

## **COCONINO PLATEAU WATER ADVISORY COUNCIL**

### **CPWAC BOARD/EXECUTIVE COMMITTEE MEETING MINUTES**

**Friday, December 11, 2015**

**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 9:00 A.M.

#### **PRESENT**

John Martinez, City of Sedona

Jerry Nabours, City of Flagstaff

Brad Hill, City of Flagstaff (prior to Mayor Nabours arrival)

Mandy Metzger, Coconino County

Frank McNelly, City of Williams

#### **OTHERS PRESENT**

Brad Hill, City of Flagstaff

Deborah Tosline, Reclamation

Ron Doba, CPWAC/CPWP

Amanda Acheson, Coconino County

Don Bills, USGS

#### **2. Approval of the Minutes from the 8/28/2015 CPWAC Board/Executive Committee Meeting**

John Martinez made a motion to approve the minutes from the 8/28/2015 Board/Executive Committee meeting. The motion was seconded by Brad Hill and carried.

#### **3. Consideration of Funds Transfer to Coconino Plateau Watershed Partnership 501(C)(3)**

Ron Doba reviewed the current policy of invoicing funding participants from the CPWAC and annually transferring funds to the CPWP for its operations. Mayor Nabours asked for clarification on the difference between the two organizations. Ron explained the 501(C)(4) is the lobbying organization and the 501(C)(3) is the charitable organization and eligible for more grants. The \$35,000 transfer is what was projected during last year's budget discussion. Mayor Nabours made a motion to approve the transfer. The motion was seconded by John Martinez and carried.

#### **4. CPWAC Coordinator Agreement**

Ron Doba reported on the changes in the Coordinator Agreement he is proposing for the next year's services. Ron indicated he had done research on non-profits and tried to adjust the situation to the CPWAC/CPWP's. He is proposing an increase in his 40 hour salary to \$1,200 and full reimbursement for mileage at the federal mileage rate. Hours in excess of 40 hours per month are charged at \$65 per hour. Don Bills asked what the

approximate number of times per year might be that Ron exceeds 40 hours per billing. Ron indicated he thought 5% to 10%. Mayor Nabours made a motion to approve Ron's Agreement as presented. The motion was seconded by John Martinez and carried.

#### **5. Consideration of CPWAC Budget for CY2016**

Ron presented the CPWAC draft budget for CY2016. AS a result of past board member discussion, Ron has provided two options that could be considered for reducing the funding partner annual fees. One option Ron presented was to reduce fees by 50% and the other option by 75%. He then reviewed the budgeted expenses. Ron provided a chart that showed how many years the organizations could continue at a \$50,000 per year budget before funding would have to be increased. Mandy indicated she had recently attended the Town Hall and there has been much emphasis on watershed groups such as the CPWAC/CPWP. She expressed concerns about cutting revenues and that they may be harder to bring back. Discussion took place about proposed projects for the future and the impact a revenue reduction may have. Mayor Nabours clearly described the situation that a specific project has not been brought to the board and suggested a temporary reduction be made that could be brought back to past levels when necessary. Don Bills provided his understanding of the revenue needs and suggested a 25% reduction in revenues. Mandy summarized the need to define projects and keep track of in-kind support. Mayor Nabours made a motion that revenues be reduced 50% for one year and review the need for a revenue change next year. Ron will indicate this is a temporary revenue adjustment on the invoices. John Martinez seconded the motion and the motion carried.

#### **6. Financial Report**

Ron Doba provided the financial report for the period ending November 2015.

#### **7. CPWAC Board/Executive Committee Adjournment**

The meeting adjourned at approximately 9:50 A.M.