

**AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Wednesday, March 18, 2015
7:00 p.m.
Avra Water Co-op, Inc.
11821 West Picture Rocks Road
Tucson, Arizona 85743**

1. CALL TO ORDER

Vice-President Camille Julin called the meeting to order at 7:00 p.m.

2. ROLL CALL

Board Members present at the meeting included:

Camille Julin, Vice President

Colleen McDonald, Secretary

Jack Wheat, Treasurer

Micha Koeppel, Director

Eugene Boettcher, Director (via phone)

Staff Members present at the meeting included:

Cathy Kuefler, Interim Office Manager

Linda Paxton, Contract Bookkeeper

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 Micha Koeppel to approve the agenda for the March 18, 2015 meeting.

SECONDED

APPROVED.

5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES

MOTION: It was moved by Jack Wheat to approve the minutes from the Board Meeting on February 18, 2015.

SECONDED

APPROVED

6. OFFICER'S REPORT

PRESIDENT'S REPORT – There was nothing to report.

TREASURER'S REPORT - Jack Wheat reported that expenses were in excess of income for the month of February and there were all “yes’s” on the financials for the month.

MOTION: It was moved by Colleen McDonald to approve the Treasurer's Report.

SECONDED

APPROVED

7. **ADMINISTRATIVE MANAGER'S & OPERATIONS MANAGER'S REPORT**

Automatic Security Gate – Having looked into the mechanics and motor of the systems, they all three have pros and cons based on reviews. Jack Wheat suggested we take a survey of how many times the gate will be opened and closed during the day and see if it might require a better motor. Cathy will have a survey completed for at least a seven day period and report back to the board.

Employee Handbook – The changes discussed at the February meeting were made and the handbook was resent to the Board for review. It will be forwarded to the attorney to review.

Banking – The paperwork for National Bank of AZ is ready to be completed by the officers. Cathy suggested that the RD account be put into a Discover Bank 12 month CD at a rate of .29% so that we may earn a little interest on it. (\$412 vs \$71)

Well #9 – This well was abandoned back in February 2013 and an appraisal was done in May 2014. The lot has been “For Sale by Owner” with no success. Cathy suggested that the Board consider a realtor. She will forward the appraisal to the Board for review and put the discussion on the next agenda.

System Map Update – Having done some research on a map system for the Co-op, Jeff and Cathy spoke with a former employee who stated he had started a map system for the Co-op through Google Maps for Business. Westland had gotten it started for the Co-op and he was working on adding meters, lines, etc. up until the time he had resigned. He would be happy to train staff to continue the project. They are using it at his current water utility and said it has the capability to do everything we need and can be integrated with Pima County’s map system. There will be a demonstration of that at the next meeting when Jeff returns.

Well #6 Abandonment – Jeff met with Weber regarding abandoning Well #6. This needs to be completed in the near future. He will have an estimate by the April meeting.

MOTION: A motion was made by Colleen McDonald to forward the Employee Handbook to the attorney to review.

SECONDED
APPROVED

MOTION: A motion was made by Micha Koeppel to approve opening a CD with Discover Bank for the RD account.

SECONDED
APPROVED

MOTION: A motion was made by Jack Wheat to approve the Administrative Manager’s report.

SECONDED
APPROVED

8. UNFINISHED BUSINESS

CAP Allocation Discussion – It is time to re-evaluate how the Board would like to move forward with our CAP allocation. In April 2014, ADWR and CAP met with AWC to discuss recharging our allocation. ADWR helped come up with a proposal between AWC and the Town of Marana. Having presented that proposal to Ken Seasholls and Suzanne Ticknor at the CAP, they stated it was considered a lease and not allowable per 4.3 (e) in our subcontract with CAWCD. In the meantime, our two consultants suggested we get involved in the repeal of the Water BUD legislation which is what is preventing AWC from recharging our water and earning credits. The discussion will be continued at the April meeting.

9. NEW BUSINESS

Applicant Review Panel Luncheon – Jack Wheat recommended that the Board take the panel of gentlemen who reviewed the resumes for the GM position to lunch to thank them for their time and efforts.

MOTION: A motion was made by Colleen McDonald to take the review panel to lunch to thank them for their time and efforts.

SECONDED
APPROVED

10. EXECUTIVE SESSION

MOTION: A motion was made by Jack Wheat to adjourn to the Executive Session at 7:51 p.m.

SECONDED
APPROVED

MOTION: A motion was made to return to the Regular Board Session by Micha Koeppel at 7:58 p.m.

SECONDED
APPROVED

MOTION: A motion was made by Micha Koeppel to approve the Letters of Employment for Jeff Feasel and Cathy Kuefler with the change of Cathy's title to Executive Administrator.

SECONDED
APPROVED

MOTION: A motion was made by Eugene Boettcher to adjourn.

SECONDED

APPROVED

The Board adjourned at 7:59 p.m.

Respectfully submitted by,

Cathy Kuefler
Administrative Manager

Approved by the Co-op Board on April 15, 2015:



Colleen McDonald, Secretary