

**AVRA WATER CO-OP, INC.**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES Wednesday, June 21, 2017**  
**7:20 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 7:20 p.m.

**2. ROLL CALL**

Board Members present at the meeting included:

Doug Schneider, President                      Greg Hamilton, Director

Micha Koepel, Director                              Keith Winans, Director

Staff Members present at the meeting included:

Cathy Kuefler, Administrative Manager      Jeff Feasel, Operations Manager

Linda Coronado, Administrative Assistant      Linda Paxton, Contract Bookkeeper

**3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS**

Kara Festa – Westland Resources. Kara gave the board an update on the progress of the new Noel Reservoir.

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

**MOTION:** It was moved by Micha Koepel to approve the Agenda for June 21, 2017 with the following changes - Unfinished Business - add 10.2 PTO Policy Compliance and Kara Festa to give the Noel Reservoir update after 4.

**SECONDED**

**APPROVED**

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

**MOTION:** It was moved by Micha Koepel to approve the minutes from the Board Meeting on April 19, 2017.

**SECONDED**

**APPROVED**

**6. OFFICER'S REPORT**

**PRESIDENT'S REPORT** – Doug reported that he is hoping to meet with Rep. Bowers' office next week to discuss the sponsored legislation in the last session that would make our type of non-profit, member owned, co-op to not be required to go to the ACC for a rate case.

**TREASURER'S REPORT** – Linda Paxton gave the Treasurer's Report. She reported that income was in excess of expenses for the month of May and there were all "yes's" on the financials for the month.

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

## 7. ADMINISTRATIVE MANAGER'S REPORT

**DNP's** – There were 39 DNP's for the month of April & 23 in May.

**Interstate 11 Corridor** – Cathy attended the meeting on May 2<sup>nd</sup> as well as Micha. They accepted comments and information to find a Reasonable Range of Alternatives for the I-11 route through June 2<sup>nd</sup>. Comments on behalf of the Co-op were submitted. Avra Water has been added as an interested party to help go through plans and study material.

**Tohono O'odham Gaming Grant** – We received our letter from the Tohono O'odham Gaming Grant that we are eligible for funds. Two requests were submitted - Service Area Road & Erosion Repair and Water Line Looping Program. We are still waiting to get the contract for the CDBG funds. It has gone to the Pima County attorney. In the meantime, it looks like the program manager submitted their recommendations to the council members for the 2017-18 requests and we are on that list to receive \$20k.

**Banking** – One of the Hughes CDs (\$85k) matured on the 18<sup>th</sup>. That automatically renewed for 6 months at .70%. The other CD will renew this month. It currently has \$165k. We will renew that as well at 1.05% for a year term.

**Leak Adjustment** – Two Leak Adjustments were approved for tier one pricing. One gave a \$319.60 discount and the other was for a \$105.00 discount.

**Commercial Property/General Liability Insurance & Inland Marine** – Our insurance renewed June 16<sup>th</sup>. It did go up \$3, but we added the property next door. The new reservoir will be added as soon as it is completed and we estimate that to increase the premium approximately \$2,000.

**Water Quality Report** – This has been completed and will be posted on the website by the July 1st deadline. We had no violations and reported the second half of the Unregulated Contaminants that were run from 2015 on the report as well.

**Credit Card Processing** – We have been with B of A Merchant Services and will be switching to Chase Merchant Services so that we can save approximately \$175 to \$225 monthly.

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

**8. OPERATIONS MANAGER'S REPORT**

- Van Ark Reservoir has been cleaned up and weeds sprayed at all the other sites.
- Hauled dirt from Noel and filled in low washed out areas in Section 3.
- Fire hydrant installation in Section 3 on Annies Lane.
- One of the two septic tanks were removed on the new lot next door to the office.
- A 1" service line and 4" fire line tap was installed at the new Dollar General Store.
- Well 11 had fail issues. Monitor was installed and it seems to be okay right now.
- MXU's were installed in Section 1.
- Brine Pump replaced at Garcia Reservoir.
- A service line in Section 4 did not have a meter stop. It was re-plumbed and a meter stop was installed.
- We removed shade from our Picture Rocks Booster Station and used half for Well 11 and the other half at Well 10.

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

**SECONDED**  
**APPROVED**

**9. UNFISHED BUSINESS –**

Governance Policy Review – Doug recommended getting an outside consultant to review the policy and train the board. Cathy will look at costs, add to the budget, and review at a later date.

Salary Survey Recommendation – The board reviewed the salary survey for the Water Distribution I, II, and Customer Service positions. The board approved the increase and it will go into effect on September 1, 2017. The recommended salaries puts those positions at the 3 ½ mark within the 4 top payers in Southern Arizona to keep AWC comparable to others and help relieve employee turn-over.

**MOTION –** A Motion was made by Micha Koeppel to approve the recommended salary survey as of September 1, 2017.

**SECONDED**  
**APPROVED**

**10. NEW BUSINESS –**

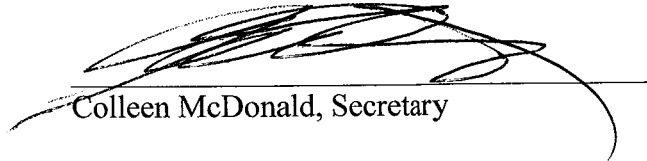
FY 2017 – 2018 Budget – The draft budget was passed out to all members. The board will review the budget and discuss at next month's meeting.

PTO Policy Compliance – Doug wanted to review the new paid sick leave policy and minimum wage. We currently have no employees making less than the new minimum wage and offer PTO that is over the required amount in the new policy. Staff does follow the guidelines and documents their daily activities on timesheets which are signed by each employee.

**11. EXECUTIVE SESSION –** No executive session.

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

The Board adjourned at 8:21 p.m.  
Respectfully submitted by,  
Linda Coronado  
Administrative Assistant  
Approved by the Co-op Board on August 19, 2017:



Colleen McDonald, Secretary