

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, April 18, 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	Micha Koeppel, Director
Camille Julin, Vice President	Greg Hamilton, Director
Jack Wheat, Treasurer	Keith Winans, Director
Colleen McDonald, Secretary	

Staff Members present at the meeting included:

Cathy Kuefler, Administrative 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 as amended for April 18, 2018 with the addition of 10.3 Master Site Plan to new business.

SECONDED
APPROVED

5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES

MOTION: It was moved by Colleen McDonald to approve the minutes from the Regular Board Meeting on March 21, 2018.

SECONDED
APPROVED

6. OFFICER'S REPORT

PRESIDENT'S REPORT – The president did not have anything to report.

TREASURER'S REPORT – Jack reported that income was in excess of expenses. Jaime Garcia, our Chase commercial representative came out and met Jack and Marya our bookkeeper and discussed the check scanner and updating the EFT account.

MOTION: It was moved by Camille Julin to accept the Treasurer's report.
SECONDED
APPROVED

7. ADMINISTRATIVE MANAGER'S REPORT

Mapping for the Office Lots – discussed in unfinished business.

Bookkeeping/Financial Reports – We have a few questions for Heather on the statements to have them complete. She is on maternity leave and we are waiting on her to return.

Chase Banking – Jaime Garcia from Chase changed our EFT account to a Platinum account. He is also working on changing our credit card over and ordered our quick check deposit scanner.

Community Presentation – Tammy and Cathy gave a Conservation Presentation to four elementary classes at Picture Rocks Elementary School. Tammy did a fabulous job and has been asked to go out to another school and present to more classes.

Annual Reports – The ACC, ADOR Property Tax, and ADWR annual reports have all been completed and sent off. We will start on the Water Quality Report next and have it posted by July 1st.

8. OPERATIONS SUPERINTENDENT'S REPORT –

- 200 meters and 90 MXU's were installed in Section 10.
- A new motor and piping was installed on the chlorinator at Garcia. We replaced the batteries on the generator at Rudasill.
- A new service was installed on Desert Wren and we repaired a main-line break on Guthrie.
- We replaced the backflow and fixed the leaks on the irrigation system at Well 4 & the air water separator was changed out at Well 10.
- Gen-Tech came out and repaired the automatic transfer switch at Van Ark.

MOTION: A motion was made by Greg Hamilton to approve the Administrative Manager's and Operations Superintendent's reports.

**SECONDED
APPROVED**

9. UNFINISHED BUSINESS –

9.1 Sale of 6830 N Sandario – The closing is delayed because of the Deed of Trust on the property from Rural Development. We have contacted our rep and he is supposed to get the correct procedure to have this removed so we can close. Escrow has requested a resolution be made by the board to have the president sign the documents on behalf of the Co-op for the property.

MOTION: A motion was made by Greg Hamilton to approve the resolution as stated, "Resolved that Doug Schneider, as President of the corporation, is hereby authorized to execute for and on behalf of the corporation deeds, contracts of sale, mortgages, deeds of trust, satisfactions of mortgages, leases and any other documents or instruments pertaining to or connected with real property to be acquired or currently held by the corporation."

**SECONDED
APPROVED**

9.2 SCADA System Upgrades – Our SCADA tech will be out next Wednesday to begin installing the electrical equipment for the SCADA system upgrade.

9.3 Mapping/Upgrades for Office Lots – We received the topographic survey for our facility. Micha and Jack met with Cathy, Billy and Sal to get their thoughts on the development

/improvements for the lots and buildings. Cathy will contact Pima County Assessors to confirm that we can improve on the property without any zoning issues.

10. NEW BUSINESS –

10.1 Annual Review of the Conflict of Interest Policy – The Conflict of Interest Policy was distributed for review by the board and the acknowledgements were signed.

10.2 Asset Management Discussion – Cathy and Sal are reviewing/ updating the asset management reports.

10.3 Master Site Plan - Once staff gets more information on the zoning and setbacks, Micha will draw up a plan to present to the board.

11. EXECUTIVE SESSION – Administrative Manager’s Review –Prior to going into executive session it was noted by Micha and Camille that they were very happy with the management and communication that she has had with the board and staff. They recommend that the board continue her employment with Avra Water Coop this next year.

MOTION: A motion was made by Jack Wheat to continue Cathy’s employment based on her review, the recommendations, and accomplishments she had on the review.

SECONDED

APPROVED

MOTION: A motion was made by Jack Wheat to adjourn into Executive Session at 8:08 p.m.

SECONDED

APPROVED

MOTION: A motion was made by Jack Wheat to adjourn Executive Session at 8:20 p.m.

SECONDED

APPROVED

MOTION: A motion was made by Jack Wheat to approve a 4% bonus based on the Administrative Managers review.

SECONDED

APPROVED

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

SECONDED

APPROVED

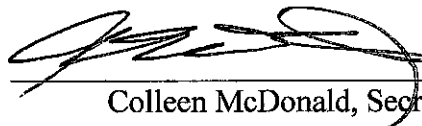
The Board adjourned at 8:20 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on May 16, 2018:



Colleen McDonald, Secretary