



**ARIZONA MUNICIPAL CLERKS ASSOCIATION
REGION 1 MEETING
Antelope Point Marina, Lake Powell
Page, Arizona 86040**

MEETING MINUTES

**Friday, September 17, 2021
MEETING: 11:30 A.M. – 2:00PM MT**

**9:30 am – 10:30 am ¾ Mile Short Hike to Horseshoe Bend (Optional)
11:30 am – 2:00 pm Luncheon Meeting Aboard Lake Powell Houseboat**

1. Request for Volunteer to Take Minutes

Traci Lavelle volunteered to take the minutes.

2. Call to Order.

Chair Fatima Fernandez, called the meeting to order at 11:34 A.M.

3. Roll Call

The following Region 1 Members attended: Chair Fatima Fernandez (Prescott Valley), Members: Erin Deskins (Chino Valley), Sue Kennedy (Page), Kim Larson (Page), Traci Lavelle (Chino Valley), Katelynn Tarrant (Prescott Valley), Rosie White (Colorado City) and Donna Black (Colorado City).

The following Region 1 Members were not in attendance: Lindsay Dale (Coconino County), Beth Evans (Dewey- Humboldt), Stacy Fobar (Flagstaff), Candace Gallagher (Jerome), Susan Irvine (Sedona) Marianne Jimenez (Cottonwood), Virginia Jones (Camp Verde), Matt McLean (Cottonwood), Jamie Jones (Fredonia), Jayme Rush (Yavapai County), Stacy Saltzburg (Flagstaff) Valerie Webber (Coconino County) Rosa Cays (Jerome), Mary Ellen Dunn (Clarkdale) Larysa Feyti (Flagstaff), Pamela Galvan (Williams), Kim Kapin (Yavapai County) Cindy Pemberton (Camp Verde), Denise Ryan (Prescott Valley), Sarah Siep (Prescott) Jennifer Wiita (Prescott), Jill Goodman (Tusayan).

4. Welcome/Introductions.

4.1 City of Page Mayor Bill Diak to welcome AMCA Region 1 Clerks.

City of Page Mayor Bill Diak introduced himself, welcomed the AMCA Region 1 Clerks to his City, thanked them for their service, and for going the extra mile with helping Mayor's and Councilmembers, and keeping them in line.

5. Old Business.

5.1 Consideration of approval of the March 30, 2021 AMCA Region I meeting minutes

Katelynn Tarrant made a motion to approve the March 30, 2021, meeting minutes with a correction to the spelling of Member, Traci Lavelle's last name in section 5.1 by adding an 'e' to the end.

Erin Deskins seconded the motion for approval. Members voted unanimously.

6. New Business.

6.1 What is Lake Powell, and why is water Page's most critical infrastructure dilemma?

Sue Kennedy presented maps which showed the Continental Divide, the upper and lower basin, and satellite views reflecting impact of the drought on Lake Powell. There were comparisons from 1999 to present which showed major water loss over the years.

Explanation was given on how Lake Powell obtains its water from the drainage basin. Lake Powell also releases water to Lake Meade, and the lower Colorado River Basin states of Arizona, Nevada, California, and eventually, Mexico.

Lake Powell's water level has gone down 50 feet within the last year, and is down a total of 350 feet so far. Lake Powell, when full is 3,700 feet. It was currently at 3,559 feet. The minimum it can go down is 3,490 feet before the risk of dropping below the minimum power pool happens, which can be detrimental to the water resources the lake provides. Lake Powell is Page's only water source.

It was explained the lakes pipes were 65 years old and are not replaceable. They do have potential plans for a 'second straw' which would cost approximately 46 million dollars.

6.2 Getting to know you: What is one of your municipality's most serious issues?

Rosie White stated that employee retention was their greatest challenge, and there had been a huge turn over in every department.

The meeting recessed at 12:00 P.M. for lunch. Motioned by Erin Deskins, and seconded by Fatima Fernandez.

Meeting reconvened at 12:40 P.M.

Erin Deskins explained issues with their Town's current UDO, and Zoning, which currently have a lot of Town citizens upset in regard to rezoning 1 acre lots to 0.16 acres. The current UDO does not allow for any rezoning in between those sizes. The Development Services Director was currently working on a supplement to help with such issues.

Fatima Fernandez stated water, and Town growth were their current issues. It was also mentioned that staff turnover was a problem. Parks and Rec's department had a 100% turnover, and there was also a new Town Manager on board.

6.3 2021 Annual Conference/ Elections Training thoughts and discussion. What other topics would you like to see offered?

It was discussed that this year's training was virtual, via Zoom, and that it would have been a far better experience to have it in person. The group is hopeful that the meeting can be in person next year. It was suggested they offer the training during a cooler time of the year, and maybe even in a different area other than the valley.

Members mentioned they would like a better explanation of what referendums, recalls, and initiatives mean as well.

6.4 Will your Municipality be using the new "E-Qual System" for obtaining signature petitions? Why or why not? Will you be requiring formal approval from Council?

Each Municipality went over whether or not they would be using the E-Qual system. For the most part, everyone stated they would be interested in signing up. Town of Prescott Valley has already signed up, but by the time they did it was too late for them to use during the last election. They had been practicing and were prepared to use the system in the upcoming election. Colorado City stated they would probably not be using it because their signatures/petitions are so minor and it's not enough to put forth the effort.

6.5 Does your municipality publish a "call of election"? If so, given the 150 days before the election to publish the call in the newspaper, when do you present it to Council?

Discussion was had in regards to the processes of each municipality. Prescott Valley stated they do their call of election through a Resolution which is adopted by Council and then published in the newspaper.

6.6 What is your protocol to assign PAC's or Candidates ID number?

Members discussed their processes in which they assign these numbers. The consensus was most start with the year, and then assign the next number in numerical order as they go. (ex: 2021-001, 2021-002....)

6.7 Does your municipality have a public records request policy? If so, can you share your process? Do you use a tracking system for PRR's?

Members discussed each of their policies and procedures, and shared ideas with each other. Turnaround times, website requests, and prices on what the charges were for electronic vs. paper records were discussed by each municipality.

6.8 Who in your municipality is responsible for training employees on records law? What type of material is presented?

Members shared their training policies with each other. Colorado City does three trainings a year. Chino Valley's Deputy Town Clerk would be providing a training to all department records liaisons within the next month. Prescott Valley mentioned they would like to

create a records committee in the future, and would also like a new storage area for their records.

6.9 What is your policy or procedure for adding agenda items from internal or external requests? Do you offer unlimited time to external speakers and staff?

Each municipality had a different way they handled such requests. Chino Valley had a form for citizens that had to be approved by two Councilmembers, and businesses had to go through the Town Manager or Mayor. Presenters who were on the agenda did not have a time limit, and Call to the Public had a limit of three minutes. Members discussed open meeting law, and what situations could be violations.

6.10 Given the census results, did your municipality decrease or increase in citizens?

Members discussed the census results were hard to find. City of Page's results were not available until January. Everyone found the numbers to be inconsistent possibly due to low response rates.

6.11 AMCA Committee Updates

Members discussed which committees they were currently on, and what their duties were.

6.12 Good of the Order/Comments, Suggestions, or Input from Members

Clerks were thanked for coming to the meeting, and traveling Clerks thanked the city of Page for hosting.

7. Set the next region I meeting date, locations, and agenda topics.

Members discussed different dates for the next meeting. It was determined possibly setting a date in February or March, 2022. E-mails will be sent out with suggestions on exactly when or where.

8. Adjournment.

Meeting was adjourned at 2:04 p.m. with a motion by Rosie White, and seconded by Donna Black. Region members went on a boat ride on Lake Powell, followed by a short tour of an Adonia Yacht.

Traci Lavelle
Deputy Town Clerk, Chino Valley

Dated: September 29, 2021