

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, March 15, 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 7:00 p.m.

2. ROLL CALL

Board Members present at the meeting included:

Doug Schneider, President

Jack Wheat, Treasurer

Micha Koepfel, Director

Greg Hamilton, Director

Keith Winans, Director

Staff Members present at the meeting included:

Cathy Kuefler, Administrative Manager

Jeff Feasel, Operations Manager

Linda Paxton, Contract Bookkeeper

3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS –

There were no guests.

4. REVISION AND ADOPTION OF THE AGENDA

MOTION: It was moved by Jack Wheat to approve the agenda for the 3-15-17 board meeting.

SECONDED

APPROVED

5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES

MOTION: It was moved by Jack Wheat to approve the minutes from the Board Meeting on February 15, 2017.

SECONDED

APPROVED

6. OFFICER'S REPORT

PRESIDENT'S REPORT – The president recommended that staff take some time to review the Capital Improvement Plan to see if there is anything that could be implemented to enhance the Noel project and to review the System Replacement Plan as well.

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

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

SECONDED

APPROVED

7. ADMINISTRATIVE MANAGER’S REPORT

DNP’s – There were 40 disconnections due to non-payment in February.

Salary Survey – A survey was performed. Avra Water is not too far off from the other utilities in the area, however our Operations Techs should be evaluated. Cathy will make recommendations at the next meeting.

Bylaws Amendments – A letter was sent to the membership regarding the changes to the Bylaws on March 1, 2017.

11851 W. Picture Rocks Road – Escrow closed on the lot next door. Jeff discussed cost and ideas for improvements on the lot. The board would like to see the entire area fenced and at least one of the septic tanks removed. Jeff is still waiting for additional bids for fencing and the new hauling station. In the meantime, staff will start cleaning the lot up and have a survey done for the new lot as well as our existing property next door.

MOTION: A motion was made by Micha Koeppel to direct Jeff Feasel to proceed on a \$20,000 budget for improvements with updates to the Board of adjoining property.

SECONDED

APPROVED

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

SECONDED

APPROVED

8. OPERATIONS MANAGER’S REPORT

- Replaced 2” water line and disconnected 6” from the tank at Well #1. Lowered 2” crossing of Vaqueros, south of Well #1 due to erosion.
- Bids received and application sent to ACC for Tula Lane Line Extension.
- Inactive service accounts verified. This is done every other month to cut down on theft.
- Operations techs attended a tour of SAVSARP.
- All generator repairs completed by Gentech.
- Alex & Clayton attended an Arc Flash training class.

- A service line leak (poly pipe) was replaced in Section 1.
- A service line leak repair (galvanized) was performed in Section 3.
- New service installation in Section 35.
- New motor installation at Booster 7.
- Completed DVA flushing in Section 16.

MOTION: A motion was made by Micha Koeppel to approve the Operations Manager's Report.

SECONDED
APPROVED

9. UNFISHED BUSINESS –

9.1 Noel Reservoir – There were three proposals submitted from contractors. After review and discussion a motion was made to negotiate a contract with Smythe and to include the concrete ring base. Micha requested that Smythe include the following on the contract: breakdown the schedule of work, separate number 11 on the proposal (taxes & bonds), and breakdown the unit costs. Staff will contact them to discuss these requests and work with Micha on the contract to present to the board for approval.

MOTION: A motion was made by Jack Wheat to direct staff to negotiate a contract with Smythe Industries for the construction of Noel Reservoir to include a concrete ring.

SECONDED
APPROVED

9.2 11851 W Picture Rocks Rd – See Administrative Manager's Report.

9.3 Well #6 Abandonment – The board discussed abandoning Well #6 at 7615 N. Sandario Road as a follow up from August 2015. The paperwork has been completed and it is just a matter of spending approximately \$15,000 to have it properly abandoned to ADWR's specifications. This proposal was obtained from Weber Water Resources. Micha suggested that staff add that cost to the budget for FY 2017/18.

10. NEW BUSINESS

10.1 Quarterly Examination of Financial Accounts – Jack Wheat explained that he reviews the expanded financials every month and the quarterly exam has been completed and the financial accounts for Avra Water are in order. He will continue to do this and report quarterly in the Treasurer's Report.

10.2 Review of Governance Policy – The current Governance Policy was passed out to the board members to review and there was a discussion regarding what staff can and cannot sign to be compliant. Jack also suggested staff find a book by John Carver that would be helpful for the board to read and/or review.

11. EXECUTIVE SESSION

MOTION: A motion was made by Jack Wheat to adjourn into Executive Session at 8:30 p.m.

SECONDED
APPROVED

MOTION: A motion was made by Jack Wheat to adjourn from Executive Session at 8:42 p.m.

SECONDED
APPROVED

MOTION: A motion was made by Jack Wheat to approve an incentive bonus for the Administrative and Operations Managers based on their excellent reviews as discussed in Executive Session.

SECONDED
APPROVED

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

SECONDED
APPROVED

The Board adjourned at 8:44 p.m.

Respectfully submitted by,

Cathy Kuefler

Administrative Manager

Approved by the Co-op Board on April 19, 2017:



Colleen McDonald, Secretary