

**AVRA WATER CO-OP, INC.**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES Wednesday, January 17, 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	Camille Julin, Vice President
Jack Wheat, Treasurer	Colleen McDonald, Secretary
Micha Koeppel, Director	Greg Hamilton, Director
Keith Winans, Director	

Staff Members present at the meeting included:

Cathy Kuefler, Administrative Manager  
Billy Brandon, Interim Operations Manager  
Linda Coronado, Administrative Assistant  
Nicole Dixon, Contract Bookkeeper

**3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS** – Kara Festa from Westland Resources was present.

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

**MOTION:** It was moved by Micha Koeppel to approve the Agenda as revised for January 17, 2018 (Noel Reservoir under Unfinished Business will be moved after Revision and Adoption of the Agenda.)

**SECONDED**

**APPROVED**

**5. NOEL RESERVOIR** – Kara gave an update on Noel Reservoir. The tank has been coated and testing has been done. Once test results come back we should be ready to fill the tank and send the submittal to DEQ for approval of construction.

**6. 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 December 13, 2017.

**SECONDED**

**APPROVED**

**7. OFFICER’S REPORT**

**PRESIDENT’S REPORT** – No report.

**TREASURER’S REPORT** – Jack reported that income was in excess of expenses for the months of November and December.

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

**SECONDED**

**APPROVED**

**8. ADMINISTRATIVE MANAGER’S REPORT**

**DNP’s** – There were 10 DNP’s for the month of December. Holiday courtesy calls were made to all members on the list.

**Flood Control Inquiry** – We had a member call for information on reporting someone who is blocking the natural flow of water and is causing flooding on his property. Staff also sent an “Obstructing Washes and Repairing Water Infrastructure” letter to a member off Massingale Road, but we have not yet heard from them.

**6830 N. Sandario** – Karin Treasure contacted us regarding the lot listing at Well 7 that is about to expire. The board will discuss at next month’s meeting.

**WIFA Planning & Design Technical Assistance Funding** – We received our WIFA agreement. We will review, sign, and send it back. Once we receive the “notice to proceed” from WIFA, we can get started on the line looping project.

**I-11 Tier Corridor Study** –USDOT sent information to AWC to participate in stakeholder meetings. There will be three meetings in March, and April that staff will attend to give input and work with the community on alternative options.

**RWAA** – One of the representatives came by the office with information for training they provide, inspections, Emergency Response Plans, and Vulnerability Assessments. They are having a leadership conference in Prescott in September. He is going to forward more information and staff will follow up with their director.

**Annual Report** – The ACC Hook-up fee report, ACC Corporate Report and CAGR D Subdivision Report have all been completed.

**U of A Water Resource Research Center** - The annual conference will be held in March - “The Business of Water”.

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

**SECONDED**

**APPROVED**

**9. OPERATIONS MANAGER’S REPORT**

- Cleaned out meter boxes, did a leak repair on Lord Lane and continued installing new meters in section 3.
- A new irrigation meter was installed at Noel, a fire hydrant installed on Horse Mesa Trail and a burn permit was obtained to burn the brush pile at the blank Orange Grove well site.
- We had meters that did not read during the last meter reading period, they have been reprogrammed and should work next meter reading period.
- Clayton is currently doing the “bad boy list”. We are looking for inactive meters that have been illegally turned on.
- The water line was moved at the property next door and we have three estimates for building a workshop on the property.
- Titan Tractor came out and did oil changes on both the Backhoe and Gannon. They recommended additional maintenance which staff will review and order.

**MOTION:** A motion was made by Greg Hamilton to accept the Interim Operations Manager’s Report.

**SECONDED  
APPROVED**

**10. UNFISHED BUSINESS –**

**Roads in Service Area –DOT/Flood Control** – Discussed in Administrative Manager’s report.

**Annual By-laws/Mission Statement Review/Capital Credits** – The board will review and/or approve at next month’s meeting.

**6830 N. Sandario** – Discussed in Administrative Manager’s report and the board will review and/or discuss at next month’s meeting.

**11. NEW BUSINESS –**

**Site Plot Plan** – Cathy will contact Cooper Aerial and Sun Mapping to get proposals for aerial mapping of the three lots on Picture Rocks Road for the board to review and consider future plans for the area.

**MOTION:** A motion was made by Micha Koepfel to allocate \$3,000 to the preparation of a plot plan for the three combined Co-op properties.

**SECONDED  
APPROVED**

**MOTION:** A motion was made by Greg Hamilton to adjourn into Executive Session at 8:34 p.m.

**SECONDED  
APPROVED**

**MOTION:** A motion was made by Jack Wheat to adjourn from Executive Session at 8:56 p.m.

**SECONDED  
APPROVED**

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

**SECONDED  
APPROVED**

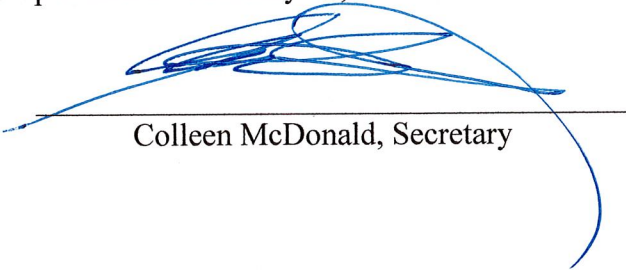
The Board adjourned at 8:56 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on February 28, 2018:



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Colleen McDonald, Secretary