CHARTER
FOR THE
TECHNICAL ADVISORY COMMITTEE
LAKE MARY - WALNUT CREEK WATERSHED

ATTACHMENT
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF FLAGSTAFF, ARIZONA
USDA FOREST SERVICE – COCONINO NATIONAL FOREST
USDI NATIONAL PARK SERVICE – FLAGSTAFF AREA NATIONAL MONUMENTS

PURPOSE

The Technical Advisory Committee (TAC) for the Lake Mary - Walnut Creek Watershed was created, as required by the Memorandum of Understanding (MOU) between the City of Flagstaff, USDA Forest Service, Coconino National Forest (No. 03-MU-11030417-661) and USDI National Park Service, Flagstaff Area National Monuments (No. G747003001) fully executed on September 2, 2003, to oversee cooperative efforts described in Section D of the Stipulation Between the City of Flagstaff ("City") and the United States on Behalf of the National Park Service ("NPS") and the Forest Service ("US Forest Service"), dated December 10, 2001, hereafter referred to as the Stipulation.

The original Charter is hereby superseded by this updated Charter for the Technical Advisory Committee, Lake Mary – Walnut Creek Watershed as an Attachment to the Memorandum of Understanding between City of Flagstaff, Arizona, USDA Forest Service – Coconino National Forest (#13-MU-11030420-009) and USDI National Park Service – Flagstaff Area National Monuments (#FLAG13MU01).

Under the Charter, the TAC:

- Provides guidance and multi-agency/multi-disciplinary advocacy for the protection and management of the Lake Mary - Walnut Creek Watershed, as delineated in the Stipulation, Figure 1-Walnut Creek Watershed (see attached map at end of document), and its associated municipal values.

- Develops and evaluates study proposals designed to evaluate and implement, where appropriate, best management practices, reservoir modifications, and/or operational criteria to address the quality and quantity of the municipal water supply, increase the likelihood of flood flows, and improve the inner canyon environment in Lake Mary - Walnut Canyon National Monument. Study proposals must be consistent with municipal

values for a safe, adequate water supply and the management direction in the Coconino National Forest Land and Resource Management Plan, as amended and until superseded by the Revised Coconino National Forest Land and Resource Management Plan and the NPS General Management Plan for Walnut Canyon National Monument.

- May provide funding for collection of hydrologic data at Upper and Lower Lake Mary, in Walnut Canyon National Monument, and throughout the Lake Mary - Walnut Creek Watershed to support these studies if funding is available.

OBJECTIVES AND RESPONSIBILITIES

The objectives and responsibilities of the TAC are to:

- Assess short- and long-range needs for restoring flood flows, modifying reservoir operations or structures, or implementing additional best management practices to maintain the quality and quantity of the municipal water supply.
- Establish a mechanism for soliciting, evaluating, prioritizing, and recommending study and data collection proposals to the Forest Supervisor, Superintendent, and Mayor for concurrence and approval.
- Solicit proposals and develop scopes of work and contracts to collect and evaluate hydrologic data and to evaluate reservoir operations, best management practices, methods to increase the likelihood of flood flows, and methods to improve the inner-canyon environment in Walnut Canyon National Monument.
- Review funding needs and priorities.
- Identify and share professional and technical resources and information from the City, the NPS, and the USFS.
- Disseminate information to the public about watershed management issues and activities of the TAC.
- Coordinate with the trust management authority or financial institution on the allotment of funds to implement prioritized projects.
- Develop mechanisms for tracking project and program accountability.
- Develop either a consensus or range of technical and scientific opinion regarding the management of the Lake Mary - Walnut Creek Watershed that can be provided to the City and Agency Managers.
- Identify existing sources of information on the hydrology of Lake Mary - Walnut Creek Watershed.
- Develop a prioritized list of research and management study projects, based on input from qualified specialists.
- Ensure peer review of proposed research or study projects and TAC-recommended actions.

ORGANIZATION

Committee Membership

The TAC consists of six members: one primary representative and one alternate representative each from the City, the NPS, and the U.S. Forest Service. Each representative should possess education and/or experience in biology, ecology, hydrology, soil science, watershed management, utilities management, or civil engineering. Primary and alternate representatives are to be designated by the respective party's signatory to the MOU. A list of each Party's current representatives will be maintained as Appendix A to this Charter. Representatives will serve three-year terms, and may serve consecutive terms at the discretion of the authorized City or Agency Manager. Changes to designated representatives are made by written notice to all parties at least 30 days prior to the effective date of the change.

Committee Chairperson

A TAC Chairperson is elected by the entire committee membership to serve a one-year term, and can be either a primary or alternative representative. The Chairperson is responsible for conducting or delegating the following duties:

- conducting committee meetings, disseminating meeting notes and keeping TAC records,
- signing official TAC correspondence
- coordinating with the appropriate representative when making recommendations to the City or agencies.
- tracking and reporting the status of the trust fund/financial account to the TAC, and
- adhering to established controls and procedures with the authorized funding entity to track reimbursements for studies and projects.

OPERATING PROCEDURES

Meetings

The advisory committee meets as often as necessary or, at a minimum, two times per year. The TAC Chair schedules, organizes, and conducts meetings; members are notified at least one month prior to the meeting date. Draft meeting minutes are prepared by the Chair and provided to each TAC member within two weeks of the meeting.

TAC members are encouraged to invite subject matter experts to meetings, as needed, to provide technical information or expertise. These invited participants are not considered TAC members, nor are they allowed to participate during the TAC deliberations to reach consensus on recommendations to the City and Agency Managers.

Quorum

A quorum of three, consisting of any combination of one primary representative or alternate representative from each party, is required to conduct official business. All TAC recommendations to the City and Agencies are reached by consensus of the quorum. Study findings, deliberations, and recommendations are documented in meeting minutes and approved at subsequent meetings.

Study Proposals

Approval

Study proposals are recommended for implementation by a consensus of the quorum. Recommended proposals must meet the intent of the Stipulation and the MOU, objectives of the TAC, municipal values for a safe, adequate water supply, and the management direction in the Coconino National Forest Land and Resource Management Plan, as amended and until superseded by the Revised Coconino National Forest Land and Resource Management Plan, and the NPS General Management Plan for Walnut Canyon National Monument. Proposals outside the scope of the Lake Mary – Walnut Canyon MOU and Charter are not accepted.

Funding

Study projects are funded from a trust/financial account set up with the required one-time contribution of $100,000 from the City. Additional funding acquired by or allocated to the NPS or U.S. Forest Service for TAC-approved studies of the Lake Mary - Walnut Creek Watershed are managed by the receiving Agency and are available through separate agreements or contracts.

The trust/financial account is managed by an entity with no vested interest in the Lake Mary - Walnut Creek Watershed, and which does not directly benefit as a result of an association with any of the involved parties. The principle, interest, or dividends may be used for any aspect of study of the Lake Mary - Walnut Creek Watershed during the life of this agreement, as agreed by all parties. The TAC may seek alternative funding sources to assist in this effort.

By mutual agreement of the parties, TAC funds may be used to fund on-the-ground project implementation. These projects are approved and implemented by the responsible agency; contribution of funds by the TAC to the responsible agency requires a separate, fund-obligating agreement.

Oversight

Oversight of each approved study project is assigned to the appropriate City or Agency representative with the subject matter expertise. Oversight includes working with the proponent to acquire any necessary research permits or agreements, monitoring the proponent's work and delivery requirements, approving payments for work accomplished, and scheduling a formal presentation of the study findings to the TAC by the proponent.

Study Findings and TAC Recommendations
Presentation of TAC study findings and/or recommendations to the City and Agencies are made by the quorum. Recommendations may include action items or project proposals designed to address the study findings and/or technical information concerning any area of the Lake Mary - Walnut Creek Watershed. The Agency responsible for the affected area or the City, as appropriate, decides whether to implement TAC recommendations.

TERM AND MODIFICATION

The TAC is chartered for the term of the current MOU and subsequent modifications, as agreed and approved by all parties. During this term, the TAC will review the Charter at least bi-annually, and make recommendations to the City, the U.S. Forest Service and the NPS for changes to the Charter, as necessary. Any modifications to the Charter are effective upon written approval by all parties.

SIGNATURES

The parties hereto have executed this Attachment to the MOU as the Charter for the Technical Advisory Committee for the Lake Mary - Walnut Creek Watershed.

CITY OF FLAGSTAFF

_____

GERALD W. NABOURS DATE
Mayor

Approved as to form:

_____

Rosemary H. Rosales DATE
City Attorney

Attest:

_____

City Clerk Date

Lake Mary – Walnut Creek TAC Charter Signatures (Continued)

USDA FOREST SERVICE
COCONINO NATIONAL FOREST

18 Dec 2012

M. EARL STEWART DATE
Forest Supervisor

The authority and format of this instrument has been reviewed and approved for signature.

12/18/2012

Elizabeth A. Vensel DATE
Grants Management Specialist

Lake Mary – Walnut Creek TAC Charter Signatures (Continued)

USDI NATIONAL PARK SERVICE
FLAGSTAFF AREA NATIONAL MONUMENTS

Diane Chung 12/14/12

DIANE CHUNG DATE
Superintendent

APPENDIX A:
Designated Lake Mary – Walnut Creek TAC Representatives

Primary and alternate representatives for each Party designated as follows:

City of Flagstaff

Primary Representative
Brad Hill
Utilities Director
211 W. Aspen Avenue
Flagstaff, AZ 86001
Phone: 928.213-2420
Fax: 928.556-1223
Email: bhill@flagstaffaz.gov

Alternate Representative
Erin Young
Water Resources Manager
211 W. Aspen Avenue
Flagstaff, AZ 86001
Phone: 928.213.2405
Fax: 928-556-1223
Email: eyoung@flagstaffaz.gov

NPS, Flagstaff Area National Monuments

Primary Representative
Paul Whitefield, Natural Resource Specialist
NPS, Flagstaff Area National Monument
6400 N. Highway 89
Flagstaff, AZ 86004
Phone: 928.526.1157
Fax: 928.526.4259
Email: Paul_Whitefield@nps.gov

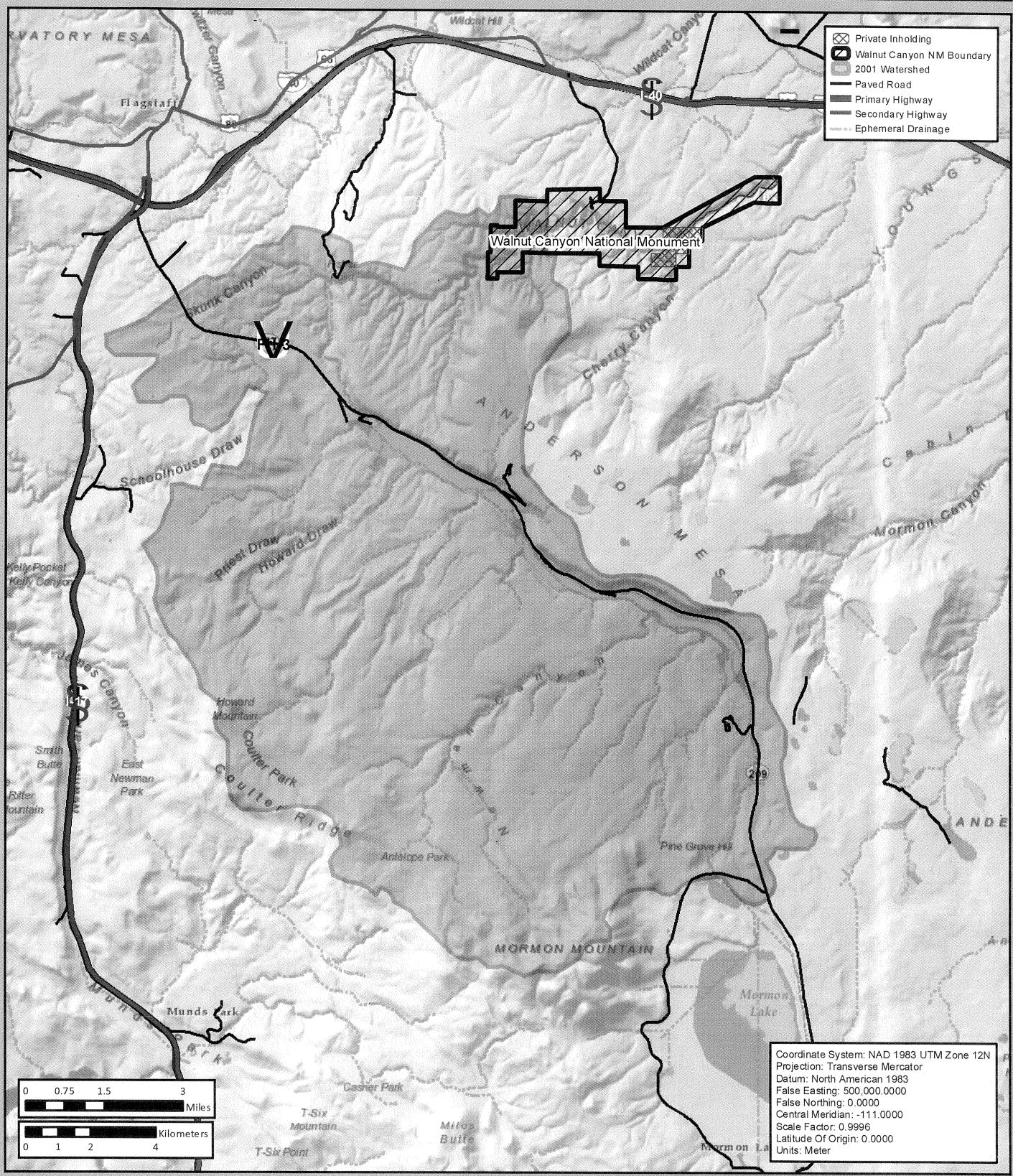
Alternate Representative
Lisa Leap, Chief of Resources
NPS, Flagstaff Area National Monument
6400 N. Highway 89
Flagstaff, AZ 86004
Phone: 928.526.1157
Fax: 928.526.4259
Email: Lisa_Leap@nps.gov

Coconino National Forest

Primary Representative
Rory Steinke, Watershed Program Manager
Coconino National Forest
Supervisor's Office
1824 S. Thompson Street
Flagstaff, AZ 86001
Phone: 928. 527.3451
Fax: 928. 527.3620
Email: rsteinke@fs.fed.us

Alternate Representative
Tom Runyon, Hydrologist
Flagstaff Ranger District
Coconino National Forest
5075 N. Hwy 89
Flagstaff, AZ 86004
Phone: 928.527.8246
Fax: 928. 527.8288
Email: tarunyon@fs.fed.us

Lake Mary - Walnut Creek Watershed



This map is a scanned and georeferenced version of the original Walnut Creek Watershed Map, attached as Figure 1 to the "Stipulation Between The City Of Flagstaff And The United States On Behalf Of The National Park Service And The Forest Service", under Civil No. 6417, "The General Adjudication Of All Rights To Use Water In The Little Colorado River System and Source", executed in the Superior Court of Arizona, Apache County.

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Produced By: The Flagstaff Area National Monuments