

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, December 13, 2017
7:00 p.m.
Avra Water Co-op, Inc.
11821 West Picture Rocks Road
Tucson, Arizona 85743

1. CALL TO ORDER

Treasurer Jack Wheat called the meeting to order at 7:18 p.m.

2. ROLL CALL

Board Members present at the meeting included:

Jack Wheat, Treasurer	Greg Hamilton, Director
Micha Koeppel, Director	Keith Winans, Director

Staff Members present at the meeting included:

Cathy Kuefler, Administrative Manager
Billy Brandon, Interim Operations 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 Micha Koeppel to approve the Agenda for December 13, 2017.

SECONDED
APPROVED

5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES

MOTION: It was moved by Keith Winans to approve the minutes from the Regular Board Meetings on October 18, 2017, November 15, 2017, and the Special Meeting on October 23, 2017.

SECONDED
APPROVED

6. OFFICER'S REPORT

PRESIDENT'S REPORT – No report.

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

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

SECONDED
APPROVED

7. ADMINISTRATIVE MANAGER'S REPORT

DNP's – There were 50 DNP's for the month of October. We will do our annual holiday courtesy call to everyone in December and hopefully have no or very few DNP's.

Bookkeeping – The bookkeeping is coming along. October financials are completed. There was a discussion with the attorney regarding payroll and the simple IRA plan we offer.

2016-2017 Audit –The Letter to the Board and the Management Letter from the audit were discussed. Staff and the bookkeeper reviewed and discussed the internal controls and updated the Internal Controls Process.

Operations Supervisor Resumes – There were some strong candidates whom I have spoken to by phone. Staff will set up interviews to meet with them, Jack, Greg, and myself.

By-laws and Mission Statement – These are due for their annual review in January. The board may discuss and/or make a motion to amend the wording regarding capital credits at that time. (Article XII, Paragraph 4.)

Health Insurance –United Healthcare's proposed rates came in and it increased by 6.1%. That was much better than we were expecting as the industry norm has been about 18-24%.

Annual Meeting – We had 63 members sign in at the meeting; the best attendance in at least seven years. The \$20 certificates were definitely what brought them in and based on the survey, they appreciated the raffle prizes coming from local businesses as well.

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

SECONDED

APPROVED

8. OPERATIONS MANAGER'S REPORT

- SCADA system shut down Thanksgiving weekend. Our contractor came out and it is up and running again. Upgrades and improvement on the SCADA system will be done in early 2018.
- Rural Development did a Water System Inspection on our two wells and Garcia. They found no deficiencies. They also do a Civil Compliance/Discrimination Report which has been sent to Rural Development for review.
- Our hauler station has been moved to its new location next door. Haulers are using it based on the "honor system" and that seems to be going well so far.

- MXU's are being installed in Section 4.
- Two leaking service line repairs were done with the new Ditch Witch. This made the repair much easier and more time efficient.
- Three new services were installed. That will bring the 2017 total hook-ups to 9.
- Fencing is complete at the lot next door. Grading was done and rock driveway added at hauler station. Micha suggested that Billy look into the cost of building a workshop and present at the next board meeting.

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

SECONDED
APPROVED

9. UNFISHED BUSINESS –

Noel Reservoir – Sandblasting is scheduled to start next Thursday and the inspection is on Friday. The project does appear to be running behind. Westland will be at the next meeting to discuss where we are and what the final completion date was or should be.

Roads in Service Area –DOT/Flood Control – DOT came in and met with Micha, Cathy, Billy, and Alex. They discussed the blading of the roads and how it causes problems after a heavy rain. Complaints may be submitted online and they will respond to each complaint submitted immediately, however they may not always get to it immediately. Staff will submit a complaint and get the process going.

10. NEW BUSINESS – No new business.

MOTION: A motion was made by Greg Hamilton to adjourn.

SECONDED
APPROVED

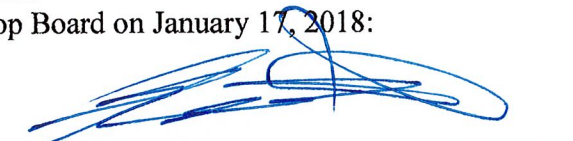
The Board adjourned at 7:54 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on January 17, 2018:



Colleen McDonald, Secretary