



Draft Combined Minutes of the Board of Pima
Natural Resource Conservation District and
Pima Center for Conservation Education, Inc.
3241 N. Romero Road
Tucson, AZ 85705



Meeting Date: July 9, 2024
Meeting Location: Micha's Restaurant,

The meeting was called to order by Cindy Coping at 1:05pm.

I. Attendees:

Cindy Coping, Jonathan DuHamel, Mary Miller, Andrew McGibbon, Sue Chilton.
Liz Tuck, clerk was absent. A quorum was present.

II. Installation of the FY 2025-FY 2026 Board of Supervisors

Mary Miller is completing the vacated elected seat with four-years remaining in the term.

Cindy Coping is filling the vacated six-year elected seat but provided verbal and written notice that she intends to serve on the Board for just two more years.

. Andrew McGibbon continues his elected term with two years left.

Jonathan DuHamel is nominated for appointment for two years

Sue Chilton is nominated for appointment to a two-year term.

Motion by Supervisor Coping: Install the FY 25-26 BOS as described above
Motion 2nd by Supervisor McGibbon

Motion passed 3- 0 (Exclusively elected Supervisors voting.)

III. Installation of Officers

Andrew McGibbon will serve as Chair for one year

Sue Chilton will serve as Vice Chair for one year

Cindy Coping will continue as Treasurer for two years

Mary Miller will serve as Secretary for one year

There was a collective motion that each of these officer roles be considered as one-year terms.

Supervisor DuHamel motioned and Supervisor Coping seconded the motion to install officers as described above.

Motion carried 5-0

All supervisors agreed that this next year is a critical time to revisit and publicize the role and importance of Pima NRCD and actively recruit new supervisors.

IV. Invoices

The Board agreed to pay dues of \$1,500.00 to Arizona Association of Conservation Districts, from the Pima NRCD's District Account.

Other invoices presented:

- a. \$359.00 - Lovitt and Touché Dishonesty Bond Invoice (paid already)

- b. \$469.11 to Cindy Coping for website maintenance.
- c. \$189.21 payment to Liz Harris for time and mileage for invoice reconciliation and net result of corrections(paid already)
- d. \$77.95 plus tax reimbursement for Jetpack personal plugin for pimanrcd.org (to be automatically charged to Supervisor Coping on July 18, 2024).
- e.\$?? Final invoice yet to be received from Liz Harris Tuck for FY 2024 clerical labor and mileage.
- f. Supervisor McGibbon moved to pay all invoices presented and to include and pay any outstanding invoices not yet received for Jetpack and for clerical labor and mileage for FY 2024. Supervisor Coping seconded the motion. **Motion passed 5 – 0.**

V. Authorization of signature authority on financial accounts. Supervisor DuHamel moved that any Pima NRCD/PCCE Supervisor may serve as an authorized signer on any or all of the Pima NRCD and PCCE bank and brokerage accounts. Supervisor Coping seconded the motion. **Motion passed 5 – 0.** Chairman McGibbon and Treasurer Coping indicated they will visit the appropriate institutions and establish or renew their signature authorizations so that at least two Supervisors establish signature authority.

VI. Financial Reports

VII. The Board of Supervisors received the attached Treasurer’s final FY 2024 reports for the Pima NRCD and PCCE.

VIII. Project agreements: Rancho Seco Water Demonstration Project and Palo Alto Ranch Science Workshop

Per the first agreement, the Pima NRCD will make a grant of \$5,900.00 to the Altar Valley Conservation Alliance (AVCA) to fund the Rancho Seco Water Improvement Demonstration Project.

Per the second agreement, the Pima Center for Conservation Education, Inc. will make a grant to the AVCA in the amount of \$2,300.00 to fund a pre-project, hands-on science workshop to help experts plan and prioritize specific soil and water conservation practices to be implemented on the Palo Alto Ranch. Mary Miller moved to approve both agreements as presented to the Board with amendments made by AVCA Executive Director Sarah King. Chairman McGibbon and AVCA Exec Director Sarah King will sign both project agreements as approved. Supervisor Coping seconded the motion. **The motion passed 5-0.**

FY 2024 Final Reports for Pima NRCD and Pima Center for Conservation Education, Inc.

The Arizona Natural Resources Commissioner requires the District to provide a financial summary each fiscal year along with final reports on the accomplishments of the Pima NRCD and the Pima Center for Conservation Education during the past fiscal year. Detailed final financial reports for FY 2024, along with summaries prepared for final submission, was submitted to the Board by Treasurer Coping.

Supervisor Coping also submitted to the Board a Draft report of the accomplishments of the Pima NRCD.

Liz Tuck, as the Education Center Director, was expected to submit a final report of the accomplishments of the PCCE, but was unexpectedly absent and did not submit a report to the Board for approval. Since the Palo Alto project is part of the final PCCE report, the final report for the PCCE will be completed as a joint project between Supervisor Copping and Julia Guglielmo, the Science Director for the AVCA, via email. Board approval of the final PCCE report will be conducted via email.

Supervisor Miller moved to accept this arrangement.

Motion seconded by Supervisor Copping. **Motion passed 5 – 0.**

The next quarterly meeting will be held on October 21, 2024 at Micah's restaurant.

Mary Miller moved to adjourn the meeting at 2:15 PM.

Submitted by Mary Miller and Liz Tuck.