

Pima



Natural Resource Conservation District

Pima Center for Conservation Education, Inc.

3241 N. Romero Road

Tucson, AZ 85705



Draft Combined Minutes of the Board of Supervisors of the Pima Natural  
Resource Conservation District (PNRCD/PCCE)

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Meeting Date: September 13, 2022, Meeting Location: Telephone

The meeting was called to order at 1:02 pm.

Supervisors-Clerk: Jim Chilton, Cindy Copping, Andrew McGibbon, Jonathan Duhamel, Pat King and Liz Tuck (Clerk) ,

Other Attendees: Brett Myers, NRCS.

**Call to the Public**

Brett Myers asked if there were any questions about NRCS Team 7 report. There were none.

**Review/Approve Minutes:**

**Motion:** Supervisor King moved to accept the minutes of February 8. Supervisor Duhamel seconded the motion. The motion passed unanimously 5-0.

**Review/Approve Invoices (Supervisors & Clerk – See Attached Invoices)**

- Cindy Copping, (\$88.59) for subscription for Pima NRCD website firewall
- Liz Harris Tuck, Clerk (\$312.00 PCCE, \$877.04 Pima NRCD)

**Motion:** Supervisor King moved to approve the invoices submitted by the clerk. Supervisor DuHamel seconded the motion. The motion passed unanimously 4-0.

**Motion:** Supervisor King moved to reimburse Supervisor Copping \$88.59 for the website firewall. Supervisor DuHamel seconded the motion. The motion passed unanimously 5-0.

**PNRCD & PCCE Financial Report (See Attached Reports):**

FY2022 Income and Expense Report as of August 31, 2022:

The checking accounts balances are: PNRCD (\$36,698.06), PCCE (\$27,970.85), and Fidelity Account (\$69,245.76). The PNRCD had net income of \$12,405.75 (Revenue (\$15,483.13) less Expenses (\$4,207.41)). The PCCE had net income of \$2,415.75 (Revenue \$2503.35) less Expenses (\$87.60). **Motion:** Supervisor King moved to receive the financial reports. Supervisor DuHamel seconded. The motion carried 5-0.

## **Old Business**

### **Discuss/Approve Memorandum of Understanding (MOU) between Pima NRCD and Altar Valley Conservation Alliance.**

Chairman Chilton stated that the MOU clearly stated the relationship between the two organizations. Supervisor Coping stated that the sentence describing the structure of the Pima NRCD is incorrect. It is not a hybrid organization. Chairman Chilton asked the clerk to contact Deborrah Smith and ask for the language AACD uses to describe the organizational structure of the Districts. The clerk will ask Deborrah if she has any other suggestions regarding the MOU.

### **Discuss/Approve Bids for Website Development**

The clerk called three developers and only one company responded in time for this meeting. The clerk pointed out that she has been working with Blossom on another project. They are easy to work with, professional, and meet their commitments. Discussion: the consensus was to accept the bid; however, a contract was requested before voting on the decision. The Clerk will provide a contract at the next meeting.

Chairman Chilton asked the clerk to get permission in writing for the use of videos from other organizations. The Board will appoint one or two members to review potential videos and articles before they are posted on the website.

## **New Business**

### **Supervisor Reports**

No reports.

**Meeting adjourned at 1:46.** Supervisor DuHamel moved to adjourn the meeting. Supervisor Coping seconded. Motion carried 4-0.

**Next Meeting Date: Telephone meeting September 27, 2022, at 1:00.**

**Agenda:** Discuss changes to the MOU with Altar Valley and the contract with Blossom Digital Marketing.

Draft Minutes: Submitted by Liz Harris-Tuck Pima NRCD Clerk on September 27, 2022.

Signed: \_\_\_\_\_

Jim Chilton, Chairman, Pima NRCD/PCCE

Liz Harris Tuck  
PO Box 5471 Oracle, AZ 85623  
520.235.2485

**Invoice**

September 7, 2022

Bill To: Pima Center for Conservation Education (PCCE)  
3241 N. Romero Road  
Tucson, AZ 85705

July12 – September 7, 2022, **Ed Center**

**Description Amount**

Labor 12.5 hours x \$25/hour) \$312.00

**Total Cost 312.00**

Liz Harris Tuck  
PO Box 5471 Oracle, AZ 85623 clerk.pimanrcd@gmail.com  
520.235.2485

**Invoice**

September 7, 2022

Bill To:  
Pima Natural Resource Conservation District  
3241 N. Romero Road  
Tucson, AZ 85705

May – July11, 2022 Pima NRCD Clerk Pay & Expenses (See timesheet)

**Description Amount**

Labor 17.5 hours x \$25/hour) \$ 437.50  
Mileage (Oracle to Phoenix for AACD Conference) 230 miles x.58.5 ) 133.40  
Courtyard by Marriot Hotel reimbursement (room + parking) 256.14  
Conference Registration reimbursement 50.00

**Total Cost \$ 877.04**

**Pima NRCD**  
**September 13<sup>th</sup>, 2022**  
**NRCS Team 7: Tucson Report**

**FARM BILL PROGRAMS:**

**EQIP-General** (Environmental Quality Incentive Program) &  
**CSP** (Conservation Stewardship Program)

- Taking applications year-round. Application deadline to be eligible for next funding cycle is December 16<sup>th</sup>, 2022

**Tucson Field Office Workload – Active contracts**

- EQIP = 28 contracts
  - Totaling \$1.9 million in funding allocations
    - 15 contracts within Winkelman NRCD
    - 8 contracts within Pima NRCD
    - 4 contracts within Santa Cruz NRCD
    - 1 contract within Eloy NRCD (managing for Casa Grande NRCS office)
- CSP = 7 contracts
  - Totaling \$1.1 million in funding allocations
    - 3 contracts within Winkelman NRCD
    - 1 contract within Pima NRCD
    - 3 contracts within Santa Cruz NRCD

**TEAM 7 STAFF:**

- Brett Myers was selected as the Watershed Planner for Team 7 – Started January 17<sup>th</sup>, 2022
- Emilio Carrillo has taken a position as the Arizona NRCS State Range Management Specialist for the State Office – Started March 14<sup>th</sup>, 2022
- Alisha Phipps selected as Rangeland Management Specialist, Master Planner for Team 7 – Started May 9<sup>th</sup>, 2022
- New Hire, Heather Knight. Hired as Rangeland Management Specialist for the Tucson Field Office. Started July 18<sup>th</sup>, 2022. Heather is a recent graduate from the University of Arizona and majored in Natural Resources, Range Management. Will be shadowing Dave Womack and Alisha Phipps over the next year.
- New Civil Engineer hired for Team 7 (Tucson, Douglas, Sells), Melanie Stepanovic. Melanie will be working with Trevor Towers to assist Team 7 with engineering needs. Melanie previously worked for the Bureau of Reclamation for 2 years in Yuma.

Brett Myers, Water Resources Planning Specialist

[brett.myers@usda.gov](mailto:brett.myers@usda.gov)

Dave Womack, Rangeland Management Specialist – Master Planner

[dave.womack@usda.gov](mailto:dave.womack@usda.gov)

Alisha Phipps, Rangeland Management Specialist – Master Planner

[alisha.phipps@usda.gov](mailto:alisha.phipps@usda.gov)

Yissel Martinez, Soil Conservationist

[yissel.martinez@usda.gov](mailto:yissel.martinez@usda.gov)

Heather Knight, Rangeland Management Specialist

[heather.knight@usda.gov](mailto:heather.knight@usda.gov)

**Submitted By:**

*Tom Reis*

Supervisory Natural Resources Specialist (Team Lead)

Team 7 (Tucson, Douglas, Sells)

USDA - NRCS

[Tom.Reis@usda.gov](mailto:Tom.Reis@usda.gov)

Office: (520) 310-9316

3241 N. Romero Rd. Tucson, AZ 85705