

**AVRA WATER CO-OP, INC.**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES Wednesday, October 18, 2017**  
**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 6:56 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  
Jeff Feasel, Operations Manager  
Linda Coronado, Administrative Assistant

**3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS** – Kara Festa & Clay Jerald from Westland Resources and Thom Martinez from Smyth Industries.

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

**MOTION:** It was moved by Micha Koeppel to approve the Agenda for October 18, 2017.

**SECONDED**  
**APPROVED**

**5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES**

**MOTION:** It was moved by Micha Koeppel to approve the minutes from the Board Meeting on September 20, 2017.

**SECONDED**  
**APPROVED**

**6. OFFICER'S REPORT**

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

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

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

## 7. ADMINISTRATIVE MANAGER'S REPORT

**DNP's** – There were 29 disconnections due to non-payment in September.

**ACC Meter Test** – Staff found a very high read on a customer in August. (194,000 gallons) After many calls back and forth, he agreed to have his meter sent to the ACC to be tested. The test came back 1% below the allowable range on the 0.25 GPM test which indicates it under read his usage. Cathy and the ACC both discussed this with the customer. The ACC asked if the board would be willing to bill the customer at the 2nd tier level. The board feels this would set a precedent and would like the customer to find the leak, have it corrected, and submit a Leak Adjustment form and then they could bill at the 1st tier. Cathy will contact the customer and let him know the board's decision.

**Grants** – The Road & Erosion Repair and the Line Looping & Repair Project grants from Tohono O'odham Nation were both denied. We are still waiting to hear from WIFA regarding the Planning and Design Technical Assistance Grant that was submitted. We received our CDBG contract for \$20,000, and can purchase meters as soon as we receive the signed copy back from the city.

**Annual Meeting** – Staff is preparing for the 40<sup>th</sup> Annual Meeting of the Board on November 15<sup>th</sup>. Customer service is working very hard on making sure all members are aware of the date and time and we are hoping to get attendance up this year.

**Evaluations** – Tammy and Clayton both had evaluations. Clayton passed his Water Distribution 1 certification and Tammy is focusing on her conservation knowledge. She gave a great conservation presentation at the Community Meeting on Oct 17<sup>th</sup>.

**Water Theft Update** – Linda and two past employees attended the bench trial for Lisa Yates. Lisa was found guilty for the two counts of water theft, but not for the criminal damage. A restitution hearing was set for Oct 26<sup>th</sup> and AWC was awarded restitution for the water loss.

**Bookkeeper Proposals** – Cathy met with two bookkeeping firms Clearview Business Solutions and Beyond Bookkeeping. Both firms are great and could provide for all our bookkeeping needs.

**MOTION:** A motion was made by Jack Wheat to approve the authorization of the Administrative Manager to go into contract with a bookkeeping firm for up to \$1200 a month.  
**SECONDED**  
**APPROVED**

**MOTION:** A motion was made by Micha Koepfel to approve the Administrative Manager's report.

**SECONDED**  
**APPROVED**

**8. OPERATIONS MANAGER'S REPORT**

- Basic system maintenance, meter box cleaning, and resetting as needed.
- Well and booster site maintenance. We are working on hydrant maintenance and repairs.
- Continued with wash out repairs as time allows
- Recirculation pump for CL2 analyzer was replaced at Garcia Reservoir and two battery back-ups replaced at LAK & Booster 7.
- Annual cleaning and inspection of Well 10 surge tank completed.
- Quarterly electrical maintenance and water sampling completed
- New tires put on the F-550 and the Colorado.
- New water service was installed in section 3, new meters and MXU's installed in section 10 & 11.
- We passed our Pima County water system inspection.
- We had a demo of the Ditch Witch we will be purchasing if the demo goes well.
- Mapping of system wash flow and road issues.

**MOTION:** A motion was made by Micha Koepfel to accept the Operations Manager's Report.

**SECONDED**  
**APPROVED**

**9. UNFINISHED BUSINESS –**

**9.1 Pima County Flood Control** – Mindy from Pima County Flood Control returned our call and would like to set up an appointment to review maps and pictures of problem areas at their office. The board reviewed a draft of the letter to send to members regarding obstructing natural water flow.

**9.2 Roads in Service Area Discussion** – Jeff presented the board with pictures of problem areas within the system. These will be taken to the meeting with PC Flood Control and shared with the PC Department of Transportation and any other department that could help us.

**10. NEW BUSINESS –**

**10.1 Noel Reservoir** - Kara, Clay, and Thom gave an update on the progress of the reservoir. They will begin welding and grinding on the reservoir along with the tie in to the existing reservoir. The coating and painting should start in about two weeks. A change order was submitted from Westland and Smyth. Smyth is requesting additional time to final completion due to the additional grading and rip-rap work that has been added and Westland is requesting additional compensation for their construction inspection services. Smyth will be given until January 5, 2017 to final completion (13 days) and the board will revisit Westland's request in December.

**MOTION:** A motion was made by Jack Wheat to extend the Noel contract with Smyth to January 5, 2018 for final completion.

**SECONDED**

**APPROVED**

**MOTION:** A motion was made by Jack Wheat to adjourn.

**SECONDED**

**APPROVED**

The Board adjourned at 8:51 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on December 13, 2017:



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Colleen McDonald, Secretary