

Agenda

Coconino Plateau Water Advisory Council

Friday, July 27, 2012

10:00 a.m. – 12:00 p.m.

USGS Building #3

2255 N Gemini Drive, Flagstaff, Arizona 86001

Flagstaff, Arizona

- 1. Welcome and Introductions** – Brenda Smith, CPWAC Co-Chair
- 2. Approval of Minutes** - Meeting of June 29, 2012
- 3. Action Items**
 - A. Continuation of by-laws review and adoption
 - B. Election of officers in accordance with adopted by-laws
 - C. Public Outreach Conceptual Plan and Consideration of Willow Bend 5-Points Proposal
- 4. Non-Action Items**
 - A. 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, June 29, 2012
9:00 a.m. – 11:00 p.m.

Coconino County Human Resources Building
Bright Angel Conference Room
420 N. San Francisco Street, Flagstaff, Arizona 86001

Present

Mark Woodson, City of Flagstaff
Leslie Meyers, Bureau of Reclamation
Pete Shearer, South Grand Canyon Sanitary District
Sybil Smith, ADEQ
John Davison, Coconino NRCD
Steve Rice, National Park Service
Gerry Walker, ADWR
Karen Modesto, ADWR
Art Babbott, citizen
Rory Steinke, Coconino National Forest
Deborah Tosline, Bureau of Reclamation
Lisa Leap, National Park Service
Mandy Metzger, Coconino County
Diane Lenz, citizen
John Kocjan, City of Page
John Martinez, City of Sedona
Brent Bitz, City of Sedona
Tom Whitmer, City of Cottonwood
Amanda Acheson, Coconino County
Ron Doba, CPWAC

1. Welcome and Introductions

Mark Woodson opened the meeting and introductions were made by all present.

2. Approval of Minutes – WAC Meeting of April 27, 2012

Amanda Acheson made a motion to approve the minutes from April 27, 2012. The motion was seconded by John Martinez and carried.

3. Action Items

A. Update on status and discussion and approval of bylaws for formation of non-profit corporation

Ron Doba reported the name *Coconino Plateau Water Advisory Council* had been reserved with the Arizona Corporation Commission. Certificates of Disclosure have been returned from Page, Coconino County and Flagstaff. Sedona indicated their Certificate of Disclosure was mailed Wednesday. The initial Board of Directors in the Articles of Incorporation will be John Kocjan, Carl Taylor, Mark Woodson and John Martinez. The next step is the adoption of the bylaws. Ron

indicated the bylaws are not holding up the incorporation with the State. They will be required for the application for tax exempt status from the IRS. Ron presented the draft bylaws “paragraph by paragraph” for discussion. The draft bylaws are an attempt to incorporate the current CPWAC bylaws into a format that will be acceptable for incorporation. Comments made by the group were incorporated on the draft document as a “comment” sidebar to be addressed in the next draft. A summary of the comments are as follows:

- Section I.1 - Private land managers should be included
- Section I.2 – Include a map as an appendix, southern boundary should be Sedona
- Section I.3 – Wording needs to be cleaned up, sentence too long
- Section II – Include definitions for private land managers and Coconino Plateau (address member area)
- Section II.2 – Include private land managers
- Section II.3 – Board should include the Chair, Vice-Chair, Secretary/Treasurer, and two additional elected members to be elected every two years at the annual meeting

The group reviewed Article I and Article II. Ron will make the changes in the draft and will include the updated draft in next month’s discussion. Members were asked to forward any comments to Ron and he will identify them as “comments” in the next draft. Ron asked for any comments to be submitted one week before the July 27th meeting. The goal is to finalize the bylaws at the July meeting.

Mark Woodson had to leave to attend the City of Flagstaff Council Retreat and Amanda Acheson assumed the role of Chairperson.

4. Non-Action Items

A. Tusayan Stilo Development Update

Ron indicated this item was on the agenda in case a representative from Tusayan was present to provide a report on what was going to be required in the water report for the Stilo Development. Pete Shearer reported on anticipated impacts to the Sanitary District but was not in a position to report on the water requirements for the development.

B. Willow Bend 5-Points Project Proposal

Amanda introduced Sapna Saponi, Sapna gave some background on Willow Bend. The 5-Points Project being proposed would assist teachers to develop an environmental curriculum in five Flagstaff fifth grade classes. Willow Bend would like to include a water conservation component into the 5-Points Project and is requesting funding from the WAC to sponsor the component. The program is currently a pilot program and if successful could be expanded in the future. The amount requested is \$4,000 to \$4,500. Ron indicated there is not a specific line item in the budget that is identified to cover this amount. The Executive Committee could meet in a conference call and shift funds in the budget if the WAC would like to move forward with approving the request.

John Kocjan questioned the WAC’s role in providing funding to other organizations. Amanda explained this is one of the projects the Public Outreach Committee has been looking at that meets the mission of the WAC. Discussion took place regarding the impact of this project being focused on the Flagstaff area. Sapna indicated the program, if successful, would eventually expand beyond Flagstaff. Brent asked if the Committee could prepare a conceptual plan that

explains how education will fit into the program over the year so the WAC has a better idea about where funding will be going. The idea is to not have the individual request coming up during the year that was not anticipated.

Amanda suggested the Public Outreach Committee put together a conceptual model at their July 10th meeting and bring it back to the WAC at the next meeting. The Public Outreach Committee will try to address the Willow Bend proposal in their plan.

C. Water Resources Development Commission

The report was postponed till the next meeting due to time constraints.

5. Committee Reports

A. Technical Advisory Committee

Leslie Meyers, Chair

Leslie Meyers indicated the TAC was successful in receiving \$1.4 million towards the Feasibility Study. The TAC has a conference call scheduled for July 5th to finalize the work plan for the next two years. Last month the TAC met with the USGS to finalize the comments on the Regional Groundwater Study. Ron Doba reported an application is being submitted for a WaterSMART grant of \$25,000 to expand the watershed group. If successful, moneys for the coordinator position would be freed up in the budget for other uses. The grant application is due July 9th.

B. Government Affairs Committee

Joanne Keene, Chair

Ron indicated he had been in contact with Joanne and she has a letter ready to go out for the upcoming Legislative Day August 17th. He will be in touch with Joanne next week.

C. Public Outreach Committee

Amanda Acheson, Chair

Amanda reported we will be hosting a booth at the Flagstaff Festival of Science in Wheeler Park. The theme will be “moving water” and “rainwater harvesting.” It will be September 22nd from 10:00 am till 2:00 pm. Rory suggested using the Forest service’s watershed trailer if it is available. It may be too late to incorporate it this year. Amanda asked if anyone can help staffing the booth and to get back to her if they can help. The Committee will also be meeting with Robert Kelty to discuss the Junior WAC and make sure the model works with the school district. Gerry Walker suggested the EPA may have a watershed model available that could be used for the Festival of Science. John Davison indicated the City of Flagstaff may have some models as well (he will check). Amanda also brought up the suggestion of a water conservation short video contest for high school students as a possible outreach project that will be discussed further.

6. Roundtable Discussion

WAC members individually reported on relevant current issues taking place in their respective organizations.

7. Adjournment

The meeting adjourned approximately 11:00 A.M.



ACTION ITEM SUMMARY REPORT

TO: CPWAC Members
FROM: Ron Doba, CPWAC Coordinator
DATE: 7/15/2012
MEETING DATE: 7/27/2012

TITLE:
CONTINUATION OF BY-LAWS REVIEW AND ADOPTION

RECOMMENDED ACTION:
COMPLETE REVIEW OF BY-LAWS AND ADOPT

Action Summary:

This action will adopt by-laws for the CPWAC that are in a form for a legal entity.

Discussion:

The CPWAC has formed as an Arizona non-profit corporation and is applying for a tax exempt status from the IRS. New by-laws are required that provide more detailed information of how the organization will operate in order to qualify for a tax exempt status.

Key Considerations:

The WAC reviewed the first two Articles of the by-laws at the June meeting. Members were asked to email comments on the remaining sections to the coordinator prior to the July meeting to aid in the continued review.

Adopted by-laws are necessary to apply for a tax exempt status from the IRS.

Financial Implications:

None

Options and Alternatives:

Continue the review of by-laws at the next meeting.

Attachments /Exhibits:

Draft by-laws

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, private land managers 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 Sedona on the south as depicted in the CPWAC Boundary map in the Appendix, to these by-laws.

Deleted: 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 will be most effectively and expeditiously developed by regular meetings of Council members. ~~The Council shall function as~~ a region-wide voluntary and cooperative ~~forum~~ dedicated to the solution of these problems.

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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, ~~private land managers,~~ 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 ~~within the CPWAC Member Area,~~ 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.

Deleted: on the Coconino Plateau

Section II.3

Private Land Managers. Private land managers are defined as private individuals that manage or own land in excess of one hundred acres, control land or water, and/or make policy with regard to land or water use in the Coconino Plateau Member Area.

Section II.4

CPWAC Member Area. The geographic area as defined in the Coconino Plateau Water Advisory Council Boundary map in the Appendix of these by-laws.

Section II.5

Board of Directors. Board of Directors, as used in these By-Laws, means the CPWAC Chair, Vice-Chair, Secretary-Treasurer, and two members serving in an “at-large” capacity, elected the same time as the officers of the CPWAC.

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Deleted: 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.6

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.

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Section II.7

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.

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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 reconvened meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified.

Deleted: adjourned

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 shall be conducted 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 or Board of Directors, 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

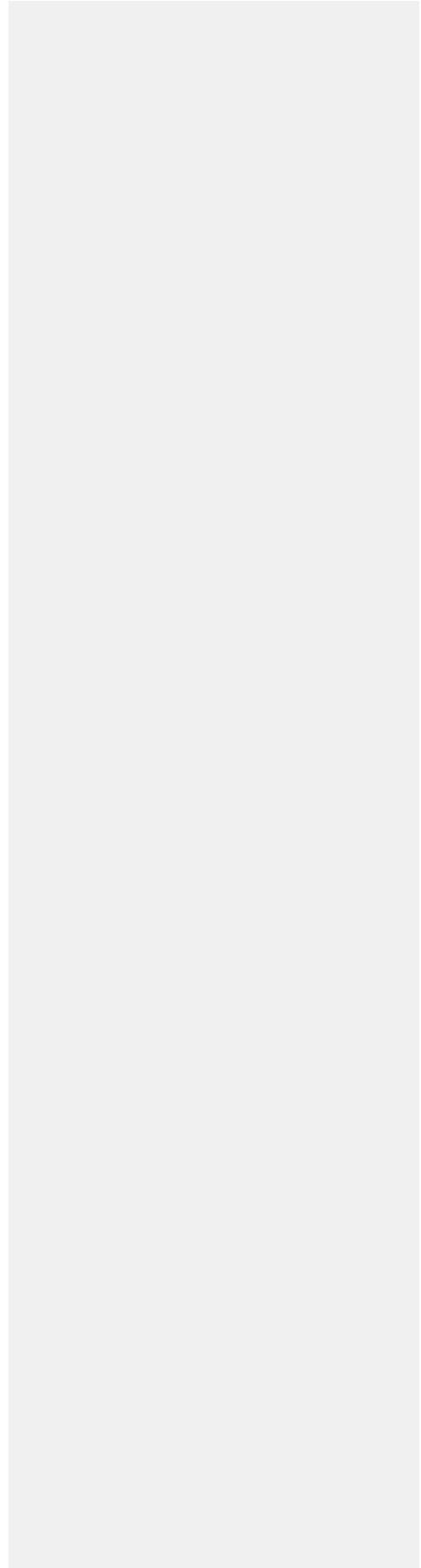
If a member intends to take a position or an action on a matter that conflicts with the position or action the Council has taken or been authorized to take on that matter, the member shall give the other members and the Chair of the Council as much advance notice of the proposed position or action as 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.

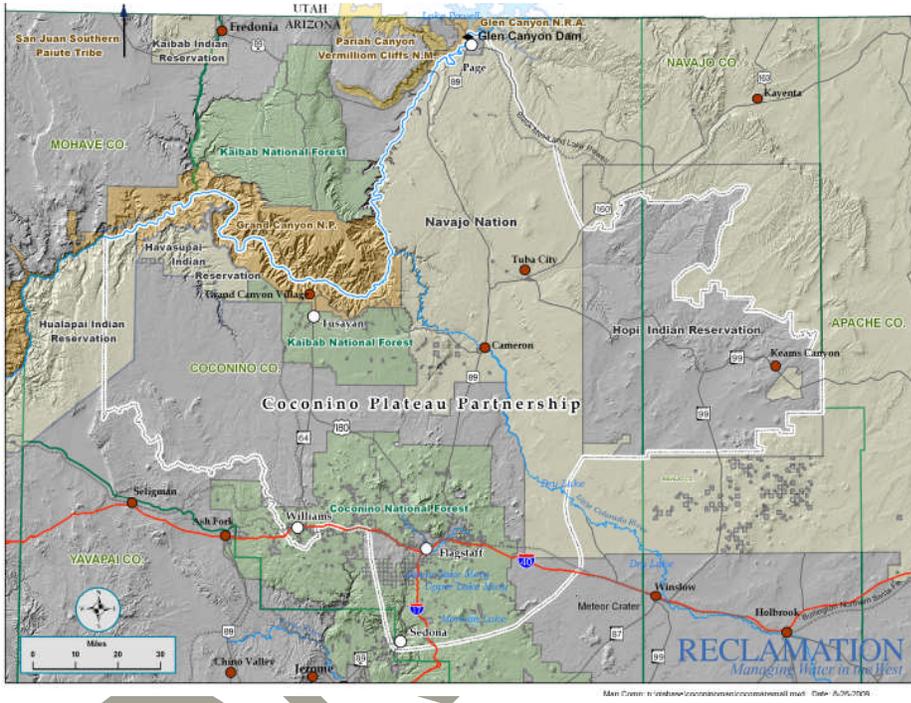
Chair XXXXXXXX

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APPENDIX



Coconino Plateau Water Advisory Council Boundary



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ACTION ITEM SUMMARY REPORT

TO: CPWAC Members
FROM: Ron Doba, CPWAC Coordinator
DATE: 7/15/2012
MEETING DATE: 7/27/2012

TITLE:
ELECTION OF CPWAC OFFICERS FOR FY 13

RECOMMENDED ACTION:
**NOMINATE AND ELECT A CHAIRPERSON, VICE CHAIRPERSON,
SECRETARY/TREASURER AND TWO AT-LARGE BOARD MEMBERS FOR FY 13**

Action Summary:

This action is contingent on the adoption of the by-laws.

Discussion:

The by-laws provide for the election of officers to take place at the annual meeting in July. The term of office for the board members is two years.

Key Considerations:

The members identified in the Articles of Incorporation as the “initial board of directors” are Mark Woodson (City of Flagstaff), Carl Taylor (Coconino County), John Kocjan (City of Page) and John Martinez (City of Sedona). These persons are to serve on the Board of Directors until the first annual meeting or until successors are appointed. These individuals were identified by the Executive Committee to serve on the initial board due to having been funding partners in the past. The board members should now be elected by the voting members of the WAC in accordance with the by-laws.

Some members may have restrictions by their agency whether they can serve on the board or not.

Financial Implications:

None

Options and Alternatives:

Table the election of officers till the next meeting

Attachments /Exhibits:

N/A



ACTION ITEM SUMMARY REPORT

TO: CPWAC Members
FROM: Ron Doba, CPWAC Coordinator
DATE: 7/15/2012
MEETING DATE: 7/27/2012

TITLE:

Public Outreach Conceptual Plan and Consideration of the Willow Bend 5-Points Proposal

RECOMMENDED ACTION:

Discuss the Conceptual Plan to be presented by the Public Outreach Committee

Determine Whether to Fund the 5-Points Plan for a Water Conservation Component and the Level of Funding

Action Summary:

This action will determine if the CPWAC should fund the Willow bend 5-Points Plan as presented at the June meeting to include a water conservation component and the level of funding (if it is determined to participate).

Discussion:

The 5-Points Project being proposed would assist teachers to develop an environmental curriculum in five Flagstaff fifth grade classes. Willow Bend would like to include a water conservation component into the 5-Points Project and is requesting funding from the WAC to sponsor the component. The program is currently a pilot program and if successful could be expanded in the future. The amount requested is \$4,000 to \$4,500.

Key Considerations:

Discussion at the June WAC meeting included whether the CPWAC should be funding projects that are focused outside the area of some of the funding partners. In response, the Public Outreach Committee suggested a conceptual plan be developed that identifies how funding would be dispersed during the year.

Financial Implications:

This sponsorship was not specifically budgeted for this year. If it is determined to fund the project, the monies would be taken from other line items such as Research (\$25,000) or Scholarships (\$10,000) as determined by the Executive Committee/Board.

Willow Bend has asked for \$4,000 to \$4,500, but indicated a reduced amount could be considered by modifying the scope of water conservation activities.

Options and Alternatives:

Decide not to fund the project this year and possibly budget for it next year

Authorize a specific amount to sponsor the project for this year

Attachments /Exhibits:

Project summary from Willow Bend

Sample letter to school principal

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-12th 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 4th 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.

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 5th-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
928-779-1745