

COCONINO PLATEAU WATER ADVISORY COUNCIL

CPWAC BOARD/EXECUTIVE COMMITTEE MEETING MINUTES

Friday, January 31, 2014

LOCATION: USGS Building #3, 2255 N. Gemini Drive, Flagstaff, AZ 86001

1. Call to Order

Chair Mandy Metzger called the meeting to order at approximately 8:55 AM

PRESENT

Mandy Metzger, Coconino County

John Davison, Coconino NRCD

John Martinez, City of Sedona

Greg Bryan, Town of Tusayan

Brenda Smith, US Fish & Wildlife

Deborah Tosline, Bureau of Reclamation

Mary Reece, Bureau of Reclamation

Ron Doba, CPWAC

2. Approval of CPWAC Budget for CY 2014

Ron Doba gave an overview of the proposed budget. He indicated a budget was now needed for the Partnership and the WAC. Ron described the changes from the preliminary budget that was handed out last month. Information was provided on quotes that had been obtained for D&O and general liability insurance. Ron is still waiting for a quote from Wells Fargo. He recommended that the budget be increased to \$2,500 for each organization if the Board wished to obtain both D&O and general liability insurance. Mandy suggested the Board members check with their entity's counsel to determine their exposure as a director and Ron continue to get the quote from Wells Fargo. Insurance will continue to be discussed in the future. The \$38,000 committed for the Feasibility Study remains in the CPWAC budget. Discussion took place regarding how the committed \$38,000 is shown in the budget. It was recommended that the \$38,000 be identified as being funded by prior commitment (reserves) and a notation be made so it does not appear to be a deficit budget that is being approved. Mayor Bryan made a motion to approve the budget. The motion was seconded by John Davison and carried.

3. Approval of Amendment No.1 to Coordinator Agreement for the CPWAC

Ron explained the amendment to his agreement is necessary because there are now two organizations he will be billing for his services. The intent is that his basic services for both organizations will not exceed the original contract amount for one organization. There is an additional agreement for the CPWP on the following agenda. Councilor Martinez made a motion to approve the amendment. The motion was seconded by Mayor Bryan and carried.

4. Approval of Amendments to the CPWAC Financial Policy

Ron reviewed the changes to the CPWAC financial policy. The main change is that transfer of funds between organizations is required to be authorized by the Board. John Davison made a motion to approve the amendments to the CPWAC financial policy. The motion was seconded by Councilor Martinez and carried.

5. Approval of 3-5 Year Plan and FY15 Work Plan for Coconino County

Ron explained the 3-5 Year Plan and FY15 Work Plan are required for the request for funding from Coconino County. Mayor Bryan made a motion to approve the plans. The motion was seconded by John Davison and carried.

6. Financial Report

Ron reviewed the financial report ending December 31, 2013. Mayor Bryan asked if the \$38,000 could be shown as a restricted liability on the balance sheet. It may be able to be shown as a restricted asset with a corresponding encumbrance. Ron will try and make it work in Quickbooks and Mandy asked if it could be sent out to the Board when done.

7. Adjournment

The board meeting adjourned at approximately 9:36 AM