

**AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Wednesday, May 20, 2015
6:00 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 6:00 p.m.

2. ROLL CALL

Board Members present at the meeting included:

Doug Schneider, President	Camille Julin, Vice President
Jack Wheat, Treasurer	Colleen McDonald, Secretary
Micha Koeppel, Director	Warren Thompson, Director
Eugene Boettcher, Director (via phone)	

Staff Members present at the meeting included:

Cathy Kuefler, Administrative Manager Jeff Feasel, Operations Manager

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 Warren Thompson to approve the agenda for the meeting on May 20, 2015 with the revised change of moving the Internal Controls Policy to the Executive Session.

**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 April 15, 2015.

**SECONDED
APPROVED**

6. OFFICER'S REPORT

PRESIDENT'S REPORT – The president had nothing to report.

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

MOTION: It was moved by Micha Koeppel to approve the Treasurer's Report.

**SECONDED
APPROVED**

7. ADMINISTRATIVE MANAGER & OPERATIONS MANAGER'S REPORT

Security Gate – The extra security has been completed that was approved by the board at the April meeting. A keypad was added to the trailer, laser motion detector added at the gate going into the back operations lot, additional cameras and larger monitor in the front office to observe activity around the building.

Well #9 (6830 N. Sandario Rd.) – The lot has been posted “For Sale By Owner” for approximately a year. The well abandonment is final and everything has been approved and signed off by ADWR. The board may now consider listing the property with an agent. Jack will look into having a board member list the lot and report at the next meeting.

2011 Ford F-550 – Cathy contacted Enterprise and they asked we contact them in July '15 and he will extend that for another year.

Hoover Power Update – Our application has been completed and was turned into the APA on April 27th which was the due date. In the meantime, the APA extended that due date to the 18th of May so we will have to wait a little longer for a response.

CAP Allocation – We received the ADWR Revised Policy Regarding Transfer of CAP Municipal and Industrial Water Subcontract Entitlements and it states we can Assign or Relinquish our allocation. If we make an arrangement with another entity, we must submit a written request to DWR and if we relinquish the allocation, the DWR Director will advertise an “offer to transfer” in the paper and via the department’s website and then take offers and issue a recommendation. Staff will start preliminary possibilities with other entities and get more information on the entire process.

Tohono O’Odham 12% Gaming Grant – We will be sending in a grant requesting funds for Service Area Road and Erosion Repair which should be around \$20,000.

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

SECONDED
APPROVED

Van Ark Reservoir – Pump #1 has been replaced with a spare pump. That will need to be replaced and we are waiting on an estimate.

Office Generator – The generator has been installed and wired in at the office. Operations is now working on getting it connected to our SCADA system. In the meantime, it is up and running.

OSHA NFPA 70E Training – The operations team attended a class the co-op hosted on May 12th - Electrical Safety in the Workplace/ARC Flash. It was a good class and moving forward Jeff will purchase necessary safety supplies and write a Safety Plan.

Meter Installations – Section 3 (Picture Rocks West) has been completed and we have started Section 5. The remainder of the radio read parts and equipment have been ordered.

Well #11 – The motor was pulled by Weber for repair. It is going back to Keller Electric for inspection and we are waiting for a report.

Operations replaced the old wood hand railing on the wheelchair ramp into the trailer with pipe. Warren asked about ADA specs on that. Jeff will confirm they are within the specs indicated by ADA.

MOTION: A motion was made by Warren Thompson to approve the Operations Manager's report.

SECONDED

APPROVED

8. UNFINISHED BUSINESS

Employee Handbook – The attorney has reviewed and made his recommendations on the Employee Handbook. There were very few changes necessary. He also reviewed several of AWC's policies that were mentioned in the handbook. The entire staff will review the handbook and acknowledge by signing an updated "Receipt for Employee Handbook".

Response to Mr. Lord – A response was sent to Mr. Lord's letter dated March 25, 2015. Mr. Lord presented his copy of the letter regarding the Co-op installing two meters for 11600 W. Picture Rocks Road and in return he allowed a utility easement to cross his property in order to bring electrical to Well #9 at 6830 N. Sandario. The Board will honor that agreement but there was nothing in writing or previous minutes regarding giving Mr. Lord, First Right of Refusal for the Co-op property at 11780 W. Picture Rocks Rd.

9. NEW BUSINESS

There was no New Business

10. EXECUTIVE SESSION

MOTION: A motion was made by Jack Wheat to adjourn to the Executive Session at 6:52 p.m.

SECONDED

APPROVED

MOTION: A motion was made to return to the Regular Board Session by Jack Wheat at 7:27 p.m.

SECONDED

APPROVED

MOTION: A motion was made by Camille Julin to rename Cathy's position to Administrative Manager.

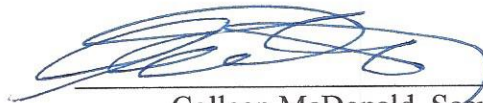
SECONDED

APPROVED

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

The Board adjourned at 7:28 p.m.
Respectfully submitted by,
Cathy Kuefler
Administrative Manager

Approved by the Co-op Board on June 17, 2015:



Colleen McDonald, Secretary