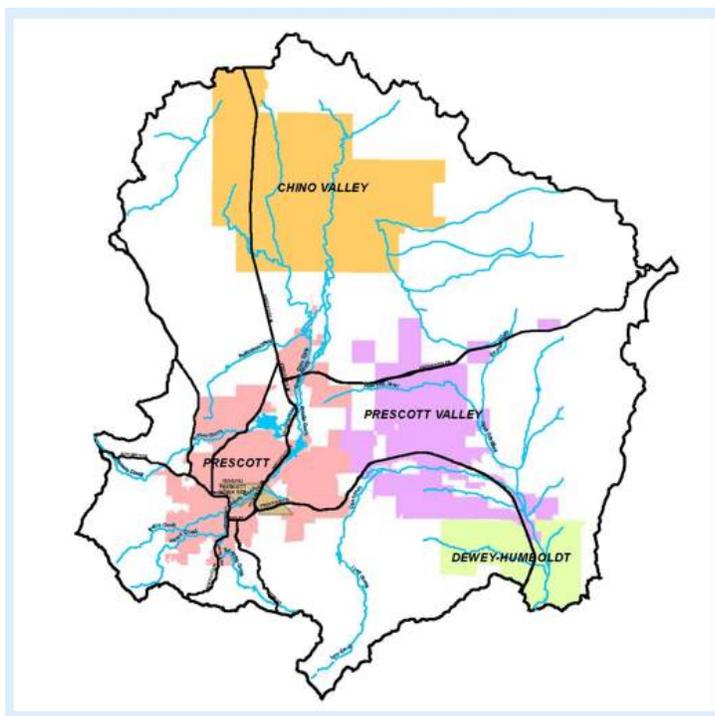
Uphold the City's Decision and Order of Assured Water Supply

Continue to evaluate and address the community's water supplies within the City's General Plan

Continue to assess the community's water supplies to provide education and tools to assist home and business owners with basic and advanced conservation methods.

PRESCOTT ACTIVE MANAGEMENT AREA (PRAMA)

The City is located within the Prescott Active Management Area (PrAMA), as defined in Arizona State law (Title 45), and must adhere to the requirements therein. Through a series of management plans administered by ADWR, the 1980 Groundwater Code established water management strategies that emphasize conservation, replacement of existing groundwater use with renewable supplies, recharge, and water quality management by all users within the AMA, to help achieve the goal of aquifer safe-yield by 2025. Since 1999, the City has held a State of Arizona Decision and Order (D&O) of Assured Water Supply (AWS) recognizing the City's commitment to provide a secure water supply,



COMMITTEE AGENDA MEMO

MEETING DATE/TYPE: **SUBCOMMITTEE MEETING** **11-5-19**

DEPARTMENT: **Public Works**

AGENDA ITEM: Review of High Water Billing Disputes

Item Summary

This item will provide a general overview of the City’s current efforts toward customer leak detection, notification and billing review processes. This overview will lead into a discussion to inquire if the Water Issues Committee would consider acting in an appeals review capacity to make recommendations regarding high water use situations and possible reductions in payment.

Background

The City has been requested by a citizen to consider having an appeals review board related to high water billings and City practices when a residential water loss occurs.

The current City Code allows for the following:

2-1-19 UTILITIES DIVISION; WATER METER READING AND BILLING:

Beginning June 1, 1990, water meters will be read and billed monthly. All bills shall be payable at the City’s office or at places designated by the City for the convenience of the consumers. All bills to consumers shall be due and immediately payable upon receipt of notice. If a bill remains unpaid longer than thirty (30) calendar days after the original written notice, the City may discontinue water service. In the event a customer disputes the amount due, said customer may request a review of their account by the utility billing supervisor. Such review shall take place within seven (7) calendar days of the request. If the billing dispute is not resolved as a result of this review, the customer may then request a hearing before the finance director. Such hearing shall be informal and shall be held within seven (7) calendar days of receipt by the finance director of a written request for the hearing, unless otherwise agreed between both parties. Said hearings shall not prevent the discontinuance of water service for nonpayment. In order to maintain water service, the customer must pay the disputed amount within the time period stated in the original bill. If a meter is found stopped during a meter reading period, the bill will be estimated from similar periods, but consideration shall be given for any excessive use of water or water wasted during such period. The Finance Director is

AGENDA ITEM: Review of High Water Billing Disputes

also authorized to write-off a water billing account in the event the account is deemed uncollectable or unwarranted by the Finance Director and City Attorney. (Ord. 4856-1313, 5-28-2013; Ord. 4918-1456, 12-2-2014)

Attachments

1. City's Courtesy Leak Letter
2. Finding & Fixing Leaks Brochure
3. Leak Adjustment Request

Recommended Action: Discussion and Committee consideration to participate in an appeal review capacity on high water billing situations and disputed outcome of staff reviews.



Utility Billing Department
 201 S. Cortez Street
 Prescott, AZ 86303
 Ph: 928-777-1291 | Fax: 928-777-1244
utility.billing@prescott-az.gov

October 22, 2019

Service Address:
 Account:

ATTENTION WATER CUSTOMER!

During the monthly reading of your meter we have noticed a higher read than normal. This could be because you used the water or you might have a leak.

We suggest you check your meter, which will be located in the ground somewhere around your home.

1. Write down the read that is on your meter.
2. **Do not** use any water for approximately 2 hours.
3. After 2 hours, read meter again to see if meter reading has changed.
4. If read has changed, you probably have a leak.
5. Locate **your** leak as soon as possible and repair it.
6. The City's responsibility ends at the meter.

We are also enclosing a guide to help in finding and fixing leaks.

****It is your choice to fix the leaks yourself or hire a professional to help you, however, the City of Prescott will not reimburse you any of the repair costs no matter what the outcome.****

THIS WILL BE THE ONLY NOTICE YOU WILL RECEIVE FROM US!

*******Water Maintenance phone number is 928-777-1118*******

Outdoor Leaks

Hose Bibs/Faucets

If a hose bib or outdoor faucet leaks and a good hand-tightening won't stop the drip, replace the internal seat washer or the packing material.



Install a shut-off nozzle on your hose. Look for wet areas in the landscape to locate broken irrigation system pipes. Identify leaky or broken sprinkler heads and repair them.

Leaks in an Irrigation System

If you think the leak is in a water line, look for sprinkler heads in a zone that aren't working or that have very low pressure. You'll likely find the leak or water line



issue somewhere between a working sprinkler head and several non-working ones, especially if that area stays wet and soggy.

Evaporate Cooler

Evaporative coolers (swamp coolers) can efficiently cool an Arizona home, but a leaky cooler can waste a tremendous amount of water. Make sure the level in the water pan is below the top of the overflow pipe.



If the level is too high, bend the float valve arm downward. Also, check the water lines leading to the cooler for leaks. Tighten any loose or leaky connections.



Check for Leaks Today!

Identify and repair indoor and/or outdoor leaks. Your prompt attention may result in a reduction in your water bill.

Now that's **WaterSmart!**



Public Works

433 N. Virginia Street | Prescott, AZ 86301
(928) 777-1130

Finding and Fixing Leaks!



Do You Have a Leak?



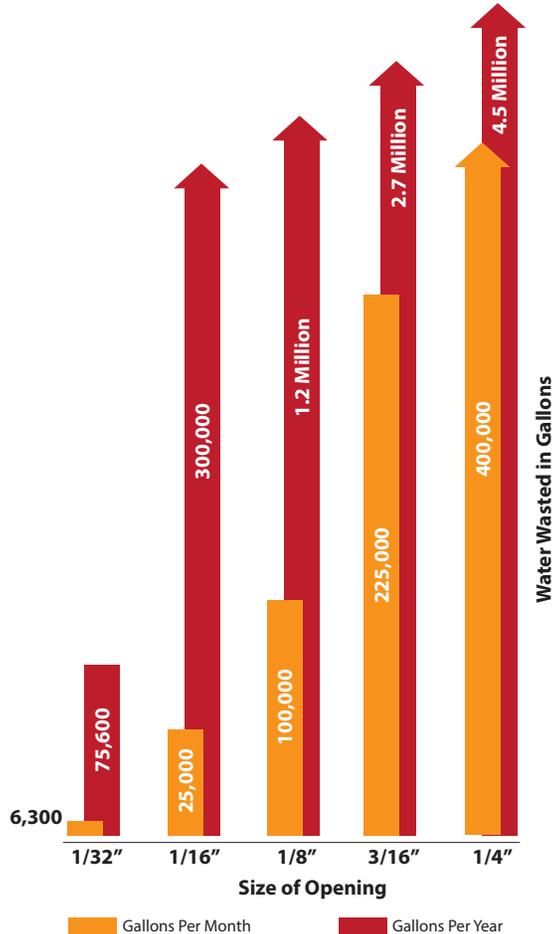
Think you have a leak?

5 Steps to Detecting a Water Leak

1. Locate your water meter
2. Turn off all indoor and outdoor water-using devices including the evaporative cooler, water softeners, and ice makers
3. Record the reading on your water meter
4. Wait 20 minutes and read the meter again
5. If the reading is different, you have a leak!



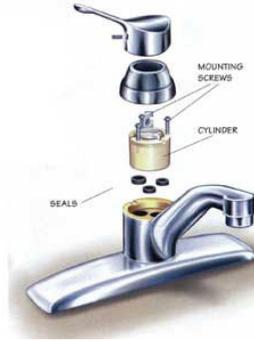
Leaks and Water Loss



The Faucet and Showerhead

Replace old and worn out washers

Dripping faucets are not only a nuisance, but can also waste a lot of water. The problem is usually the washer. Replacing the washer is easy using a wrench, screwdriver, and a new washer. Take your original washer to the hardware store to help select the correct replacement washer or part.



Showerhead

Even a low-flow showerhead will waste water if it drips. Replace old washers in the faucet handles if you have a leak. Call a licensed plumber when you need help on difficult plumbing projects.



Tips for checking your appliances

1. Seals: Replace any seals in appliances that are worn to prevent leaking.
2. Tubes: Water supply tubes can crack and deteriorate over time. Consider replacing plastic supply tubing with stainless steel.
3. Upgrade: Old appliances may be more prone to leaking as their parts and connections age. Consider replacing with new energy and water efficient appliances.

Toilets

A leaking toilet can waste thousands of gallons of water. To check for leaks, put 10-15 drops of food dye into the tank. After 5-10 minutes, check the bowl for color. If the dye shows up in the bowl, your toilet tank flapper is not sealing. Remember you can't always hear a toilet leak!



Flapper

The flapper is usually the culprit for toilet leaks. Make sure the flapper fits properly on the valve seat. A worn flapper won't seal properly and needs to be replaced. Approximately 90% of the leaks found are due to the toilet flapper.



Leaky Water Pipes

Often, pipe leaks occur at the fittings. Look for leaks at connection points for all household water use, don't forget your water heater!





Utility Billing Department
201 S. Cortez St
Prescott, AZ 86303

Leak Adjustment Request Form

Account #: _____ Date: _____

Customer Name: _____ Phone #: _____

The City of Prescott allows water charge to be reduced by 50% for a Leak Adjustment Credit if all of the following criteria are met:

1. The abnormal water quantity is due to a leak (or improper operation of a device) on the customer side of the meter.
2. The quantity billed is at least twice the 12 month average or twice the usage of the same month of the previous year.
3. The leak must be repaired prior to filling out the Leak Adjustment Application.
4. All requests must be filed with the City within ninety (90) days of the issuance of the first bill reflecting the water loss.
5. Customers are eligible for only one credit during a 60 month period.
6. No more than two consecutive billing cycles will be adjusted.

I, _____, am the responsible party for the account at the above service address.

I am asking the City of Prescott to reduce the water bill for this account, to the extent allowed by City Council. I realized I had a leak on (date) _____ and repaired on (date) _____.

IN ORDER TO PROCESS YOUR APPLICATION, PLEASE READ THE FOLLOWING CAREFULLY AND GIVE A COMPLETE AND CLEAR DESCRIPTION OF THE REPAIRS.

Cause of leak: _____

Description of repair: _____

THE CITY RETAINS THE RIGHT TO MAKE FIELD VERIFICATION BEFORE APPROVING LEAK ADJUSTMENTS. BY SIGNING THIS DOCUMENT, YOU GRANT PERMISSION FOR A CITY OF PRESCOTT REPRESENTATIVE TO CONDUCT A FIELD VERIFICATION, IF SUCH AN INSPECTION IS DEEMED NECESSARY AT THE SOLE DISCRETION OF THE CITY. YOU WILL BE NOTIFIED BY MAIL WITHIN 30 DAYS WHETHER YOUR REQUEST IS APPROVED, DENIED OR WHETHER ADDITIONAL INFORMATION IS REQUIRED TO MAKE A FINAL DETERMINATION.

I am familiar with all the facts stated in this document and verify that they are true and correct. I certify that this application and attached documents contain no false statements. False statements may be prosecuted to the fullest extent of the law.

Signature: _____

Attachment: Leak Adjustment Request (2743 : Review of City's Leak Notification Process)