

# Agenda

**Coconino Plateau Water Advisory Council**

**Friday, June 29, 2012**

**9:00 a.m. – 11:00 a.m.**

**Coconino County Human Resources Building**

**Bright Angel Conference Room**

**420 N. San Francisco Street, Flagstaff, Arizona 86001**

**Flagstaff, Arizona**

- 1. Welcome and Introductions** - Mark Woodson, CPWAC Co-Chair
- 2. Approval of Minutes** - Meeting of April 27, 2012
- 3. Action Items**
  - A. Update on status and discussion and approval of bylaws for formation of non-profit corporation
- 4. Non-Action Items**
  - A. Tusayan Stilo Development Update
  - B. Willow Bend 5-Points Project Proposal – Sapna Saponi, Willow Bend
  - C. Water Resources Development Commission – Gerry Walker, ADWR
- 5. Committee Reports**

A. Technical Advisory Committee	Leslie Meyers, Chair
B. Public Outreach Committee	Amanda Acheson, Chair
C. Government Affairs Committee	Joanne Keene, Chair
- 5. CPWAC Member Roundtable**
- 6. Adjourn**

# **MINUTES**

Coconino Plateau Water Advisory Council

Friday, April 27, 2012

10:00 a.m. – 12:00 p.m.

USGS Building #3

2255 N Gemini Drive, Flagstaff, Arizona 86001

Flagstaff, Arizona

## **Members Present**

Brenda Smith, U.S. Fish and Wildlife Service, CPWAC Co-Chair

Mark Woodson, City of Flagstaff

Joanne Keene, Coconino County

Carl Taylor, Coconino County

Leslie Meyers, Bureau of Reclamation

Mike Foley, Navajo Nation

Pete Shearer, South Grand Canyon Sanitary District

Sybil Smith, ADEQ

John Davison, Coconino NRCD

Don Bills, USGS

David Newlin, Little Colorado River RC&D

Steve Rice, National Park Service

Enrique Ochua, Town of Tusayan

Nicolai Lash, Grand Canyon Trust

Roger Clark, Grand Canyon Trust

Eunice Tso

Jamie Macy, USGS

Bob Hart, USGS

George Mase, Hopi Tribe

Ray Roessel, BIA

Tom Whitmer, City of Cottonwood

Brad Garner, USGS

Amanda Acheson, Coconino County

Candice Rupperecht, Water Resources Research Center

Ron Doba, CPWAC

## **1. Welcome and Introductions**

Brenda Smith opened the meeting and introductions were made by those present.

## **2. Approval of Minutes – WAC Meeting of March 30, 2012**

Sybil Smith made a motion to approve the minutes from March 30, 2012. The motion was seconded by Mike Foley and carried.

## **3. Action Items**

#### **A. Election of CPWAC Co-Chair**

Carl Taylor made a motion to elect Mark Woodson as co-chair of the CPWAC. The motion was seconded by Sybil Smith and carried.

#### **B. Consideration of CPWAC Application to Become a Non-Profit Tax Exempt Corporation**

Ron Doba reviewed the information he had been asked to find out from the March CPWAC meeting. Carl indicated there would be very little tax advantage to becoming a (c)(3) as well as it having a requirement to be very careful about any lobbying activities. Don Bills discussed the member relationships with the organization and expressed concerns regarding advisory, funding and voting members. Ron indicated the bylaws will need to be amended and it would be necessary for the amended bylaws to be more general in nature so they did not require frequent amending in the future. It would not be likely that specific entities would be named in the bylaws. There would more likely be classifications of membership. John Davison asked if there were any more tax issues than the proxy tax for lobbying. Ron did not believe so. Carl Taylor made a motion to incorporate as a 501 (c)(4) non-profit tax exempt corporation. The motion was seconded by Mark Woodson and carried. Ron was directed to initiate the process.

#### **4. Non-Action Items**

##### **A. Update on Little Colorado River Basin Settlement Agreement – Mike Foley**

Mike Foley indicated Stanley Pollack was unable to attend and he would be giving the overview of the settlement. Mike's PowerPoint presentation identified numerous points, including the following:

- Negotiations were completed March 8, 2012
- The settlement does not include the Western Navajo Pipeline component
- The agreement does not waive water rights, it resolves claims of the Navajo and Hopi regarding the LCR Basin
- The LCR is ephemeral (no flow most of the year)
- Both the N and C aquifers are involved
- Establishes buffer zones for groundwater pumping on the south and west boundaries of the Navajo Nation (limitations on pumping)
- Three water infrastructure projects are included
- \$358.7 million included in settlement, most for groundwater projects
- One project includes the Hopi extension from the Western Navajo Pipeline that will reduce the overall cost of the WNP
- It is intended to be the final settlement
- There is a separate stipulation that addresses Red Gap Ranch well development
- Includes an option for delivery of 6,411 AFY of CAP NIA water for Arizona communities through the Navajo-Gallup Water Supply Project (subject to continued operation of the NGS)
- The settlement includes \$3.3 million to go towards the Feasibility Study the BOR is currently undertaking

Mike will let Ron know if it is alright to post his presentation on the CPWAC web site.

##### **B. Presentation on Conserve to Enhance Program – Candice Rupprecht**

Candice Rupprecht gave a PowerPoint presentation on the Conserve to Enhance (C2E) Program, funded jointly by the BOR and the Walton Family Foundation. The program involves providing the opportunity for water customers to conserve water and donate the cost savings resulting from the conservation to environmental restoration and/or preservation projects. Currently a pilot project is taking place in Tucson. Candice covered the following in her presentation:

- The environment is not represented in traditional water use studies
- Water use exceeds supply in the Colorado Basin and will only get worse
- Voluntary water reduction programs don't get much participation from the public (less than 3%)
- Better participation is expected if water conservation and the environment are linked
- People are willing to pay a premium for the environment
- Idea: conserve water and donate the monetary savings toward community conservation projects
- Historic water use establishes the baseline for measuring purposes
- Typically \$3-6 per month can be generated from participating customers
- Community projects need to be visible to generate enthusiasm and continued participation
- An advisory board can be established to manage and select projects
- An option for donation is to provide a check box on the utility bill

Candice's presentation will be available on the CPWAC web site.

## **5. Committee Reports**

### **Technical Advisory Committee**

**Leslie Meyers, Chair**

Leslie Meyers reported the TAC met yesterday and finalized its review of the USGS Groundwater Study. The study should be published later this year. There will be a "white paper" written by the TAC to go along with the study. Approximately \$1.5 million has been authorized for the feasibility study. The TAC will be working on updating the non-federal matching funds and a work plan to cover the next two years.

### **Public Outreach Committee**

**Amanda Acheson, Chair**

Amanda Acheson reported the Public Outreach Committee has been reviewing the Water Ethic Contest submittals. Last week the CPWAC hosted an Earth Day booth. The group will be meeting May 8<sup>th</sup> to discuss the CPWAC Youth Council proposal.

### **Government Affairs Committee**

**Joanne Keene, Chair**

Joanne Keene reported the Legislative Day has been scheduled for Friday, August 17<sup>th</sup> at 10:00 A.M. in Flagstaff.

## **6. Roundtable Discussion**

Brenda reported next month's WAC meeting would be cancelled due to the holiday. The next WAC meeting will be June 29<sup>th</sup>. The committees will meet on their normal schedule during May. Those in attendance provided updates on events that have been taking place in their respective organizations.

## **7. Adjournment**

The meeting adjourned approximately 12:00 P.M.



# ACTION ITEM SUMMARY REPORT

**TO:** CPWAC Members  
**FROM:** Ron Doba, CPWAC Coordinator  
**DATE:** 6/16/2012  
**MEETING DATE:** 6/29/2012

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**TITLE:**  
**CONSIDERATION OF UPDATED CPWAC BYLAWS**

**RECOMMENDED ACTION:**  
**DISCUSS BYLAWS, MODIFY AS NECESSARY, APPROVE BYLAWS**

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**Action Summary:**

This action will consider the draft bylaws previously reviewed by the Executive Committee, incorporate recommended changes by the CPWAC and approve the updated bylaws for the non-profit entity. The approved bylaws will be submitted with the application to the IRS for a tax exempt determination of the CPWAC.

**Discussion:**

The current bylaws posted on the CPWAC website are attached. These were last updated in December of 2007. An attempt has been made to incorporate the concepts of the original bylaws into the new draft. The draft bylaws were crafted to expand on the authorities and requirements of the CPWAC in order to meet the needs of forming a legal entity. Powers of the board, meeting details, conflicts, etc. are in the draft bylaws. It is not recommended to identify members in the bylaws. Bylaws would require amending every time a new member became involved.

An issue discussed by the Executive Committee was how the CPWAC should be organized so key members are encouraged to be involved. Currently, some members have been providing "seed" money to get the CPWAC operating on its own. Continued funding will be required in the future if the organization is to function as a legal entity. Who will provide these funds and how the amount is determined should be addressed by the WAC.

Some members have restrictions on being able to fund the CPWAC and their level of participation, such as federal agencies. The involvement of these agencies as members should be addressed in the bylaws.

**Key Considerations:**

The Executive Committee reviewed the draft bylaws at their May 24<sup>th</sup> meeting and recognized the need for the review and discussion by the WAC. While the draft document identifies the organizational structure (board members, voting members, non-voting members), more discussion is needed regarding what qualifies members to be on the board of directors.

Issues such as *Why should a member be a funding member?* and *How do advisory agencies fit in to the organization?* need to be discussed.

Current bylaws have served the CPWAC sufficiently. Now that it is forming a legal entity they need updating to a more detailed form that will be acceptable to the IRS upon application for a tax exempt determination.

**Financial Implications:**

Approval of the Bylaws will not cause financial implications unless they are crafted in a manner that obligates an agency to be a funding entity for the CPWAC.

**Options and Alternatives:**

Discuss, modify, approve

Discuss, continue discussion at next meeting

**Attachments /Exhibits:**

Current CPWAC Bylaws

Draft CPWAC Bylaws

## COCONINO PLATEAU PARTNERSHIP

It is proposed that the Coconino Plateau Partnership be formed to create a partnership to facilitate and implement sound water resource management and conservation strategies on the Coconino Plateau.

The Goal of the Partnership is “*to ensure an adequate long-term supply of water is available to meet the current and future reasonable needs while preserving the health of the environment on the Coconino Plateau.*”

The purpose of the Partnership is “*to coordinate and cooperate in the identification, prioritization and implementation of comprehensive policies, projects and programs to assist in meeting the water needs of the Coconino Plateau.*”

A Coconino Plateau Water Advisory Council (CPWAC) will be established to lead the Partnership toward reaching its goals. Operational committees may also be formed to carry out the purposes of the Partnership under the direction of the CPWAC.

**CPWAC MEMBERSHIP REQUIREMENTS:** It is the intent of the Partnership to encourage participation by a broad range of agencies, tribes, and organizations that will provide significant resources to help the Partnership accomplish its purpose without becoming so large as to inhibit its ability to function. Members are defined as: “agencies, tribes, and organizations that (1) own land, and/or (2) control land or water, and/or (3) make policy with regard to land or water use on the Coconino Plateau, and will provide significant resources to help the Partnership accomplish its purpose; or agencies, tribes, and organizations that will provide significant technical or financial resources to help the Partnership accomplish its purpose”.

## COCONINO PLATEAU ADVISORY COUNCIL MEMBERSHIP

### LOCAL AGENCIES

\*Coconino County (2)  
\*City of Page  
\*City of Sedona

\*City of Flagstaff  
\*City Williams

### TRIBES

\*Navajo Nation  
\*Hopi Tribe  
\*Hualapai Tribe

\*Havasupai Tribe  
\*San Juan Southern Paiute Tribe

### STATE AGENCIES

\*Dept. of Water Resources  
Dept. of Environmental Quality.

State Land Department  
AZ Game & Fish

### FEDERAL AGENCIES

\*Bureau of Reclamation  
\*Coconino Nat. Forest  
\*Kaibab Nat. Forest  
\*U.S. Fish & Wildlife  
Glen Canyon National Recreation Area

\*US Geological Survey  
  
Grand Canyon National Park  
National Park Service  
Natural Resource Cons. Service

### OTHER AGENCIES/ORGANIZATIONS

\*Grand Canyon Trust  
\*Natural Resource Conservation Dist.  
\*The Nature Conservancy

\*Private Water Co. Representative  
Northern Arizona University Tusayan

\* Denotes Voting Members

### Membership Changes

The Nature Conservancy became a voting member per action of the WAC on 8-26-05  
BLM requested they be removed as a member 8-07  
The City of Sedona became a voting member per action of the WAC on 9-26-08



## COCONINO PLATEAU WATER ADVISORY COUNCIL

**PURPOSE:** The CPWAC is established to provide leadership and direction to the Partnership's committees, to ensure the public, legislative leaders and Partnership members are well informed on the activities of the Partnership, and to assist the Partnership with legislative issues.

**DUTIES:** The CPWAC will be responsible for providing leadership and direction, informing the public and their legislative leaders, and providing feedback from them to the Partnership's member agencies and other committees, by performing the following:

1. Adopt and approve any changes to a Partnership organizational structure. Meet at least semi-annually to review, discuss and understand the activities being performed by each of the Partnership committees.
2. Assist the Partnership, and its members, in ensuring local, state, and federal legislators are well informed on the activities of the Partnership and understand what resources and/or legislative action is needed to develop and implement an effective Coconino Plateau Water Resource Plan. (It is understood that the state and federal agency members of the Partnership may be prohibited from taking an active role in this duty.)
3. Meet at least semi-annually, together with member agency leaders and Partnership committee members, to review the planning and implementation process and progress and offer advice and guidance on program improvements to enhance public involvement and acceptance.
4. Review, and endorse when appropriate, water and land conservation activities undertaken by member agencies within the Coconino Plateau water management area.
5. Review programs developed by the Partnership committees and offer advice and direction on how the programs might be improved.
6. Assist the Partnership, and its members, in educating the public on water related issues and ensuring the public is informed on all activities of the Partnership
- 7.

**ORGANIZATION AND MEETINGS:** The CPWAC will elect a Chairperson to conduct its meetings, a Vice-Chairman to act as Chairman in their absence, and may establish and elect such other officers as may be necessary to conduct its business. The Chairperson shall serve a term of two years, with unlimited terms. If the Chairman steps down for any reason during their term an election of the CPWAC shall be held to replace the Chairman for the duration of that term.

Any ten Members will constitute a quorum for the purpose of conducting business. The CPWAC will seek to achieve a consensus in conducting official actions, including adopting a water resource plan. In the event that a consensus cannot be achieved, a two-thirds vote of the entire voting membership shall be required. The CPWAC recognizes that a water resource plan provides recommendations only and that no such recommendations are to be construed as mandatory actions by member agencies or organizations.

CCPWAC Bylaws

Adopted 2005, revised 12/07

All meetings will be open to the public in accordance with the open meeting laws of the state of Arizona for public agencies. Frequency of meetings will be determined by the Chairperson and confirmed by a majority of the Council, but in any event will be held no less than semi-annually.

**MEMBERSHIP AND APPOINTMENT:** The Partnership Advisory Council (CPWAC) members should be selected to represent a broad spectrum of public opinion. The local government representatives are recommended to be elected officials or other community leaders. The Council may include other non-voting ex-officio participants with the approval of Council. The Council may appoint other Committees/Subcommittees as the Council may determine necessary to facilitate the performance of its duties.

To become a voting member of the CPWAC, or to change status from non-voting to voting, a letter of request outlining how the entity meets the membership requirements shall be submitted to the CPWAC Chairman, and a vote of the CPWAC shall be required to affirm membership.

If a non-voting member chooses to resign the partnership a letter to the CPWAC Chairman shall be submitted and forwarded to the CPWAC for action.

If any member agency/organization fails to have representation in attendance for four (4) consecutive regular meetings without communication with the CPWAC Chairman it shall be interpreted as a resignation from the Coconino Plateau Partnership, including the Water Advisory Council and any of its subcommittees, and shall be referred to the CPWAC for action.

The CPWAC will initially include voting and non-voting ex-officio members, and their alternates, that will be appointed as follows:

### **Voting Members**

1. County Representative - Board of Supervisor or his/her designee
2. County Representative - Board of Supervisor or his/her designee
3. City of Flagstaff Representative – Mayor/City Councilperson or his/her designee
4. City of Williams Representative – Mayor/City Councilperson or his/her designee
5. City of Page Representative – Mayor/City Councilperson or his/her designee
6. Navajo Nation Representative – Tribal President or his/her designee
7. Hopi Tribe Representative – Tribal Chairperson or his or her designee
8. Havasupai Tribe Representative – Tribal Chairperson or his or her designee
9. Hualapai Tribe Representative – Tribal Chairperson or his or her designee
10. San Juan Southern Paiute Representative – Tribal Chairperson or his or her designee
11. Arizona Department of Water Resources Representative - Director or his/her designee
12. Bureau of Reclamation Representative – Area Manager or his/her designee
13. U.S. Geological Survey Representative – Area Manager or his/her designee

CCPWAC Bylaws

Adopted 2005, revised 12/07

14. Kaibab National Forest Service Representative – Forest Supervisor or his/her designee
15. Coconino Forest Service Representative – Forest Supervisor or his/her designee
16. Fish & Wildlife Service Representative – Area Manager or his/her designee
17. Grand Canyon Trust – Executive Director or his/her designee
18. NRCD Representative – Appointed by the Chairman of the Coconino NRCD or his/her designee
19. Private Water Companies Representative – Company manager or his/her designee selected by the private water companies on the Plateau
20. The Nature Conservancy<sup>1</sup>
21. City of Sedona Representative - Mayor/City Councilperson or his/her designee<sup>3</sup>

### **Ex-Officio Non-Voting Members**

1. Arizona Department of Environmental Quality Representative - Director or his/her designee
2. Arizona Game and Fish Representative – Commissioner or his/her designee
3. Arizona State Land Department Representative - Commissioner or his/her designee
- ~~4. Bureau of Land Management – Area Manager or his/her designee<sup>2</sup>~~
5. Glen Canyon National Park Service Representative – Superintendent or his/her designee
6. Northern Arizona University Representative – University President or his/her designee
7. NRCS Representative – Area Manager or his/her designee
8. Tusayan Representative –
9. Grand Canyon National Park Service Representative – Park Superintendent or his/her designee
10. National Park Service – Flagstaff Area Parks Superintendent or his/her designee

### **Ten Voting Members shall constitute a quorum!**

#### Membership Changes

<sup>1</sup>The Nature Conservancy became a voting member per action of the WAC on 8-26-05

<sup>2</sup>BLM requested they be removed as a member 8-07

<sup>3</sup>The City of Sedona became a voting member per action of the WAC on 9-26-08

CCPWAC Bylaws

Adopted 2005, revised 12/07

BY-LAWS  
OF  
**COCONINO PLATEAU WATER ADVISORY COUNCIL**

Passed and Adopted on XXXXXX. Chair XXXX presiding.

ARTICLE I  
STATEMENT OF PRINCIPLES AND POLICIES

Section I.1

The Coconino Plateau Water Advisory Council (CPWAC) is a voluntary council of public and private entities having common interests and concerns in the areas of water resource policy and planning. The underlying concept of the Council is that federal, state, county, and local governments, Native American tribes, academia, and environmental conservation organizations work together as partners to ensure an adequate long-term supply of water is available to meet the current and future reasonable needs while preserving the health of the environment on the Arizona Coconino Plateau.

Within this concept, the Council acts: 1) to provide a forum for discussion, analysis and input into regional water and land resource management and conservation; 2) to coordinate and cooperate in the identification, prioritization and implementation of comprehensive policies, projects and programs to assist in meeting the water needs of the Coconino Plateau; and 3) to assist the members in attaining the highest degree of cooperation possible in order to plan and prepare for the rational and efficient development and use of water resources within the region in promoting orderly growth and development and preserving the health of the environment; 4) to represent its members in an advocacy role to support or oppose federal, state and local legislation that concerns water planning and development on the Coconino Plateau.

The Council is not, nor is it intended to be, a substitute for the member cities and towns in the operation of municipal water or wastewater facilities. It is, however, a Council through which the individual members can work effectively and cooperatively to position water providers in the forefront of water resource policy development and planning on the Coconino Plateau.

Section I.2

The area of interest of the Council is defined as the Arizona Coconino Plateau. The general boundaries of which are the Colorado River on the north including the community of Page, the Hualapai Reservation on the west, the Navajo Reservation on the east and Interstate 40, including the communities of Williams and Flagstaff on the south.

### Section I.3

Constructive and workable policies and programs for meeting region-wide water resource problems water providers will be most effectively and expeditiously developed by regular meetings of Council members in a region-wide voluntary and cooperative Council dedicated to the solution of these problems.

### Section I.4

Nothing contained in these By-Laws shall authorize the Council to become involved in matters which are essentially within the jurisdiction of any one (1) member without its consent.

### Section I.5

The Council is not, nor is it intended to be, a substitute for local government. It is, however, an organization through which individual governmental units can work on regional water resource issues and coordinate their efforts.

## ARTICLE II

### DEFINITIONS

#### Section II.1

Council. Council, as used in these By-Laws, means the Coconino Plateau Water Advisory Council, a voluntary council of Arizona governmental and private entities in Northern Arizona. The Council shall consist of voting and non-voting members.

#### Section II.2

Members. Members are defined as: agencies, tribes, and organizations that (1) own land, and /or (2) control land or water, and/or (3) make policy with regard to land or water use on the Coconino Plateau, and will provide significant resources to help the CPWAC accomplish its purpose; or agencies, tribes, and organizations that will provide significant technical or financial resources to help the CPWAC accomplish its purpose. It is understood that state and federal agency members of the CPWAC may be prohibited from some activities.

#### Section II.3

Board of Directors. Board of Directors, as used in these By-Laws, means the CPWAC Chair, Vice-Chair, Secretary-Treasurer of the Council, Arizona Department of Water Resources representative, Coconino County representative, City of Flagstaff representative, technical representative, Navajo Nation representative, Hopi Tribe representative, and the chairs of standing and special committees.

#### Section II.4

Standing and Special Committees. Standing Committee, as used in these By-Laws, means the permanent committee(s) formed by the Board of Directors. Special Committee, as used in these By-Laws, means the committee(s) formed by the Board of Directors on a temporary basis for the completion of studies and projects.

#### Section II.5

Designated Alternates. A designated alternate need not provide written authorization to participate and vote in any meeting. Provided, however, that if challenged at that meeting (or prior to approval of that meeting's minutes) written ratification of such person's authorization to act as the designated alternate of a member shall be filed with the Chair of the Board of Directors within 5 working days of the challenge.

### ARTICLE III

#### MEMBERSHIP

The membership of this Council shall consist of governmental entities, Native American tribes, academia and private entities meeting the eligibility requirements contained in this article. Members shall represent a broad spectrum of public opinion. Local government representatives are recommended to be elected officials or other community leaders. The Council may include ex-officio non-voting members. Members shall participate as provided herein.

#### Section III.1

Eligibility of Voting Membership. To become a voting member of the CPWAC, or to change status from non-voting to voting, a letter of request outlining how the entity meets the membership requirements shall be submitted to the Board Chair, and a vote of the CPWAC shall be required to affirm the voting membership.

#### Section III.2

Eligibility of Ex-Officio Non-Voting membership. Any governmental or private entity considered as a stakeholder for water resource planning on the Coconino Plateau may become a non-voting member of the CPWAC. Non-voting membership shall be entitled to meeting notifications, participation in standing and special committees and participation in CPWAC meetings of voting members.

### Section III.3

Non-Participation. If any member agency/organization fails to have representation in attendance for four (4) consecutive regular meetings without communication to the CPWAC Board Chair it shall be interpreted as a resignation from the CPWAC and any standing or special committees and shall be referred to the CPWAC for action.

## ARTICLE IV

### MEETINGS OF MEMBERS

#### Section IV.1

The annual meeting of the members of the Council shall be held in July of each year in a member community at a place and time to be designated in the notice of the meeting.

#### Section IV.2

The voting members shall elect the following officers of the Council at an annual meeting: Chair, Vice-Chair, and Secretary-Treasurer, each of whom shall also serve in their respective position on the Board of Directors of the Council. The term of office shall be two years.

#### Section IV.3

Regular meetings of the members may be held in any member community with the time, date, and location of said meetings to be determined by the Board of Directors. Members of the Board may attend, participate, vote at meetings telephonically or electronically and shall be included as part of the quorum.

#### Section IV.4

The calls and notices of all meetings of the members shall conform to the provisions of Article VI of these By-Laws.

#### Section IV.5

The Chair, and in the Chair's absence, the Vice-Chair, shall preside at such meetings. In the absence of the Chair and Vice-Chair, the voting members shall select a voting member to preside at such meetings.

#### Section IV.6

A simple majority in number of the total voting membership, either in person or by designated alternate, shall constitute a quorum for all purposes. In the absence of a

quorum, the Chair of the meeting may adjourn the meeting from time to time without notice, other than by announcement at the meeting, until voting members sufficient to constitute a quorum shall attend, either in person, or by designated alternate or, in the alternative, may set a date and time for the next meeting which time shall be at least 72 hours later unless an actual emergency occurs necessitating an earlier meeting date. At any adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified.

#### Section IV.7

All informalities and/or irregularities in the manner of voting, form of credentials, eligibility of designated alternates, or method of ascertaining those present shall be deemed waived if no objection is made prior to the approval of the minutes of the meeting in question.

#### Section IV.8

CPWAC decisions and recommendations will be reached through consensus and every effort will be made to reach consensus by discussing issues thoroughly. In advance of a CPWAC decision, an informational briefing will be sent to all members for review.

Consensus for the CPWAC is defined as a proposed solution or decision that participants can support or abide by and to which they do not formally object. In order to ensure productive CPWAC meetings, participants agree to make decisions by consensus of all members present at the time of decision; members should make every effort to attend meetings in person, send an alternate, or designate a proxy to effectively convey their preferences. If consensus cannot be reached, the CPWAC will identify a mechanism for conflict resolution.

#### Section IV.9

The Chair shall cause minutes to be taken at all regular and special meetings of the CPWAC and copies of said minutes shall be furnished to the members for approval at the following regular meeting.

### ARTICLE V

#### BOARD OF DIRECTORS

#### Section V.1

The Board of Directors shall serve to establish organizational policy, CPWAC agendas, and administration of contracts. The business and affairs of the Board of Directors at properly called meetings on a frequency at least equal to that of CPWAC meetings.



## Section V.2

The Chair, Vice-Chair and Secretary-Treasurer of the CPWAC shall also serve in their respective positions on the Board of Directors. If the office of Chair, Vice-Chair, or Secretary-Treasurer becomes vacant, the CPWAC, by affirmative vote of the majority thereof, shall elect a successor to hold office for the unexpired term of the officer whose position shall be vacant.

## Section V.3

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

## Section V.4

Each director is entitled to one (1) vote on all matters coming before any meeting of the Board of Directors, and each director may be represented in vote by designated alternate. Action of the Board of Directors shall be by majority vote of Directors voting on matters coming before the meeting of the Board.

## Section V.5

The powers and functions of the Board of Directors subject to the limitations hereinafter stated, shall include, but not be limited to, the following:

- a. The formulation of policy decisions and determination of policy matters for the Council.
- b. The initiation and/or request for studies to be undertaken either by inter-agency agreement, contract, or otherwise as they may deem appropriate.
- c. The initiation of grant applications.
- d. The appointment of such standing and special committees deemed necessary to achieve the purposes of the Council.
- e. Administration of contracts.
- f. Hiring and termination of staff as deemed necessary for the administration and operation of the CPWAC.
- g. The Board of Directors may adopt rules governing the procedures of the meetings of the members.
- h. The Board of Directors may adopt rules governing the procedures of the meetings of the members.
- i. Adoption of an annual budget.
- j. Authorization of expenditures.

Each Director shall have the right at any meeting of the Board of Directors to propose a subject for study by the Council or to request review of any action taken by a Standing Committee, Special Committee or staff during the interval between meetings of

the Board of Directors. The matter shall be noticed for action at a future meeting of the Board of Directors.

#### Section V.6

No person shall have the authority to make or execute binding contracts on behalf of the Council without approval of the Board of Directors acting at a properly called meeting.

#### Section V.7

The Chair shall cause minutes to be taken at all meetings of the Board of Directors and copies of said minutes shall be furnished to the members after approval by the Board of Directors.

### ARTICLE VI

#### NOTIFICATION REQUIREMENTS FOR MEETINGS OF MEMBERS AND MEETINGS OF THE BOARD OF DIRECTORS

At least five (5) days before the day of any meeting of the members, the Chair, (in the Chair's absence by the Vice-Chair) or two of the Board of Directors, shall cause a written notice setting forth the time, place, and general purpose of the meeting to be delivered electronically to each member of record. Provided, however, that such notice may be communicated to the member by telephone or electronically when a meeting is called by the Chair pursuant to Section IV.6 due to the lack of a quorum or emergency.

### ARTICLE VII

#### OFFICERS

#### Section VII.1

The Chair shall be the chief executive of the Council and shall exercise general supervision over its affairs. The Chair shall sign, on behalf of the Council, all documents requiring the signature of the Council and shall do and perform all other acts and things which the Board of Directors may require of the Chair. The Chair shall serve without compensation.

#### Section VII.2

In the absence of the Chair, or in the Chair's inability to act or serve, the Vice-Chair shall have the powers of the Chair. The Vice-Chair shall perform such further duties as the Board of Directors may delegate to the Vice-Chair. This Vice-Chair shall serve without compensation.

Section VII.3

The Secretary-Treasurer shall have or delegate the custody and control of the funds of the Council, subject to the acts of the Boards of Directors, and shall report the state of the finance of the Council at each annual meeting of the members and at any regular or special meeting of the members when requested by the Chair to do so. The Secretary-Treasurer shall perform such other services as the Board of Directors may require of the Secretary-Treasurer and shall serve without compensation.

ARTICLE VIII

STANDING AND SPECIAL COMMITTEES

Section VIII.1

Standing and Special Committees shall be created by the Board of Directors from time to time, as the Board of Directors may deem appropriate.

Section VIII.2

The Board of Directors shall authorize and define the powers and duties of all committees of the Board.

Section VIII.3

The Board of Directors shall designate a Chair and Vice-Chair of the Standing and Special Committees. Vacancies occurring in these positions shall be filled by the Board of Directors at the next regular meeting of the Board of Directors following the occurrence of the vacancy.

Section VIII.4

Membership on Standing and Special Committees shall be determined by the committee chair. There shall be no minimum or maximum number of individuals on any Standing or Special Committee. Nothing in these By-Laws shall be construed to limit membership on these aforesaid committees.

ARTICLE IX

MEETINGS OF COMMITTEES – NOTIFICATION REQUIREMENTS

A Standing or Special Committees shall meet on the call of its Chair (in the Chair's absence by the Vice-Chair), or two of the members, with the date, time, and place to be fixed by the Chair. At least five (5) days prior, notice shall be given to committee members and to the Executive Director.

ARTICLE X

MEMBERSHIP WITHDRAWAL

Section X.1

Any voting or ex-officio non-voting member may, at any time, withdraw from the Council, provided that written notification thereof is forwarded to the Chair and the said withdrawal shall be effective upon receipt by the Chair.

Section X.2

Voluntary withdrawal does not operate to affect a waiver of obligations previously incurred by such withdrawing member during membership.

ARTICLE XI

ADMINISTRATION OF INTERGOVERNMENTAL AGREEMENTS

The Board of Directors may enter into agreements with member cities and others to provide technical support, administrative services, policy guidance and all ancillary support services necessary to implement intergovernmental agreements between such member cities. In the performance of such agreements, the Board of Directors may act for the Council, may direct a Standing or Special Committee to perform duties under the agreement and may create Standing or Special Committees to carry out the Council's responsibilities.

ARTICLE XII

AMENDMENTS

These By-Laws may be amended at any meeting of the CPWAC by a two-thirds vote of all voting members provided written notice of the proposed amendment has been given not less than fifteen (15) days prior to the meeting at which it is to be voted upon. If two-thirds of all voting members are not present at such meeting then no action to amend the By-Laws can be taken.

ARTICLE XIII

EXECUTIVE SESSIONS

Section XIII.1

The Board of Directors and all standing and special committees may exclude persons, including members, from Executive Session meetings when such exclusion is appropriate.

Section XIII.2

At any Executive Session meeting of the Board of Directors and all Standing and Special Committees, any member who has taken a legal position that conflicts with the legal position the Council has taken or been authorized to take on a matter scheduled to be discussed in the Executive Session meeting shall disclose this fact and, unless requested to remain by the Board or Committee, leave the Executive Session meeting for the duration of the discussion of this matter. "Legal position" means an appearance of record in a legal proceeding before a court or administrative agency.

ARTICLE XIV

CONFLICTS

If a member intends to take a position or an action on a matter that conflicts with the position or action the Council has taken or been authorized to take on that matter, the member shall give the other members and the Chair of the Council as much advance notice of the proposed position or action as is reasonably possible under the circumstances. The mere existence of a conflict, however, should not discourage a member from participation in Council activities including attempts to gain Council approval of such member's position or action.

PASSED AND AMENDED at a meeting of the COCONINO PLATEAU WATER ADVISORY COUNCIL held on this XXX day of XXXX, 2012.

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Chair XXXXXXXX

May 11, 2012

To: Principal \_\_\_\_\_  
\_\_\_\_\_ Elementary School

From: Sapna Sopori, Director  
Willow Bend Environmental Education Center

Re: Free environmental education project in your school

Dear \_\_\_\_\_,

I am writing to garner your support to allow one 5<sup>th</sup>-grade teacher in your school the opportunity to participate in a FREE year-long environmental education program from Willow Bend for the 2012/2013 school year.

The program is called the 5-Points Project and is funded primarily through the AZ Game and Fish's Heritage Grant. If you approve, Willow Bend will provide 5 areas of environmental education for your teacher and his/her class: classroom programs, field experiences, family science education, teacher professional development, and a service project (~30 hours of direct environmental science instruction). All programming will occur on school property and the project will benefit the school directly.

The 5-Points Project is valued at \$20,000, which equals \$4000 per school. Thanks to generous funding from the Heritage Grant and private donors, you are able to benefit from this service for free. This offer will only be made to 5 schools in Flagstaff, so please let me know as soon as possible if you are interested. I've included a brief summary of the project for your reference as well as a list of deliverables for Willow Bend, school administration, and selected teachers (see attached).

Contact me at the information below with any questions you may have or to set up an in-person meeting. I will follow up with you in one-week.

Thank you for your time and I hope we can work together on this wonderful opportunity!

Sincerely,  
Sapna Sopori, Director  
Willow Bend Environmental Education Center  
[sapna@willowbendcenter.org](mailto:sapna@willowbendcenter.org)  
928-779-1745

## Willow Bend's 5-Points Project for Excellence in Environmental Education

### Summary:

Willow Bend Environmental Education Center has a rich, 32-year history of empowering Pre-K-12<sup>th</sup> grade northern Arizona students to conserve local habitats and resources for wildlife. The 5-Points Project will work with 5 deserving classrooms in Coconino County public schools to provide a comprehensive program that incorporates 5 components of exemplary environmental education: standards-aligned classroom programs, inquiry-based field experiences, cutting-edge teacher professional development, engaging family science events, and empowering service learning. All points of the project are integrated and focus on habitat restoration and resource conservation for Arizona's unique wildlife. Never before has an environmental education program of such breadth and depth been offered free of charge in northern Arizona classrooms.

### Willow Bend deliverables:

- Willow Bend will work with the teacher to provide environmental education programming that gives context for students and empowers them to make a real, lasting, and measurable change on their campus (~30 hours direct instruction).
- Willow Bend will also provide the necessary field exploration and preparation and education for parents to inspire them to become a part of the project, thereby extending the learning beyond the classroom both physically and culturally.
- Willow Bend will also provide the teacher support throughout the year to ensure the project is on track and elicit weekly updates to document this process. A basic outline of in-school programmatic services is listed below.
- If County Schools is already at work with the 4<sup>th</sup> grades in the schools, Willow Bend will work with the County representative to ensure a cohesive action plan that incorporates both grades' goals.
- Willow Bend will work with community agencies and organizations to provide supplemental support and information for service project.
- Willow Bend will provide the teacher with the Environmental Education Training Program, a 5-day professional development workshop focusing on EE theory and local natural history.

	Introduction	Phase I: Context	Field Experience I: Survey	Phase II: Planning	Field Experience II: Preparation	Family Science: Engaging Parents	Service Project: Action	Summary: evaluation and strategic plan
	Day 1: introduce the 5-Points Project to students and explains agenda	Days 2-5: establish the scientific context for the project through a variety of thematic programs	Day 6: introduce students to the work site on school grounds; participate in exploration activities to identify a	Days 7-10: work with students to identify "do-able" solutions to the problem; create a plan to achieve this solution, including funding and measures of success	Day 11: return to field site prepare ground for work; work with students to create Family Science presentation	Day 12: provide contextual information for parents; students present to parents about project and plan; solicit parent involvement in	Day 13: begin project; if project is multi-day, continuously check-in with teacher throughout project to provide support and work with students	Day 14: work with students to evaluate measures of success and delineate a long-term maintenance plan for project, including funding and labor

			“problem”			project implementation	on final day of project	
Example theme: Water Conservation	Day 1: introduce water as the theme and explain the year’s agenda	Days 2-5: Contextual Programs: Groundwater in Flagstaff, Water Quality, Direct/Indirect Water Conservation, and Rainwater Harvesting	Day 6: walk through school grounds; choose a suitable site for project; conduct exploration activities and take pictures for baseline observations; survey school grounds to identify areas in need and potential water conservation projects	Days 7-10: students use photos to determine a course of action; example: burms and swales, removal of invasive species, removal of turf grass, planting natives, installing rain gutters, etc.; students choose one focus area and determine plan of action to achieve the goal	Day 11: return to field site prepare ground for work; students determine how to present information to parents	Day 12: provide a synopsis of water education; students present on project and plan; solicit parent involvement in project implementation	Day 13: : begin project; if project is multi-day, continuously check-in with teacher throughout project to provide support and work with students on final day of project	Day 14: work with students to assess project success through qualitative data (photos, journals, feedback) and quantitative data (# of gallons saved, either estimated or actual, amount of invasives removed, etc.); create a long-term maintenance plan

**School Administration Deliverables:**

- School administration will work with Willow Bend to select the teacher.
- School administration will work with the teacher and Willow Bend to select and approve achievable service projects on school grounds.
- School administration will work with the teacher and Willow Bend to secure funds (either from administration itself or through tax credits and outside funding) as necessary for service project implementation.
- School administration will work with the teacher and Willow Bend to secure liability and media waivers from parents for students.

**Teacher Deliverables:**

- The teacher will work with Willow Bend to select regularly scheduled times throughout the year for classroom and field site visits and the service project.
- The teacher will work with Willow Bend to integrate theme into other curricular disciplines such as art, social studies, math, etc.
- The teacher will schedule Family Science event and work to ensure that a majority of parents attend.
- The teacher will work with students as necessary between Willow Bend visits to ensure project completion.
- The teacher will participate in on-going surveys to assess project success and evaluate methods.



- The teacher will participate in all EETP workshops.
- The teacher will regularly correspond with Willow Bend via email and in-person meetings to ensure high-quality communication.
- At some point during the year, the teacher will take students on a fully paid for thematically-aligned field trip, including bus funding and ranger-led tour at site, to one of Flagstaff Area National Monuments (Wupatki, Sunset Crater, or Walnut Canyon). Willow Bend can provide additional free in-classroom programming as preparation for this visit.