

**CITIZENS' WATER ADVISORY COMMITTEE  
(CWAC) Conservation & Education Subcommittee**

Wednesday, January 28, 2026, 2:00 p.m.

Virtual Meeting – Microsoft Teams

**Legal Action Report and Meeting Minutes**

**1) Call to Order / Opening Statement:**

The meeting was called to order at 2:01 p.m.

**2) Roll Call:**

Those present and absent were:

**Present:**

Lisa Shipek (Chair)	Representative, Ward 3
Andrea Gerlak (Virtual)	Representative, City Manager
Raul Ramirez (Virtual)	Representative, Ward 1
William Ellet (Virtual)	Representative, Ward 6

**Absent:**

Claire Zucker (Virtual)	Representative, City Manager
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- 3) Announcements** – Mrs. Rodriguez announced the rearrangement of the agenda to accommodate presenters. Item seven, “Storm to Shade memorandum,” and item ten, “Draft Conservation and Storm to Shade Budget,” would be switched.
- 4) Call to the Audience** – None.
- 5) \*\*2026 Chair Elections – Motion:** Member Ramirez moved to support Lisa Shipeck's nomination for 2026 subcommittee chair. Member Ellet duly seconded the motion. **Discussion:** Chair Shipeck was invited to share her motivation for serving as the subcommittee chair. The motion passed on a voice vote of 3 – 0.
- 6) \*\*Adoption of the 2026 Meeting Schedule — Motion:** Member Ramirez motioned to accept staff recommendation for the subcommittee to meet on the fourth Wednesday of the month at 2 pm, virtually. Member Ellet duly seconded the motion. **Discussion:** Member Gerlak preferred the opportunity to meet in a hybrid format, and there were opportunities for the committee to meet in person when planned in advance. Mrs. Rodriguez reminded the subcommittee that the Wednesday's in November and December were boarded by a Holiday and altered. The motion passed on a voice vote 3-0.

7) **FY24 - FY25 Annual Storm to Shade Memorandum Review** – (item taken out of order) Chair Shipeck presented the memo for the committee members in advance for their review. Subcommittee members requested the following changes to the recommendations portion of the memorandum:

- a. Item number 1 is not relevant and should be removed
- b. Item number 2 is not part of GSI and should be removed
- c. Minor spelling corrections

8) **FY24 - FY25 Annual Conservation Memorandum Review** – (item taken out of order) Chair Shipeck presented the memo for the committee members in advance for their review. Subcommittee members requested the following changes to the memorandum:

- a. Requested additional comments about the Zanjeros
- b. Corrections to dates, wordsmith, and spelling

9) **HOA Pilot Update** - (item taken out of order) Stephen Spikes of Pima Smatscape provided a presentation describing how the pilot helped HOAs overcome cost and capacity barriers to replace high water-use landscapes with native/desert-adapted, low water-use designs through incentives, technical assistance, templates/toolkits, and cohort support; it then shares what worked, what didn't (e.g., need for more HOA education and hands-on help with RFPs, documentation, and contracting), and recommendations for scaling and refining the approach moving forward.

10) **Draft Budget Conservation and Storm to Shade** - (item was taken out of order) James MacAdam provided a review of both the conservation and the storm to shade draft budgets for the subcommittee to review. Those items reviewed and discussed were:

FY27 Draft Conservation Budget (FD584 – Water Conservation Program): The FY27 proposed Water Conservation Program budget reflects \$4.4M in program revenues (primarily charges for services) supporting \$4.23M in expenses, with spending concentrated in professional services (\$2.73M) and payroll/employee costs (\$824K); key FY27 allocations include \$871K for the Water Conservation Rebate Program (with notable line items like \$300K for single-family rainwater harvesting rebates and \$400K for CII & MF custom rebates), plus substantial investments in education and low-income install/support programs via “Misc. Professional Services & Fees” (e.g., youth/climate/smatscape education and LI rainwater/repair/toilet programs), and a major increase for commercial/multifamily turf removal (\$300K) under repairs/maintenance.

FY27 Draft GSI Budget (FD204 – Green Stormwater Infrastructure Fund): The FY27 proposed GSI Fund budget shows \$3.35M in revenues (largely the GSI fee) funding \$9.07M in expenses, driven overwhelmingly by professional services (\$7.52M) for delivery of design, engineering, and construction-related work, alongside \$636K in payroll/employee costs, \$750K in repairs/maintenance (building and grounds), and smaller operating lines (utilities, commodities, travel/training, insurance); overall, the

budget indicates FY27 as a high-delivery year focused on outsourced project execution and associated support costs rather than rebate programming.

11) **Future Agenda Items:** The subcommittee lost quorum; this item was not heard.

12) **Call to the Audience** – The subcommittee lost quorum; this item was not heard

13) **Adjournment** at 3:30 p.m.