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DRAFT Minutes for Combined Meeting of the Pima NRCD and Pima Center for Conservation Education (PCCE), Inc. June 17, 2025

Summary of Resolutions, Motions and Tasks

- Resolutions and Motions - see Appendix A
- Tasks
 - Add links for Cooperator Agreement form and email list sign-up to future agendas (Colleen Whitaker)
 - Coordinate with Supervisors to get bank account paperwork signed and submitted (Supervisor Copping)
 - Finalize and submit FY26 Plans of Work and Budgets (Supervisors Miller and Copping)
 - Share JotForm information with Bill Dunn (Supervisor Copping)

Appendices

- A: Resolutions
- B: AVCA Project Proposal
- C: Treasurer's Report
- D: SDR Scope and Budget
- E: Remaining FY 2025 and Anticipated FY 2026 Invoices
- F: FY26 Plan of Work and Budget (NRCD)
- G: FY26 Plan of Work and Budget (PCCE)

Meeting was called to order at 1:03pm by Supervisor Miller

Roll call

Supervisors present:

- Sue Chilton, Vice-Chair
- Cindy Copping, Treasurer
- Jonathan DuHamel, Supervisor
- Mary Miller, Secretary (appointed as Chair during meeting)

Supervisors absent:

- Drew McGibbon, Chair (resigned as Chair during meeting)

Guests:

- Colleen Whitaker, Southwest Decision Resources
- Rod Lopez, Santa Margarita Ranch
- Elena Dosamantes, Altar Valley Conservation Alliance
- Bill Dunn, Winkelman NRCD

1. Call to the public

No members of the public requested to speak.

2. Conservation Projects - Supervisor Miller

Resolution to withdraw previously approved funding for mesquite clearing

- There was no discussion on the resolution.
- **Resolution:** *Resolved, the Board of Supervisors of the Pima NRCD withdraws approval of \$10,000 funding for a mesquite-clearing project proposed at the public meeting of January 21, 2025 (see Appendix A, #1).*
- **Motion to approve by Supervisor Copping, second by Supervisor Chilton. All in favor, none opposed.**

New conservation project proposal from AVCA - Elena Dosamantes, AVCA

Ms. Dosamantes shared an overview of the proposal (see Appendix B).

- AVCA is requesting \$10k for the Elkhorn/Las Delicias Watershed Restoration Demonstration Project. The project is for monitoring and maintenance of previous work on this project site, along with a road workshop.
- Most of the funds would go to a contractor for on-the-ground work with students from the University of Arizona. Another contractor, Steve Carson, has already agreed to participate to teach the multi-day workshop.
- AVCA is working with Santa Margarita Ranch, who have contributed \$25k to the project.

Discussion

- Supervisor Miller clarified that the project involves about three miles of road. There were a number of rock road drainage structures built here in the past. The overall project costs are to bring in machines and rock to repair and augment structures. There is a lot of interest in this work from Border Patrol, Pima County and other ranchers. The workshop element would use the maintenance activity as a classroom opportunity. Steve Carson is a very good machine operator. The structures are very large, so work by hand is very difficult. The work would happen in the fall.
- Rod Lopez shared that on the Santa Margarita they have been watching these projects for 7 years and have seen how successful they are. This is a good time for maintenance. He stressed how much good this work has done, and that it could be spread across the valley to

improve water infiltration.

Resolution

- Supervisor Miller recused herself from the vote, due to her affiliation with the Elkhorn.
- **Resolution:** *Resolved, the Board of Supervisors of the Pima NRCD approves funding in the amount of \$10,000 to the Altar Valley Conservation Alliance for the Elkhorn/Las Delicias Watershed Restoration Demonstration Project (see Appendix A #2)*
- **Motion to approve by Supervisor Chilton, second by Supervisor DuHamel. All in favor, none opposed.**

Resolution to reimburse Altar Valley Conservation Alliance (AVCA) expenses

- AVCA had agreed to do a series of four workshops. Three of these were completed, but they were unable to hold the fourth due to federal government circumstances and travel restrictions of presenters and participants. All the work had already been completed. The agreement has a balance is \$1,875. Normally this would be paid upon completion of fourth workshop.
- Supervisor Miller recused herself from the decision. Supervisor Chilton noted that she also is a board member of AVCA, but does not have any financial interest whatsoever, and is not required to recuse.
- **Resolution:** *Resolved, the Board of Supervisors of the PCCE authorizes reimbursement to the Altar Valley Conservation Alliance (AVCA) in the amount of \$1,875.00 for expenses AVCA incurred to present a Range Resilience Workshop that was cancelled due to unforeseen circumstances outside the control of the AVCA (see Appendix A, #3).*
- **Motion to approve by Supervisor Chilton, second by Supervisor Coping. All in favor, none opposed.**

3. District Operations and Administration

Resolution for Change and Succession of Officers of the Board

- **Resolution** (see Appendix A, #4)
 - a. *Resolved*, the Board of Supervisors for the Pima NRCD and PCCE accepts the resignation of Supervisor Andrew McGibbon as Chairman of the Board of Supervisors for the Pima NRCD and the PCCE. Supervisor McGibbon shall remain a member of the Board of Supervisors until July 1, 2025 and shall retain full signature authority over Hughes Federal Credit Union banking accounts and Fidelity Investments brokerage accounts for the Pima NRCD and the PCCE, until such time as the HFCU accounts are closed and another Supervisor is fully installed and registered with Fidelity Investments as an authorized signatory on the aforementioned brokerage accounts by July 1, 2025 or sooner.
 - b. *Resolved*, the Board of Supervisors for the Pima NRCD and PCCE elects Supervisor Mary Miller to simultaneously hold the Offices of Chairman and Secretary of the Boards of Supervisors for the Pima NRCD and the PCCE.

c. *Resolved*, the Board of Supervisors for the Pima NRCD and PCCE nominates Juan Lopez to fill the next vacancy on the Pima NRCD and PCCE Board of Supervisors, pending his agreement.

- Discussion
 - Part a - No discussion, other than a note by Supervisor Chilton that Supervisor McGibbon will resign from the Board effective July 1st.
 - Part b - No discussion
 - Part c - Juan Lopez was not present in the meeting. Supervisor Miller noted that he has expressed interest, but we have not heard from him for this meeting. Supervisor Chilton confirmed that he is interested, but he is a full-time mining engineer and rancher, and is heavily committed. The Supervisors agreed to amend the proposed resolution to indicate he is nominated, pending his agreement. Supervisor Chilton will reach out to Mr. Lopez.
- **Motion to approve by Supervisor Chilton, second by Supervisor DuHamel. All in favor, none opposed.**

4. Announcements/Updates - Mary Miller, Chair

Winkelman NRCD - Bill Dunn

- Supervisor Dunn is on the AACD board; they have only met once thus far. They haven't yet decided how to approve appointments.
- Reminder that all NRCDs need to get Request for Funds in to Deb Smith at AACD, as well as nominations.
- The selection board for the Water Protection Fund is populated by District folks. A good application is likely to be approved, and you can leverage these funds very effectively. Winkelman is just starting on an \$80k project, and just finished a \$200k project for mostly salt cedar eradication projects.
 - Supervisor Chilton noted that the Santa Margarita/Elkhorn/Las Delicias road project may fall into this category. Supervisor Dunn thought the rock structure work might be approved, and that it would be a good topic for the summer meetings - he will discuss with Deb Smith.

[Supervisor Chilton left the meeting]

New Email Signups and Cooperator Agreements - Treasurer, Cindy Copping

- Previously the Cooperator Agreement had to be downloaded, filled out by hand, scanned, and mailed back. This was a big hassle. The agreements are very old and we have lost touch with people.
- Jotforms for Cooperator Agreements has now been implemented; this has been very successful. There are already four new agreements.
- The form now includes more information about Cooperator issues, shapefiles, maps, etc.
- Email signups: 15 people have signed up so far. The new system makes it easy to send out agendas and share information.
- Password management: A Bitwarden account has been purchased to manage passwords. The cost is \$40/year. It is very easy to use.

- Supervisor Dunn noted that Cooperator Agreements are a constant struggle. The Winkleman NRCD will look into using JotForms. Cindy will share information.
- Supervisor Miller suggested that we add links to sign up as a cooperator and for the email list to future agenda links.

5. Financial

Treasury report - *Treasurer, Cindy Copping*

Supervisor Copping reviewed the report (see Appendix C)

- There was no discussion on the report.
- Supervisor Chilton noted that at the next meeting the Board will approve the Final Annual Report, which will be very simple.

Southwest Decision Resources (SDR) contract

- SDR (Colleen Whitaker) will be providing clerical support services to the Pima NRCD.
- Supervisors reviewed the SDR contract, which was developed by SDR and Supervisors Miller and Chilton (see Appendix D)
- Supervisor Chilton noted that reimbursement for printing costs and mileage will be reimbursed separately. SDR felt \$50/month was sufficient.
- **Resolution** *Resolved, the Pima NRCD accepts the labor services contract proposed by Southwest Decision Resources as attached to the minutes of the June 17, 2025 minutes. Printing, mileage at the federal rate and other expenses will be reimbursed separately upon presentation of invoice, with receipts. Petty expenses up to \$50 per month may be reimbursed immediately without a vote of the Board of Supervisors (see Appendix A, #5)*
 - **Motion to approve by Supervisor Copping, second by Supervisor DuHamel. All in favor, none opposed.**

Invoice approval

- Invoice for Cindy Copping for \$2,562.44 for bookkeeping, other program management services, and expenses. The invoice is for services since April 22nd. Supervisor Chilton expects that next quarter will be much less.
- **Motion for invoice approval by Supervisor DuHamel, second by Supervisor Miller. All in favor, none opposed** (see Appendix A, #6)

Changes to Banking and Brokerage Accounts - *Treasurer, Cindy Copping*

- Supervisor Copping wants to close the Hughes Federal Credit Union (HFCU) accounts. There are four accounts that are not needed. They pay about 1/100th of money market rate of interest. They make mistakes, and their service has really declined. HFCU are also giving away scholarships and making donations to NGOs, which feels inappropriate.
- Pima NRCD is authorized for checking at Fidelity. They've been doing a good job, and are insured at least as well as HFCU.
- As Supervisor McGibbon will soon be resigning, another signatory is needed, before July 1. The paperwork is ready to go. Supervisor Copping will coordinate with other Supervisors to get signature and submit paperwork.
- **Resolution** (see Appendix A, #7)

a. *Resolved*, the Pima NRCD and PCCE shall close all Hughes Federal Credit Union (HFCU) Checking and Main Share accounts for the Pima Natural Resource Conservation District and for the Pima Center for Conservation Education, Inc., at such time as new checks have been printed and received to carry on cash management through Fidelity Investments, Inc. All residual funds from the HFCU accounts shall be transferred to a cash management or money market account within the respective Fidelity brokerage accounts. Closure of HFCU accounts shall not occur until such time as the State of Arizona NRCD Board has set up the new routing and account numbers for direct deposits to the Fidelity accounts. The Treasurer shall be responsible to order new checks for the Fidelity accounts and shall destroy all unused checks for the HFCU accounts as soon as the Fidelity checks are received.

b. *Resolved*, the Board of Supervisors for Pima NRCD and PCCE shall retain Supervisor Cindy Copping as an authorized banking and brokerage signatory and shall appoint Supervisor Mary Miller as an additional authorized signatory on all Fidelity Investment brokerage accounts for the Pima NRCD and the Pima Center for Conservation Education, Inc. Once Supervisor Miller has registered her signature authorization with Fidelity Investments, Supervisor Andrew McGibbon's signatory authorizations for HFCU and Fidelity Investments shall be terminated.

c. *Resolved*, the Treasurer shall immediately notify the Arizona Association of Conservation Districts of the pending closure of the HFCU accounts and request the AACD transmit, to the appropriate staff off the State of Arizona, the Fidelity routing and account numbers for direct deposits to Pima NRCD and PCCE.

- **Motion to approve by Supervisor DuHamel, second by Supervisor Copping. All in favor, none opposed.**

Approve remaining FY25 invoices and pre-approval of anticipated FY26 invoices

- Supervisor Copping reviewed all the remaining FY25 invoices, and anticipated FY26 invoices (see Appendix E)
- The anticipated invoices are the known expenses, routine bills. This is not the overall budget. This will simply allow for these invoices to be paid without reviewing and voting on each one during a meeting.
- **Resolution:** *Resolved, the Board of the Pima NRCD and PCCE pre-approves payment of remaining FY 2025 invoices and anticipated FY 2026 invoices, with not-to-exceed limits as indicated on the spreadsheet of Anticipated Invoices presented at the June 17, 2025 public meeting of the Board of Supervisors. No further review of the Board will be required, provided spending remains within the aforementioned limits. Out-of pocket supervisor expenses up to a limit of \$____50.00____ per month per supervisor may be immediately reimbursed upon presentation of invoice with receipts to a financial authorized signatory for the Board, without further review by the full Board of Supervisors. No supervisor is allowed to write a check to themselves (see Appendix D, #8).*
- **Motion to approve by Supervisor DuHamel, second by Supervisor Miller. All in favor; none opposed.**

6. Planning and Reporting

FY2026 Plans of Work and Requests for Funding - Treasurer, Cindy Copping

Supervisor Copping reviewed the draft documents for the NRCD and PCCE (see Appendix E and F)

Plan of Work and Budget: NRCD

The Supervisors reviewed the draft Plan of Work and made a number of edits together on-screen.

The final agreed language follows:

Conservation Planning

- Hold Local Workgroup Meetings in October and April
- Engage district partners in update of Long Range Plan
- Design and initiate the first phase of district wide resource assessment (projects and geo-spatial data), coordinate with partners, and compile data for transmittal to AACD

Conservation Action

- Provide funding (approximately \$20,000) to support successful partner driven projects focused on watershed and rangeland enhancement, such as: Maintenance and monitoring of the Elkhorn/Las Delicias Watershed Demonstration Project in the Altar Valley; demonstration projects and professional development workshops concerning maintenance of rural roads; ranch water system development for livestock management and wildlife water enhancement; and fuel and woody species management for fire prevention and habitat enhancement. District funding and partnership may be used to:
 - Serve as a nimble source of match or general project funding
 - Facilitate field work and workshops necessary to plan, permit, monitor and evaluate projects
 - Demonstrate innovation and best-management practices
- Supervisor Dunn noted that these documents will be put together by AACD and sent to the Legislature to ask for the maximum amount of funding (\$40k/district and \$60k/Ed Center). These document should be thought of as an appropriation request

Plan of Work and Budget - PCCE

- The Supervisors began editing the Plan of Work, and agreed to have Supervisor Miller and Copping finalize after the meeting based on the input and discussion. There was agreement to increase the PCCE budget to \$60k.
- The language that was finalized after the meeting by Supervisors Miller and Copping follows:
 - Fund the Altar Valley Conservation Alliance to organize and facilitate quarterly Rangeland Resilience workshops at \$1,875 per workshops (totaling \$7,500)
 - Fund three \$200 scholarships (totaling \$600) for Arizona Society for Range Management's Natural Resource Conservation Workshop for Arizona Youth; and help ASRM recruit students.
 - Fund \$500 to support Coconino NRCD's Envirothon workshop.
 - Assemble a contracting team to design and initiate the first phase of a multi-year project to:
 - Inventory conservation projects (including geo-spatial data required by AACD and NRCS) and partners in the district;

- Convene and facilitate Local Work Group meetings to share this information and discuss opportunities to cooperate on watershed and landscape level projects; and
 - Update the district Long Range Plan
- **Motion to direct Supervisors Miller and Copping to finalize the Plans of Work and Budgets for NRCD and PCCE with the edits discussed during this meeting, by Supervisor DuHamel, second Supervisor Copping. All in favor, none opposed** (see Appendix A, #9)

District-wide Resource Issue Assessment

- **Resolution:** *Resolved, the Board of Supervisors of the Pima NRCD and PCCE approves the Local Workgroup Meeting Report of April 22, 2025 for submission to the State of Arizona Natural Resource Conservation Board* (see Appendix A, #10)
 - **Motion to approve by Supervisor DuHamel, second by Supervisor Copping. All in favor; none opposed.**

Long Range Plan Update - TABLED (initial discussion during July 16 meeting)

7. Wrap Up and Next Steps

- Next meeting - July 16th, 2025 (1:00-2:00) by Zoom to approve filing of annual reports (due July 20, 2025) and begin discussion on Long Range Plan update.
- FY26 Meetings - Proposal for standing meeting on the second Tuesday of the month:
 - October 14, 2025 (Board - Local Workgroup Meeting)
 - January 13, 2026
 - April 14, 2026
 - June 9, 2026
 - July 14, 2026 (short telephonic or virtual - approve filing of annual reports)

Motion to adjourn by Supervisor Copping

Meeting was adjourned at 3:23pm