

**COCONINO PLATEAU WATER ADVISORY COUNCIL  
COCONINO PLATEAU WATERSHED PARTNERSHIP  
JOINT  
BOARD/EXECUTIVE COMMITTEE MEETING MINUTES  
Friday, July 27, 2018**

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

**1. Call to Order**

Vice Chair John Martinez called the meeting to order at approximately 9:30 A.M.

**PRESENT**

John Martinez, City of Sedona  
Jim Parks, Coconino County  
Brad Hill, City of Flagstaff  
Don Bills, USGS

**OTHERS PRESENT**

Ron Doba, CPWAC/CPWP  
Karen Modesto, ADWR  
Brent Bitz, Friends of the Verde River

**2. Approval of the Minutes from the 6/29/2018 CPWAC/CPWP Board/Executive Committee Meeting**

Jim Parks made a motion to approve the minutes from 6/29/2018. The motion was seconded by Brad Hill and carried.

**3. CPWAC/CPWP Bylaws Amendments**

Ron Doba reviewed the change in the draft bylaws that were a result of the discussion at last month's board meeting. They include clarification of Section I.4 and the map boundary. Discussion took place whether a map should be included in the bylaws and how the map is used for grants, etc. Karen suggested the map title could be changed to General Area of Interest and possibly include the boundaries of the various basins and watershed that are included in the existing map. John Martinez asked if the bylaws could be moved forward to the Partnership for further discussion and adoption. Jim Parks made a motion to move the bylaws on to the Partnership. The motion was seconded by Brad Hill and carried.

**4. Adoption of Procurement Policy**

Ron Doba reported the CPWP does not have a written procurement policy and is required to have one for the WaterSMART grant that was recently awarded. The board asked that the policy be amended to remove telephone quotes, increase the level that quotes are required from \$1,500 to \$5,000. Written quotes should be obtained from \$5,000 to \$10,000. Originally, they were required from \$3,000 to \$10,000. Jim Parks

made a motion to adopt the procurement policy as amended. The motion was seconded by Brad Hill and carried.

#### **5. Financial Reports**

Ron Doba gave the financial reports for the CPWAC and CPWP ending the month of May.

#### **6. August CPWAC/CPWP Meeting Agenda**

Ron indicated the USGS will be presenting on the Verde River Eco Flows report.

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

The meeting adjourned at 10:10 A.M.