

**East Central Phoenix Water Quality Assurance Revolving Fund (WQARF) Sites  
Community Advisory Board**

**September 12, 2018 6 p.m. to 8 p.m.  
Arcadia High School, Mount Olympus Room  
4703 E Indian School Rd. Phoenix, AZ 85018**

**MINUTES**

CAB Members Present: Karen Kay, Ed Rhodes, Jacalyn Askin (via phone) and Nathan Nelson

ADEQ Staff in Attendance: Alyssa Rosewood, Community Involvement Coordinator; Wendy Flood, Remedial Projects Support Unit Manager

Members of the public present: Carol Brady

**Call to Order and Welcome and Introductions** – Meeting called to order at 6:12 pm.

**Consideration of Action to go into Executive Session to Discuss and Review CAB Applications** - CAB elected to go into executive session since Carol Brady was in attendance, at 6:16 pm.

**Executive Session**

**Ratification of CAB Member Applications Review, Discussion and Vote** – Ms. Karen Kay motioned to approve Kim van der Veen, Thomas Lusk, Carol Brady, Patricia Butler, John Hathaway, Bernard Schober and Margaree Bigler as new CAB members. Ms. Jacalyn Askin seconded motion, motion passed.

**CAB Discussion on Robert’s Rules of Order and CAB Meeting Format** – Discussion of presentation to address questions that arose at last CAB meeting.

**CAB Charter Update, Signing and Possible Vote** – Discussion of wording on CAB membership size and quorum. Ms. Askin motioned to include CAB range of 5 to 15 members, with quorum being the majority of current CAB members at the time of the vote. Ms. Kay seconded the motion, motion passed.

**CAB Social Media Presence and Outreach** - Discussion of having one or two CAB members report to social media environments - to be discussed further at next meeting. Ms. Alyssa Rosewood informed CAB of upcoming presentation by ADEQ to Coronado Neighborhood Association on 32<sup>nd</sup> Street and Indian School Road and 24<sup>th</sup> Street and Grand Canal WQARF sites.

**Next Meeting Date and Agenda Topics** – CAB members expressed interest in having City of Phoenix update in next presentation. Ms. Wendy Flood indicated Mr. Bunkers could include it as a topic in his next presentation incorporating WQARF milestone decisions, who’s involved in those decisions and who has the authority. Additional topics requested were CAB meeting

frequency (and potential charter update), CAB social media presence and outreach, site history, and presentation/discussion on CAB members' responsibilities/open meeting law.

**Adjournment** – Meeting adjourned at 7: 15 pm.



# Arizona Open Meeting Law (OML) and Robert's Rules of Order

- Community Advisory Boards (CABs) fall under OML jurisdiction.
- CABs must follow the requirements of the OML as entities created by state law.



## Per A.R.S § 38-431.01(A):

### 1. All CAB meetings must be open to the public

- Members of public can attend and listen



## Per A.R.S. § 38-431.09:

### **2. Public notice with agenda must be posted or listed for all CAB meetings within 24 hours of meeting**

- Order of topics can be changed
- At meeting, topics cannot be added or removed from agenda
- Agenda items can be tabled if time runs out

## Per A.R.S § 38-431.01(H):

### **3. CAB has ability to choose to have a call to the public or not**

- CAB can only respond to criticism, ask to study matter further, or put item on a future agenda

## **Having a quorum (majority).**

- If no quorum, CAB meeting will not be held
- Informational session on site(s) can occur with no call to the public



CAB members cannot use the following among a quorum if discussing business, proposing or taking legal action:

- **E-mail**
- **Faxes**
- **Phones**

***Business discussions must happen at a public meeting.***

- Allows everyone to be heard
- Increases ability to make decisions without confusion
- Can be adapted to fit the needs of the organization/group
- Level of formality



## How are Motions Presented?

### **1. Obtain the Floor**

- Can rise and say, “Mr. Chairman”
- Wait until Chairman addresses you

### **2. Make Your Motion**

- Be clear/concise
- “I move that we...”

### **3. Wait for Someone to Second Motion**

- If no second-then motion is lost

## **4. Chairman States Your Motion**

- "...it has been moved and seconded that we..."
- Can debate motion or simply vote
- Cannot change motion without consent from others
- Mover has first right to speak

## **5. Chairman Puts Question to Membership**

- "Are you ready to vote?"

## **6. Vote**

## Voting Methods

### 1. Roll Call

- Say “yes” or “no” when name is called

### 2. General Consent

- Chairman states, “If there is no objection...”
- If objection, must be put to vote

### 3. Ballot

### 4. Division

- Members raise hand or stand

### 5. Voice

- Chairman asks those in favor to say “aye” and opposed to say “no”

- For a CAB:
  - Do not need to motion for every change/modification on minutes, charters, CIPS, etc.
  - You can discuss changes and then vote on all changes

- Questions or discussion?
- Interpretation and use for this CAB?



**For further questions  
contact:**

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