

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, April 19, 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 7:04 p.m.

2. ROLL CALL

Board Members present at the meeting included:

Doug Schneider, President	Colleen McDonald, Secretary
Jack Wheat, Treasurer	Greg Hamilton, Director
Micha Koeppel, 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 Keith Winans to approve the agenda for the 4-19-17 board meeting.

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 March 5, 2017 and the Special Meeting on March 29, 2017.

SECONDED

APPROVED

6. OFFICER'S REPORT

PRESIDENT'S REPORT – The president didn't really have a report but did comment that the Co-op had not been in a construction mode for some time and thought that the current staff is up for the challenge and should learn a lot during the process.

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

MOTION: It was moved by Micha Koeppel to approve the Treasurer’s report.

SECONDED

APPROVED

7. ADMINISTRATIVE MANAGER’S REPORT

DNP’s – There were 39 disconnections due to non-payment in March and late fees were down which means more customers were paying their current bills on time.

Annual Reports – The three main annual reports have all been completed and sent off. ADOR Property Tax Report, ACC Annual Report and the ADWR Annual Withdrawl & Use Report. We will now get working on the Water Quality Report due on the website by July 1st.

Noel Reservoir – Staff met with Thom Martinez from Smyth to exchange paperwork. Jeff was going to review the materials/supplies list and get back to Thom. The Pre-Construction meeting is scheduled for April 27th at 9 a.m. at the site. Micha asked if residents near Noel were notified of the construction. A list has been made of those residents and staff will try to hand deliver a letter and speak to the homeowners personally before mailing.

ADEQ Development Classes – Cathy & Jeff attended classes hosted by ADEQ that are specifically targeted toward those systems with a population under 10,000.

Interstate 11 Corridor – Received information about some upcoming meetings in our area. Wednesday, May 3rd there will be a meeting at Marana Middle School at 5:00 p.m. Cathy will attend and see what information she can find out about the route they are planning and how/if it will impact the Co-op and the Valley.

Grants – We are still waiting for the CDBG funds we received for the 2016-17 FY in the amount of \$20k. In the meantime, we should be hearing in the next month or so what the status is on our 2017/18 request. The Tohono O’odham deadline is approaching and we will be submitting requests to them if they are accepting non-profits this year.

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

SECONDED

APPROVED

8. OPERATIONS MANAGER’S REPORT

- Flushing DVA’s continued. Sections 33 and 34 are complete and the team is working in Section 35.

- Lot clean-up on our property next door continued. Both septic tanks have been located. One is bad, the other is fine and does not need to be pumped. Would like to keep one and remove the bad one. We are now waiting on the surveyor. Doug suggested we have them locate the corners of the septic on the survey.
- Service line leak in Section 4.
- New service installations – 2 in Section 35 and 2 in Section 1.
- 6” valve replacement in Section 34.
- Installed new pump controller at Rudasill Reservoir Pump Station.
- Received ACC approval for the Tula Lane Line Extension. Construction/installation to begin the week of 4/17/17.
- Cleaned, chlorinated, and sampled the surge tank at Well #11. The well has been put into service for the summer.
- Quarterly samples taken for all 3 wells. Quarterly maintenance completed at all sites.
- Alex attended a Blue Stake training class.

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

**SECONDED
APPROVED**

9. UNFISHED BUSINESS –

9.1 Governance Policy Review – The board discussed looking into training for the board members. Staff will look into hiring a consultant who uses the Carver method. Cathy will also contact Rural Water to see if they have suggestions as they have done training for boards as well. We will leave this on the agenda for next month.

9.2 Salary Survey – The last survey was done in 2011. We have not had a huge turnover, but when somebody leaves it has been for an opportunity to better themselves which is understandable. We took the four big utilities and compared our salary range. The Board would like to see our scale at the 3.5 mark. Linda will get that information together for the next meeting and we will discuss. This would be effective as of the next fiscal year.

10. NEW BUSINESS

No new business.

11. EXECUTIVE SESSION

There was no Executive Session.

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

The Board adjourned at 7:58 p.m.
Respectfully submitted by,
Cathy Kuefler
Administrative Manager
Approved by the Co-op Board on May 17, 2017:


Colleen McDonald, Secretary