

**COCONINO PLATEAU WATER ADVISORY COUNCIL
BOARD/EXECUTIVE COMMITTEE MEETING MINUTES**

Friday, September 27, 2013

9:00 AM – 10:00 AM

**LOCATION: USGS Building #3, 2255 N Gemini Drive, Flagstaff, Arizona 86001
Flagstaff, Arizona**

1. Call to Order

Vice Chair Mark Woodson called the meeting to order at approximately 9:00 A.M.

PRESENT

Mark Woodson, City of Flagstaff
John Davison, Coconino NRCD
John Martinez, City of Sedona
Brenda Smith, US Fish and Wildlife
Deborah Tosline, Bureau of Reclamation
Mary Reese, Bureau of Reclamation
Ron Doba, CPWAC

2. Approval of the Minutes from the 7/26/2013 Board/Executive Committee

John Davison made a motion to approve the minutes. John Martinez seconded the motion and it carried.

3. North Central Arizona Water Supply Feasibility Study Status

a. Meeting with ADWR 8/19/2013

Ron Doba gave an update on the status of funding for the next year of the feasibility study. The funds for the Grand Canyon Nation Park were “swept” due to the agreement not being in place in time. The Park also has some questions regarding the study that Deborah is currently working with them on. All agreements are in place except for two. The only other agreement being completed is a minor modification involving the ADWR agreement.

A meeting took place with ADWR on August 19th. ADWR confirmed their participation in the feasibility study for the next two years. ADWR also has a concern that the study is not addressing where the water would be coming from. All parties agreed the important thing is to complete the feasibility study.

4. CPWAC Affiliate 501(c) 3 Name

Ron reported that the WaterSMART grant application was not successful and if the Board still wished to move forward with forming a 501 (c) 3 he was ready to move forward with reserving the name of the new affiliate. Several sample names were identified in the staff report. John Davison made a motion to adopt the name “Coconino Plateau Watershed Partnership.” The motion was seconded by John Martinez and carried.

5. Financial Policy Review and Recommended Amendments

Ron reported he had reviewed the current financial policy and some areas should be either amended or we should change the way we are currently handling some financial issues. Ron reviewed the changes he was recommending in the draft document.

Additional changes asked for by the Board include the following:

- Add the Vice-Chair and electronic authorization to I.A.(4)
- Add the Vice-Chair to I.C.(3)
- Include “and documented” after the word “Directors” to 1.C.(4)
- Delete the words “available not already invested” from III.C.(1)

The Board asked for the modifications to be made and sent out electronically ahead of time to the Board prior to next month’s meeting for action. John Martinez questioned why we are being required to keep \$500 in our checking account or must pay a penalty. After discussion, Ron was asked to check with Wells Fargo to find out our options on the type of business accounts that are available to us.

6. Coordinator Agreement Renewal

Ron reported his agreement had expired on August 31st. He has drafted a new agreement with changes being requested the staff report. Changes include the following:

- The term of agreement is extended to two years.
- The agreement includes a fee for services identified as “Basic Services” and an hourly rate for services identified as “Additional Services.”
- Mileage outside of travel to one regularly scheduled monthly WAC meeting are reimbursable at the federal mileage rate and lodging expenses are reimbursed when meetings are on consecutive days or occur after 6:00 P.M.

Mark Woodson asked that a projection be made for the budget process for the next budget year. John Martinez made a motion to approve the amended contract renewal for the coordinator. The motion was seconded by John Davison and carried.

7. Liability Insurance for Event Participation

Ron reported the Public Outreach Committee has expressed the concern of whether we needed liability insurance when we participate in public events. A preliminary quote was provided by State Farm for a Businessowners Policy. The quote was \$450 per year. Discussion took place regarding whether the event sponsor usually has the insurance or not and it was decided to question this with the sponsor when we participate. The Board decided to consider this item during the budget process and wished to obtain additional quotes.

8. Next WAC Meeting Agenda

Ron reported the University of Arizona has asked to conduct a focus group with the WAC at next month’s meeting. The subject of the focus group is to determine how environmental water needs are viewed as part of planning for meeting future water needs. Ron has the questions and can send them out ahead of time. The Board/Executive Committee decided this will be good to have on the October agenda.

9. Financial Report

Ron provided a detailed balance sheet for the period ending August 31, 2013. John

Martinez asked that a profit and loss statement be included in future financial reports and the group agreed it would be useful to have.

10. Adjournment

The meeting adjourned approximately 9:53 A.M.