

**AVRA WATER CO-OP, INC.**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES Wednesday, February 21, 2018**  
**7:00 p.m.**  
**Avra Water Co-op, Inc.**  
**11821 West Picture Rocks Road**  
**Tucson, Arizona 85743**

**1. CALL TO ORDER**

President Doug Schneider called the meeting to order at 7:00 p.m.

**2. ROLL CALL**

Board Members present at the meeting included:

Doug Schneider, President	Colleen McDonald, Secretary
Jack Wheat, Treasurer	Micha Koeppel, Director
Greg Hamilton, Director	Keith Winans, Director

Staff Members present at the meeting included:

Cathy Kuefler, Administrative Manager  
Sal Madrid, Operations Superintendent  
Billy Brandon, Interim Operations Manager  
Linda Coronado, Administrative Assistant

**3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS** – There were no guests present.

**4. REVISION AND ADOPTION OF THE AGENDA**

**MOTION:** It was moved by Jack Wheat to approve the Agenda for February 28, 2018.

**SECONDED**  
**APPROVED**

**5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES**

**MOTION:** It was moved by Micha Koeppel to approve the minutes from the Regular Board Meeting on January 17, 2018.

**SECONDED**  
**APPROVED**

**6. OFFICER'S REPORT**

**PRESIDENT'S REPORT** – No report.

**TREASURER'S REPORT** – Jack reported that income was in excess of expenses for the month of January.

**MOTION:** It was moved by Greg Hamilton to approve the Treasurer's report.

**SECONDED**  
**APPROVED**

## 7. ADMINISTRATIVE MANAGER'S REPORT

**Operation Superintendent** - Sal Madrid accepted the position as our new Operation's Superintendent. Alex Villa resigned and Theron Mahumed was hired to replace him.

**Computer Server Issues** – We had an issue with one of the drives that was failing on our network. IT was able to come out, install a new drive, and had us functioning that evening. A spare drive will be ordered to keep as a back-up.

**Calvin Line Looping Project** – We received our notice to proceed from WIFA. Cathy spoke with Garrick from Westland and he and Sal will meet and then get started on the project. We are hoping to get phase one and two of the project done this fiscal year which will cut down on some of the costs, but are waiting on estimates.

**SCADA** – Our SCADA tech came out and got the New Noel Reservoir hooked up and online and removed the old Noel Reservoir. Billy spoke with him about upgrading the SCADA software and installing the electrical equipment that we purchased for the upgrade. We will get that started as well.

**Mapping for the Office Lots** – Jon Setlemeyer will be working on the topographic survey for our facility. We hope to have it by the next board meeting and will forward to the members once it is received.

**Bookkeeping/Financial Reports** – Marya Wheeler is the bookkeeper assigned to take over our account. She has been working on the 2017 Quickbooks file for Heather and will have it complete by the end of the week so that we can get our ADOR Annual Property Tax Report completed as well as ACC Annual Report.

**Van Ark Generator Transfer Switch** – The panel switch at Van Ark burned up and we had Gen Tech come out to evaluate it. They are waiting for a price for a new harness from the factory and then will get the quote to us and repairs made.

**U of A Water Resource Research Center** - The annual conference “The Business of Water” will be held on March 28<sup>th</sup>. The early bird registration is due on Friday if any members were interested in going.

**MOTION:** A motion was made by Micha Koeppel to direct staff to investigate the cost benefit to market bottled water.

**SECONDED  
APPROVED**

**MOTION:** A motion was made by Micha Koeppel to approve the Administrative Manager's report.

**SECONDED  
APPROVED**

## 8. OPERATIONS SUPERINTENDENT'S REPORT

- Gen Tech came out to do our annual service on the generators and the Load Tec for Well 10, Garcia, Van Ark, Rudasill, Lak-a-Yucca and the office. This is done every three years.
- Quarterly maintenance was done at our Wells 4, 7, 10, 11, Garcia, Noel, Van Ark, Rudasill, and Lak-a-Yucca.
- Titan Machinery came out and finished working on the Gannon and Backhoe.
- Weber pulled booster #1 at Garcia, we just received their quote for the repair and they should be out next week to re-install it.
- We repaired three leaks in the system, put in a new service on Van Ark, and installed a new 2 inch gate valve in Section 4.
- Salt tank was cleaned out and repairs made.
- A breaker at Van Ark pump #2 blew out. We had a spare pump to do the repair; we will order another spare to have on hand.

**MOTION:** A motion was made by Keith Winans to accept the Operations Superintendent's Report.

**SECONDED  
APPROVED**

## 9. UNFISHED BUSINESS –

### 9.1 Noel Reservoir – Moved to Executive Session

**9.2 Listing for Property at 6830 N. Sandario** – The board discussed re-listing the lot that expired last month. Karin Treasure sent a Comparable Market Analysis and her recommendation based on the comps.

**MOTION:** A motion was made by Micha Koeppel to have the realtor re-list the property at 6830 N. Sandario for \$17, 000, but not sell for less than \$15,000.

**SECONDED  
APPROVED**

**9.3 Annual By-laws/Mission Statement Review/Capital Credits** – The board read and discussed the Mission Statement and felt it covered the main objective of the co-op. They also reviewed the current By-laws and considered an amendment advised by our legal counsel. Counsel wanted us to know that recent controversies and interpretations of the law pertaining to patronage capital refunds or credits highlight the question of whether such interests must be treated as unclaimed property under Arizona's version of the Unclaimed Property Act. The co-op has never owed patronage capital to members of

the co-op, however based on recent controversies and interpretations of the law, counsel felt it should be addressed and reflected in our By-laws.

**MOTION:** A motion was made by Jack Wheat to modify Article XII, Paragraph 4 of the By-laws as advised by counsel to reflect opening up legal ramifications in the future and it will become effective on March 15, 2018.

**SECONDED**

**APPROVED**

**9.4 SCADA System Upgrades**– Discussed in Administrative Manager’s report.

**10. NEW BUSINESS** – No new business.

**11. EXECUTIVE SESSION** - Noel Reservoir Contract Discussion

**MOTION:** A motion was made by Micha Koeppel to adjourn into Executive Session at 8:04 p.m.

**SECONDED**

**APPROVED**

**MOTION:** A motion was made by Micha Koeppel to adjourn from executive Session at 8:45 p.m.

**SECONDED**

**APPROVED**

**MOTION:** A motion was made by Micha Koeppel to adjourn.

**SECONDED**

**APPROVED**

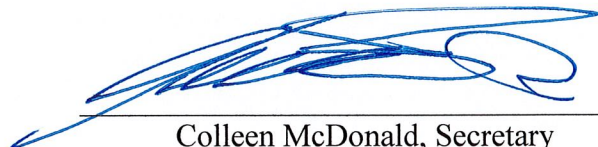
The Board adjourned at 8:46 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on April 18, 2018:



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Colleen McDonald, Secretary