

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, December 19, 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 7:10 p.m.

2. ROLL CALL

Board Members present at the meeting included:

Doug Schneider, President	Camille Julin, Vice President
Colleen McDonald, Secretary	Greg Hamilton, Director
Micha Koeppel, Director	Keith Winans, Director

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 at the meeting.

4. REVISION AND ADOPTION OF THE AGENDA

MOTION: It was moved by Colleen McDonald to approve the Agenda for December 19, 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 Meetings on October 17, 2018 and November 14, 2018.

SECONDED
APPROVED

6. OFFICER'S REPORT

PRESIDENT'S REPORT – No report.

TREASURER'S REPORT – In the treasurer's absence, the president reviewed the financials and income was in excess of expenses for the month of November and there were all "yes" on the financials for the month. There were no questions from the board.

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

SECONDED
APPROVED

7. ADMINISTRATIVE MANAGER'S REPORT

Employee Handbook – Our attorney reviewed the Employee Handbook and the Tuition/Certification Reimbursement Policy and forms were reviewed and updated as well as the entire handbook. Staff will review them at our annual employee review meeting in January.

Annual Audit – The audit is complete. Heather sent over the drafts and we should see the final audit report and documents by the next meeting. Cathy, Marya and Linda have reviewed and made changes for internal controls.

Pima County/CDBG Grant Sub-Recipient Fiscal Monitoring – Pima County did an audit that focused on accounting practices and policies. They had two concerns upon completion. We had our attorney review and update the policies and they are ready for the board's approval.

AWC 501(c)12 Status – A copy of the IRS Exempt Organizations Determinations Manual was included in the board packet for everyone. There was also a discussion about H.R.519 which, if passed, would allow us to earn income that isn't from water revenue as long as the money was used to pay the costs of operations, maintenance, and capital improvements.

Annual Meter Service Type Report – The report was handed out to the board for review. We currently have 2,562 active meters within the system.

State Land Lease – We renewed our land lease with the state for the easement on Ina. This is a 10 year lease.

MOTION: A motion was made by Micha Koeppel to adopt the updated Tuition Reimbursement Policy in conjunction with the September 19, 2018 board approval.

SECONDED
APPROVED

MOTION: A motion was made by Colleen McDonald to approve the Administrative Manager's report.

SECONDED
APPROVED

8. OPERATIONS MANAGER'S REPORT

- The Calvin/McAfee Project is complete. Westland Resources the ATC to ADEQ for the mainline extension/plan approval.
- We replaced a section of the line from the pump to the reservoir on the chlorine generator. We will look in to replacing it next fiscal year.

- Two water leaks in section 8 and 35.
- Quarterly maintenance has been done. The main yard is currently being organized and cleaned up. Concrete pad down to get shelving in and parts organized.

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

SECONDED
APPROVED

9. UNFISHED BUSINESS –

Upgrades for Office Lots – Micha had some questions regarding the size, anticipated use, and what would be stored inside of a new workshop. His concern is the location of the shop and how it would affect flood control. Will discuss further at next month's meeting when Sal is in attendance. Micha also asked about the yearly fuel cost and other options in purchasing fuel.

Conflict of Interest & Whistle Blower Policy Discussion – The policies have been reviewed by our legal counsel and given to the board to review and discuss. They were discussed in the Administrative Manager's Report.

MOTION: A motion was made by Micha Koeppel to approve the Conflict of Interest Policy as presented to the board.

SECONDED
APPROVED

MOTION: A motion was made by Micha Koeppel to approve the Whistleblower Policy as presented to the board.

SECONDED
APPROVED

10. NEW BUSINESS – No new business.

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

SECONDED
APPROVED

The Board adjourned at 8:10 p.m.
Respectfully submitted by,
Linda Coronado
Administrative Assistant
Approved by the Co-op Board on January 16, 2019:



Colleen McDonald, Secretary