



NOTICE OF PUBLIC MEETING & AGENDA

UPPER VERDE RIVER WATERSHED PROTECTION COALITION BOARD MEETING

Wednesday, April 24, 2013 - 2:00 p.m.
City of Prescott City Hall, Council Chambers
201 South Cortez Street - Prescott, Arizona

- ITEM NO 1. Introductions, Awards, or Presentations**
- ITEM NO 2. Communications**
- ITEM NO 3. Call to Public**
Consideration and discussion of general unscheduled comments from the public: Those wishing to address the Coalition need not request permission in advance. Any such remarks shall be addressed to the Coalition as a whole and not to any member thereof. Such remarks shall be limited to three (3) minutes unless additional time is granted by the Chair.
At the conclusion of the unscheduled comments, individual members of the Coalition may respond to the item addressed at the discretion of the Chair, or they may ask Staff to review the matter or ask that the matter be placed on a future agenda.
- ITEM NO 4. Discussion & Possible Action – Approval of Board Meeting Minutes – October 24, 2012**
- ITEM NO 5. Discussion & Possible Action – New Board Chairperson and Vice Chairperson**
- ITEM NO 6. Discussion – TAC Meeting Summary for December 5, 2012, January 2, 2013, February 6, 2013, and April 17, 2013**
- ITEM NO 7. Discussion – UVRWPC Background**
- ITEM NO 8. Discussion and Possible Action – FY 2014 Budget & Dues**
- ITEM NO 9. Discussion and Possible Action – B&N Contract**
- ITEM NO 10. Discussion – Old Home Manor Project Update**
- ITEM NO 11. Discussion – Watershed Restoration Task Force**
- ITEM NO 12. Discussion & Possible Action – WaterSmart Outreach**
- ITEM NO 13. Discussion – Home and Garden Show**
- ITEM NO 14. Discussion – Next Meeting Time / Location / Agenda Items**
- ITEM NO 15. Adjourn Meeting**



**AGENDA ITEM NO. 1
INTRODUCTIONS, AWARDS, OR PRESENTATIONS**

Opportunity for Board members to introduce new members and/or guests, or to make presentations.

- Recognize Carol Springer
- Welcome new Yavapai County Board Member, Craig Brown

**AGENDA ITEM NO. 2
COMMUNICATIONS**

Opportunity for Board members to communicate member updates

**AGENDA ITEM NO. 4
DISCUSSION & POSSIBLE ACTION - APPROVAL OF BOARD MEETING MINUTES – OCTOBER 24, 2012**

Approval of minutes for the previous Regular Board Meeting held on October 24, 2012.



**AGENDA ITEM NO. 5
DISCUSSION & POSSIBLE ACTION – NEW BOARD CHAIRPERSON AND VICE CHAIRPERSON**

Board to select new Chairperson and Vice Chairperson.

**AGENDA ITEM NO. 6
DISCUSSION - TAC MEETING SUMMARY FOR DECEMBER 5, 2012, JANUARY 2, 2013, FEBRUARY 6, 2013,
AND APRIL 17, 2013**

Brief summary of TAC Meetings.

**AGENDA ITEM NO. 7
DISCUSSION – UVRWPC BACKGROUND**

History of the Coalition.



**AGENDA ITEM NO. 8
DISCUSSION & POSSIBLE ACTION – FY 2014 BUDGET & DUES**

Review current budget and determine FY 2014 dues.

**AGENDA ITEM NO. 9
DISCUSSION & POSSIBLE ACTION – B&N CONTRACT**

Discuss B&N contract expiration.

**AGENDA ITEM NO. 10
DISCUSSION – OLD HOME MANOR PROJECT UPDATE**

Current project status.



AGENDA ITEM NO. 11
DISCUSSION – WATERSHED RESTORATION TASK FORCE

Update on watershed restoration task force

AGENDA ITEM NO. 12
DISCUSSION & POSSIBLE ACTION – WATERSMART OUTREACH

Discuss potentially expanding WaterSmart Outreach efforts

AGENDA ITEM NO. 13
DISCUSSION – HOME AND GARDEN SHOW

Discuss UVRWPC participation in Home and Garden Show



AGENDA ITEM NO. 14
DISCUSSION – NEXT MEETING TIME / LOCATION / AGENDA ITEMS

Board Meeting

The next regularly scheduled Board Meeting is on **June 26, 2013 at 2:00 p.m.** at the City of Prescott City Hall, Council Chambers, 201 South Cortez Street, Prescott, Arizona.

TAC Meeting

The next TAC meeting will be Wednesday, May 1, 2013 at 2:00 p.m. The meeting will be held at the Town of Prescott Valley, Community Room #331, 7501 E. Civic Circle, Prescott Valley, Arizona.

AGENDA ITEM NO. 15
ACTION – ADJOURN MEETING

Meeting to be adjourned



A MEETING OF THE UPPER VERDE WATERSHED PROTECTION COALITION WAS HELD ON OCTOBER 24, 2012, in PRESCOTT CITY HALL, 201 SOUTH CORTEZ STREET, Prescott, Arizona.

ITEM NO 1. Introductions, Awards, or Presentations

Chairwoman Nye called the meeting to order at 2:01 p.m.

Members Present:

Chairwoman Lora Lee Nye, Town of Prescott Valley
Vice-Chairwoman Carol Springer, Yavapai County
Member Steve Blair, City of Prescott
Member Ernie Jones, Prescott-Yavapai Tribe

Members Absent:

none

Staff present:

Carl Tenney, Vice Mayor, Town of Chino Valley
John Munderloh, Town of Prescott Valley
John Rasmussen, Yavapai County
Ed Mucillo, Program Manager
Dana Biscan, Project Manager
Kim Webb, City of Prescott
Leslie Graser, City of Prescott
Melody Reifsnnyder, Sage Consulting
Rick Shroads, Assistant Program Manager
Don Tjiema, Vice Mayor, Town of Prescott Valley

ITEM NO 2. Communications

ITEM NO 3. Call to Public

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ITEM NO 4. Discussion & Possible Action – Approval of Board Meeting Minutes – July 25, 2012

BOARD MINUTES OF JULY 25, 2012 WERE APPROVED BY CONSENSUS.

ITEM NO 5. Discussion – TAC Meeting Summary for September 5, 2012 and October 15, 2012

Mr. Mucillo noted the items were in the packet and covered in the agenda.

ITEM NO 6. Discussion – Old Home Manor Project Update

Mr. Mucillo said the project was ready to bid. He noted the City of Prescott had some concerns which had delayed their signing. Leslie Graser said they would have the answers to their questions in the next few weeks and there would be direct communication between the City of Prescott, Burgess & Niple and Civiltec.

Member Blair asked who would be in charge of the clean up and if that cost was in the budget. Ms. Graser said that she understood there needed to be a clear understanding of the project.

ITEM NO 7. Discussion – Watershed Restoration and Recharge Policy Initiative

Mr. Mucillo said the Coalition had been awarded a grant from the Bureau of Reclamation for \$49,000 in first year with no match. He noted that there would be an in-kind match the second year for the same amount of money. He said there were requirements and boundaries and the project schedule was being developed.

ITEM NO 8. Discussion – Project WET

Mr. Mucillo defined Project WET and noted the money allotted for the year was under the amount pledged. He said 5 groups applied for the grant and all would be funded.

They may be exhausting their supply of schools that wanted to do something for the following year and would rework the project with the technical advisory committee (TAC).

ITEM NO 9. Discussion & Possible Action – Prescott National Forest Draft EIS and Draft Land and Resource Management Plan

Mr. Mucillo said the TAC wanted to provide comments to the forest service and have Chairwoman Nye sign the drafted letter, upon approval from the Coalition. Vice Chairwoman Springer asked about the wilderness designation and if it only involved forest service land. Mr. Munderloh said it did. Ms. Springer said that she was leery of



determining wilderness lands. Mr. Munderloh said that he would like to look into how the land functioned as watershed land.

Mr. Munderloh said there was nothing around Big Black Mesa, but they did want to increase the footprint between Camp Wood and Walnut Creek. He noted that it could be a big driver for the Big Chino recharge.

Member Blair said that he would like an update on the area and he was concerned with road closures. Mr. Munderloh said the comment period ended in mid November and they needed to get the letter sent. The main just of the letter was that the Coalition was interested in the watershed and they wanted to strengthen their relationship with the forest service. He noted that the forest service concerns were different from the Coalitions.

Ms. Springer said the language in the letter should be stronger and talk about developing a plan for the area. Mr. Tenney noted that there should be a date on the letter.

Mr. Munderloh said that he would make the changes and get it back to Chairwoman Nye for her signature. The Coalition agreed.

ITEM NO 10. Discussion & Possible Action – Program Management Contract and Budget Update

Mr. Munderloh said the TAC met to review the contract with Burges & Nile. He recommended an amendment to extend the existing contract until June 30, 2013 with changes. Some of the changes could be to reduce their hourly fees in some areas, reduce some of the involvement in administration, go to four board meetings per year, and conduct some TAC meetings via phone.

He said the various Boards and Councils involved would have to approve the contract separately. Mr. Mucillo said the money was in place and this would allow them to be synced up with the fiscal year.

Members Blair and Jones said they would like to have a presentation regarding the contract to their Councils that involved the projects the Coalition was working on, including the forest service plan.

ITEM NO 11. Discussion – Next Meeting Time / Location / Agenda Items

Mr. Mucillo said the next regularly scheduled Board Meeting was on **December 26, 2012 at 2:00 p.m.** at the City of Prescott City Hall, Council Chambers, 201 South Cortez Street, Prescott, Arizona. He suggested rescheduling the meeting to **January 23, 2013**. The Board agreed. Mr. Mucillo said they would try to go to four meetings per year.



The Coalition asked Ms. Springer to come back to the January meeting for her good bye party.

The next TAC meeting would be Wednesday, November 7, 2012 at 1:00 p.m. The meeting would be held at the Town of Prescott Valley, Community Room #331, 7501 E. Civic Circle, Prescott Valley, Arizona.

ITEM NO 12. Adjourn Meeting

There being no further business to be discussed, the Upper Verde River Watershed Protection Coalition Board Meeting of October 24, 2012, adjourned at 2:30 p.m.

LORA LEE NYE, Chairwoman

ATTEST:

KIM WEBB, Deputy City Clerk



**UPPER VERDE RIVER WATERSHED PROTECTION COALITION
TECHNICAL ADVISORY COMMITTEE (TAC) MEETING SUMMARY**

**Wednesday, December 5, 2012
Town of Prescott Valley, Community Room # 406
7501 E. Civic Circle - Prescott Valley, Arizona**

TAC Meeting – 1:00 p.m.

Attendees:

TAC Members: John Munderloh, John Rasmussen, Leslie Graser, Amber Tyson

Program Management Team: Dana Biscan, Rick Shroads

- **Meeting called to order at 1:10 p.m.**
- **Old Home Manor**
 - Leslie summarized the Prescott Council’s concerns. She requested the following items, among others:
 - Breakdown of project costs
 - Description of the project and its purpose
 - Descriptions of monitoring and reporting
 - Planned project outcome
 - Information regarding known ground water table mounding in the project vicinity and how mounding would be accommodated
 - Source of contingency funds
 - Explanation of how Prescott Valley is serving as the financial agent
 - She noted ADWR’s response to John M on rainwater harvesting
 - Rick will present a power point at the next TAC to refresh the group with the project. Rick will coordinate with Leslie to provide required materials to Council.
- **Watershed restoration initiative**
 - Group is working to assemble information
 - Half day workshop is planned for late January/ early February
 - Beginning to develop an outline based upon discussion at meetings



- **Budget Discussion**
 - The TAC needs to determine what the UVRWPC funding recommendation will be to their councils for 2013
 - Group is leaning toward maintaining reduced dues

- **ASU Technology Research Initiative Fund**

- **Irrigation Association Municipal Dues**
 - Leslie provided a summary to the group regarding the benefits of membership
 - TAC approved the \$330 membership fee

- **Program Management Contract Amendment**
 - Dana asked the status of getting the amendment signed
 - John, Leslie, and Amber requested copies of the amendment for signature

- **January Board Meeting**
 - Potential Board Agenda items:
 - Items from this agenda
 - Vote on new Board Chairman and Vice-Chairman

- **Next Meeting Time / Location / Agenda Items**
 - The next TAC meeting will be on Wednesday, January 2, 2013 at 1:00 p.m. at the Town of Prescott Valley, Community Room # 331; 7501 E. Civic Circle – Prescott Valley, Arizona
 - The next Board meeting is Wednesday, January 23, 2013.



**UPPER VERDE RIVER WATERSHED PROTECTION COALITION
TECHNICAL ADVISORY COMMITTEE (TAC) MEETING SUMMARY**

**Wednesday, January 2, 2013
Town of Prescott Valley, Community Room #331
7501 E. Civic Circle - Prescott Valley, Arizona**

TAC Meeting – 1:00 p.m.

Attendees:

TAC Members: John Munderloh, John Rasmussen

Program Management Team: Ed Muccillo, Dana Biscan, Rick Shroads, Melody Reifsnyder

- **Meeting called to order at 1:10 p.m.**
- **A quorum of TAC members was not in attendance. Meeting adjourned at 1:11 p.m.**
- **Next Meeting Time / Location / Agenda Items**
 - The next TAC meeting will be on Tuesday, February 5, 2013 at 2:00 p.m. at the Yavapai County Administrative Services Building, Gladys Gardner Room; 1015 Fair Street – Prescott, Arizona
 - The next Board meeting is Wednesday, January 23, 2013.



**UPPER VERDE RIVER WATERSHED PROTECTION COALITION
TECHNICAL ADVISORY COMMITTEE (TAC) MEETING SUMMARY**

**Wednesday, February 6, 2013
City of Prescott City Hall, City Manager's Conference Room
201 South Cortez Street, Prescott, Arizona**

TAC Meeting – 2:00 p.m.

Attendees:

TAC Members: John Munderloh, John Rasmussen, Leslie Graser

Program Management Team: Ed Muccillo, Dana Biscan, Rick Shroads, Shaun Rydell

- **Meeting called to order at 2:01 p.m.**
- **Old Home Manor**
 - Rick presented a summary presentation to the group describing how the Old Home Manor project was originally developed and selected
 - Leslie received the additional information she needed from Dana and was able to confirm prices with Rick. She will bring the information back to Council
 - Melody is submitting a grant to the BOR for construction funding for the project
- **Watershed Restoration Initiative**
 - The meeting was good, although the group was not quick to volunteer for tasks outside of the meetings
 - John Munderloh will help John Rasmussen develop a map and work on obtaining pertinent historical information
 - The group will have another meeting in mid-March. Dana will send a Doodle poll to the group. This will be a regular meeting, not a facilitated workshop.
 - Another progress report and needs report are due soon.
- **WaterSmart program**
 - Shaun presented the following grants for a total request of \$3,045:
 - Rainwater Harvesting – Public and Trade Workshop Sponsor - \$500
 - This item would be recognition only. Rick will present at this conference
 - 2013 Yavapai County Contractor Association Magazine ad - \$400
 - 10 x 10 public education booth fee - \$600



- 1000 Rain Gauges and educational giveaways - \$1,545
 - These items were all approved. Shawn will coordinate with the conference staff and bring banners.
- **ARCSA Rainwater Harvesting Conference**
 - This item was discussed under the preceding item
- **Grant update**
 - Melody was unable to attend but provided a summary to the group beforehand. See the attached.
- **Budget discussion**
 - The February Board meeting may be too soon to discuss the next fiscal year budget. Keep the meeting date as a place holder, but if necessary, we will postpone closer to time.
- **Program Management Contract Amendment**
 - Like the budget, it may be too soon to discuss this item in February. The group will decide in coming weeks
- **February Board Meeting**
 - Old Home Manor update
 - Watershed Restoration Task Force
 - Grant Update
 - Budget Discussion
 - Program Management Contract Amendment
- **Meeting adjourned at 3:30 p.m.**
- **Next Meeting Time / Location / Agenda Items**
 - The next TAC meeting will be on **Wednesday, March 6, 2013** at 1:00 p.m. at the Town of Prescott Valley, Community Room # 331; 7501 E. Civic Circle – Prescott Valley, AZ
 - The next Board meeting is **Wednesday, March 27, 2013** at 2:00 p.m. at the City of Prescott.

Sage Consulting

MEMO

To: John Munderloh, Chair
Technical Advisory Committee
Upper Verde River Watershed Protection Coalition (UVRWPC)

From: Melody Reifsnyder
Sage Consulting

Re: Grant Update

Date: February 6, 2012

The current grant priority is the **Bureau of Reclamation, Phoenix Office application** for funding to support the Old Home Manor project. We will be requesting money to support development of the project as well as continued monitoring. The proposed budget will cover three years. I will be discussing the grant with Rick on Thursday, February 7. After that, I will forward a list of any additional information I may need. It is due in Phoenix on February 15. There is a unique component to this grant, and one I have never seen before in a federal grant.

Our current **BOR grant for watershed restoration** is moving along as scheduled. The next quarterly cycle ends on March 31 with reporting due by April 30.

A grant will be submitted to the **Yavapai Community Foundation** requesting additional funding for public education and outreach.

Still working on **Walton and the Economic Development Foundation**. Finding the "in" to the J.W. Kieckhefer and Margaret T. Morris Foundations has been a struggle. However, I just recently learned that Margaret T. Morris funded Harley Shaw's USDA study of historic watershed conditions. I will use to lay the groundwork for a request.

Melody



UPPER VERDE RIVER WATERSHED PROTECTION COALITION TECHNICAL ADVISORY COMMITTEE (TAC) MEETING SUMMARY

Wednesday, April 17, 2013
Town of Prescott Valley, Community Room #331
7501 E. Civic Circle - Prescott Valley, Arizona

TAC Meeting – 1:00 p.m.

Attendees:

TAC Members: John Munderloh, John Rasmussen, Leslie Graser, Peter Bourgois

Program Management Team: Ed Muccillo, Dana Biscan, Rick Shroads, Shaun Rydell

- **Meeting called to order at 1:01 p.m.**
- **Old Home Manor**
 - Melody applied for a \$75,000 grant that would cover some construction costs and monitoring in the second year. The application was submitted in March; the results will likely be announced in September.
 - The project is being postponed indefinitely.
- **Watershed Restoration Initiative**
 - The group does not see the need for another facilitated meeting at this time.
 - Kevin Blake and Brian Bond will attend the April meeting and review the GIS mapping
 - John R. will provide new maps
 - The next initiative meeting will be advertised as a special TAC meeting so that all members can attend and review/comment on the GIS mapping. There will be a call to the public at the end of the meeting.
- **Grant update**
 - A quarterly report is due to the BOR at the end of April.
 - We are on track for the grant milestones.
 - The website associated with the Yavapai Community Center Grant is almost complete.



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- **Home and Garden Show**
 - The Home and Garden show is being held at Tim's Toyota Center in Prescott Valley May 17th – 19th. Set up is the 16th.
 - Shaun will use the old banners and will bring a rack with materials, rain gages, and rain reservoirs.
 - Shaun to send a spreadsheet to the TAC for booth sign up.
 - John R. can attend Friday
 - John M. will attend Sunday and help take down
 - Shaun can set up on her own Thursday

 - **Budget discussion**
 - The group discussed a further dues reduction, but decided the current 20% reduction was the best recommendation to ensure grant matching funds are available. This will be recommended to the Board.

 - **Program Management Contract Amendment**
 - John M. will discuss at the Board meeting
 - John will notify Board that the current contract is expiring July 1. He will ask that the TAC be assigned determining the next steps, whether it is no contract, an extended contract, or a new contract.

 - **WaterSmart Outreach**
 - The TAC is considering expanding WaterSmart outreach and wants to discuss with the Board.
 - John M. proposed that the TAC send a letter to local water providers offering free information, with the understanding that if they want to add their own logos, they will bear the printing costs.
 - We have available information with our logos we can provide to smaller utilities.
 - In the past, we provided custom information to Cottonwood, which they printed. The group also provided information to Camp Verde.
 - Questions for Board:
 - Do we want to expand our WaterSmart outreach?
 - What should it include?

 - **April Board Meeting**
 - New Board Chairperson and Vice Chairperson
 - Thank Carol Springer
 - History of UVRWPC
 - Budget and dues
 - Watershed Restoration Initiative
 - Update on Old Home Manor project
 - B&N contract
 - Home and Garden Show
 - WaterSmart Outreach



- Meeting adjourned at 2:30 p.m.

- Next Meeting Time / Location / Agenda Items
 - The next TAC meeting will be on **Wednesday, May 1, 2013** at 1:00 p.m. at the Town of Prescott Valley, Community Room # 331; 7501 E. Civic Circle – Prescott Valley, AZ
 - The next Board meeting is **Wednesday, April 24, 2013** at 2:00 p.m. at the City of Prescott.

UPPER VERDE RIVER WATERSHED PROTECTION COALITION
BUDGET PROJECTION
April 16, 2013

	Actual	Actual	Actual	Actual	Actual	Through 2/23/13	Projected	Projected Reduced Dues - No Chino	FOR REFERENCE ONLY
	FY 2007/2008	FY 2008/2009	FY 2009/2010	FY 2010/2011	FY 2011/2012	FY 2012/2013	FY 2012/2013	FY 2013/2014	FY 2014/2015
Beginning Fund Balance *	\$ -	\$ 89,594	\$ 178,222	\$ 94,128	\$ 153,398	\$ 123,594	\$ 123,594	\$ 137,994	
Revenues									
Coalition Member Contributions **	\$ 201,500	\$ 201,500	\$ 175,500	\$ 202,167	\$ 140,400	\$ 140,400	\$ 140,400	\$ 140,400	
Grant Receipts	\$ -	\$ 2,950	\$ 12,307	\$ -					
BOR - Watershed Restoration Initiative						\$ 36,670	\$ 36,670	\$ 39,910	\$ 9,229
Website						\$ 5,000	\$ 5,000		
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Revenues	\$ 201,500	\$ 204,450	\$ 187,807	\$ 202,167	\$ 140,400	\$ 182,070	\$ 182,070	\$ 180,310	\$ 9,229
Expenditures									
Tasks									
Task 1 - Program Management	\$ 53,146	\$ 77,601	\$ 101,283	\$ 77,175	\$ 114,543	\$ 34,509	\$ 75,000	\$ 75,000	
Task 1A - Grant Research/Application & Public Relations		\$ 6,000	\$ 36,987	\$ 23,663	\$ 34,135	\$ 15,063	\$ 25,000	\$ 30,000	
Task 2 - Website Management (Ongoing)	\$ 691	\$ 2,450	\$ 1,723	\$ 181	\$ 416	\$ 321	\$ 1,000	\$ 1,000	
Task 2A - WaterSmart Website						\$ 4,995	\$ 5,000	\$ -	
Task 3A - Water Conservation Program Development (Complete)	\$ 35,894	\$ 14,256	\$ -	\$ -	\$ -			\$ -	
Task 3B - Water Conservation Implementation (Ongoing)	\$ -	\$ -	\$ 84,568	\$ 41,878	\$ 21,110	\$ 2,901	\$ 20,000	\$ 20,000	
Task 4 - Hydrologic Monitoring (Complete)	\$ 14,000	\$ 2,430	\$ -	\$ -	\$ -			\$ -	
Task 5A - Recharge Mapping (Complete)	\$ 8,175	\$ 13,085	\$ -	\$ -	\$ -			\$ -	
Task 5B - Recharge & Source Capture Pilot Projects Study/Design (Complete)	\$ -	\$ -	\$ 47,340	\$ -	\$ -			\$ -	
Task 6 - Recharge & Source Capture Pilot Project						\$ 3,681	\$ 5,000	\$ 140,000	
Task 7 - Watershed Initiative						\$ 16,068	\$ 36,670	\$ 39,910	\$ 9,229
Total Expenditures	\$ 111,906	\$ 115,822	\$ 271,901	\$ 142,897	\$ 170,204	\$ 77,537	\$ 167,670	\$ 305,910	\$ 9,229
Excess of Revenues Over Expenditures	\$ 89,594	\$ 88,628	\$ (84,094)	\$ 59,270	\$ (29,804)	\$ 104,533	\$ 14,400	\$ (125,601)	\$ (0)
Ending Balance	\$ 89,594	\$ 178,222	\$ 94,128	\$ 153,398	\$ 123,594	\$ 228,127	\$ 137,994	\$ 12,393	\$ (0)

* Fiscal Year Begins July 1 and ends June 30

** Coalition Member Contribution include Chino Valley Deferment Agreement