



Pima Natural Resource Conservation District  
Pima Center for Conservation Education, Inc.  
3241 N. Romero Road  
Tucson, AZ 85705  
[www.pimanred.org](http://www.pimanred.org)  
[www.azranchingfarming.org](http://www.azranchingfarming.org)  
Email: [clerk@pimanred.org](mailto:clerk@pimanred.org)  
Phone: 1+(520) 250-9314



## **DRAFT Minutes for Combined Meeting of the Pima NRCD and Pima Center for Conservation Education (PCCE), Inc. July 16, 2025**

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### **Summary of Resolutions, Motions and Tasks**

- Next meeting: September 25th, 10am-12pm, virtual.
- Resolutions (see full resolution language, including votes in minutes below):
  - Resolution 1: Nominations and resignations of Supervisors
    - a) Resignation of Sue Chilton and reappointment as advisor
    - b) Appointment of Juan Lopez as Supervisor
    - c) Nomination and appointment of Stacy Madigan as Supervisor and appointment of Rod Lopez as an advisor
  - Resolution 2: Approval of year-end financial reports and invoices
    - a) Approval for submission to the State of Final Annual Reports for the PNRCD and PCCE
    - b) Approval of invoice for Cindy Coping
- Tasks:
  - Send current Long Range Plan to new Supervisors (Colleen Whitaker)
  - Send calendar invite for upcoming meetings (Colleen Whitaker)

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**Meeting was called to order at 1:05pm** by Supervisor Miller

### **Roll call**

Supervisors present:

- Chair Mary Miller
- Vice Chair Sue Chilton (*resigned as Supervisor during meeting; appointed as advisor*)
- Treasurer Cindy Coping
- Supervisor Jonathan DuHamel

Guests:

- Juan Lopez, Rancho Seco (*appointed as Supervisor during meeting*)
- Stacy Madigan, Santa Margarita Ranch (*appointed as Supervisor during meeting*)

- Rod Lopez, Santa Margarita Ranch (*appointed as advisor to the board during meeting*)
- Tom Reis, NRCS

## 1. Call to the public

No members of the public requested to speak.

## 2. District Operations and Administration

- Supervisors were polled to find out how long each wishes to continue to serve on the Board
  - Chair Mary Miller: Willing to continue serving.
  - Vice Chair Sue Chilton: Intention is to stay on to end of term (June 30,2026), unless circumstances require resignation.
  - Treasurer Cindy Copping: On the board for 20 years, and would like to move on at the latest June 30, 2026. Interested in seeing new people come on the board.
  - Supervisor Jonathan DuHamel: Will serve through the end of his term (June 30, 2026).

### Appointment of new supervisors

- The Arizona Revised Statutes say the Board should have 5 supervisors. Andrew McGibbon recently stepped down; there is one vacant spot.
- Stacy Madigan and Juan Lopez are both interested and willing to serve. It is also possible for someone to serve as an advisor to the Board.
- Introductions and background from possible Supervisors:
  - Juan is a rancher, a farmer and a miner, who is interested in conservation. His graduate school work took him into engineering and he began working for the oil industry and then transitioned into mining. He travels a lot internationally with his work for mining companies. He is concerned about all the development happening around southern Tucson. He was previously with the Farm Services Administration (FSA), and is currently the President of the Southern Arizona Cattlemen's Protective Association (SACPA).
  - Stacy took over Walter Lane's position at the Santa Margarita Ranch in January. She has been involved in agriculture all her life. She grew up in Marana where her family had a dairy farm and grew crops. She started a farm and feed store in Marana. For seven years, she had her own business in downtown Tucson and was on many non-profit boards (Foothills Club of Tucson, Women Under the Sun, etc.). Conservation is an important aspect of the Santa Margarita.
  - Rod was a range student at UA and then joined a Forest Service Hot Shot crew. He worked for USFWS for 15 years. He started at the Santa Margarita 7 years ago and has been active with AVCA and USFWS in the Altar Valley and throughout Arizona.
- Supervisor Copping shared her willingness to step down if no one else was currently ready to do so. She offered to continue as an advisor to the board. Supervisor Miller noted that

her role as treasurer is very important. She would not be able to perform all aspects of this as an advisor (i.e. managing investments and signing checks).

- Supervisor Chilton offered to step down and become an advisor, in order to open a seat for Juan Lopez. She would like to continue to receive agendas and participate as member of the public.

#### **Resolution 1: Nominations and resignations of Supervisors**

- a) The Board of Supervisors for the Pima NRCD and Board of Directors for the Pima Center for Conservation Education, Inc. (from here forward referred to as, "The Board") accepts the resignation of **Sue Chilton** and reappoints her as an advisor to the board.

Motion by Supervisor Copping; second by Supervisor Chilton

Aye: 4 Nay: 0 Abstain: 0

- b) The Board appoints **Juan Lopez** to fill the vacant position on the Board.

Motion by Sue Chilton; second by Supervisor DuHamel

Aye: 4 Nay: 0 Abstain: 0

- c) The Board nominates **Stacy Madigan** to fill the vacant position of Andrew McGibbon's and to appoint **Rod Lopez** as an advisor to the Board.

Motion by Supervisor Miller; second by Supervisor Lopez

Aye: 4 Nay: 0 Abstain: 0

### **3. Financial - Treasurer, Cindy Copping**

- At the last meeting, the Board decided to close the four Hughes Federal Credit Union accounts, which leaves 6 instead of 10 accounts. The direct deposit forms were submitted to the general accounting office; direct deposits will now go to Fidelity instead of Hughes.
- The forms to add Supervisor Miller as an authorized signatory have been submitted to Fidelity.
- Supervisor Copping is waiting for Supervisors to cash their checks for mileage. Please cash as soon as possible.
  - Supervisor DuHamel noted his check is dated July 18th, and he will cash promptly.

#### **FY25 Financial Reports**

- Supervisor Copping reviewed the financial reports for Pima NRCD and PCCE, both of which were provided ahead of the meeting (see [Appendix A](#) and [Appendix B](#))
- The details are included in the Income and Expense Reports (see [Appendix C](#) and [Appendix D](#))
- Annual reports will be submitted to the State.

#### **Operational FY26 Budget**

- Supervisor Copping reviewed the budget (see [Appendix E](#)). Moving forward we want to minimize in-person meetings. \$1,000 was spent last year on travel.

- Also want to reduce administrative costs. The 2025 State funds amount will not cover the Pima NRCD's 2026 administrative costs. There is only about \$1,000 left over from the amount budgeted from the NRCD District account to spend on programs. The Ed Center has no administrative costs, so the entire budget can be spent on programs.
- Will likely get \$6250 from the state for the Ed Center, and about \$2k from the District account. So this will be about an \$8k budget.
- Supervisor Miller noted that the new Supervisors appointed today still need the opportunity to review these. Supervisor Madigan suggested the three remaining supervisors from FY 2025 approve the mandatory financial reports today, and go over the FY26 budget at the next meeting.

#### **Resolution 2: Approval of year-end financial reports and invoices**

- a) The Board **approves for submission** to the State of Arizona, the **Final Annual Reports** for the PNRCD and the PCCE  
 Motion by Supervisor Coping; second by Supervisor DuHamel  
 Aye: 3 Nay: 0 Abstain: 2 (Madigan and Lopez)
- b) The Board approves the **invoice** for labor and expenses presented by **Cindy Coping** in the amount of \$980.26  
 Motion by Supervisor DuHamel; second by Supervisor Madigan  
 Aye: 5 Nay: 0 Abstain: 0

#### **4. Planning and Reporting**

- Given time constraints of the meeting and the appointment of two new supervisors, Supervisor Miller suggested tabling discussion of the Long Range Plan for an upcoming meeting. (Colleen will send the link to the current plan to new Supervisors).

#### **5. Updates**

##### Sonoran Desert Tortoise (SDT) Lawsuit - Supervisor Coping

- Due to time constraints, Supervisor Coping will send details to everyone by email.
- Supervisor Chilton shared that Walt Meyers previously did substantial research on the Sonoran Desert Tortoise. At that time, his team provided data to conclude that listing as endangered was not warranted. Now the same people are coming back to raise listing again, knowing that Walt Meyers is in ill health. This feels like the same thing all over again.

##### NRCS update - Tom Reis

- Expect limited attendance from NRCS at the AACD Conference, due to challenges with travel.
- They are currently working on obligating contracts.
- The NRCS is at 24% reduction in staff and are working to backfill critical need positions.
- The hiring freeze will be lifted Oct 15th; unknown if any positions will be announced at this time.
- There may be additional reductions in force.

## 6. Wrap up

- Next meeting: Agreement to schedule another meeting before October 14th Local Work Group meeting: **September 25th 10am-12pm.** (Colleen share calendar invite with all)
- Fall Work Group meeting is **October 14th.**
- **AACD Conference** - [The AACD annual conference](#) will be held at the Wigwam Resort in Lichtfield Park, AZ from August 11-13. Committee meetings will commence at 3:30 PM on August 11. The main conference will be held August 12-13. Wigwam has a special rate for conference attendees. Hotel and conference expenses are covered for supervisors
  - Supervisors planning to attend:
    - Cindy Copping
    - Stacy Madigan and Rod Lopez will attend (no reimbursement needed; Santa Margarita will cover expenses)
    - Sue and Jim Chilton

**Meeting was adjourned at 2:26pm**

## Appendices

- A: [Final FY 25 Financial Report PCCE](#)
- B: [Final FY25 Financial Reports Pima NRCD](#)
- C: [PCCE Income/Expense Report](#)
- D: [PNRCD Income/Expense Report](#)
- E: [Draft FY 26 PCCE Budget](#)
- F: [Final Treasurers Summary Report](#)