

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, September 20, 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	Greg Hamilton, Director
Jack Wheat, Treasurer	Colleen McDonald, Secretary
Micha Koepel, 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 – Westland Resources. Kara gave the board an update on the progress of the new Noel Reservoir. (See #6)

4. REVISION AND ADOPTION OF THE AGENDA

MOTION: It was moved by Greg Hamilton to approve the agenda for the September 20, 2017 board meeting with the addition of 10.3 Pima County Flood Control.

SECONDED

APPROVED

5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES

MOTION: It was moved by Colleen McDonald to approve the minutes from the board meeting on August 16, 2017.

SECONDED

APPROVED

6. NOEL RESERVOIR UPDATE – Kara gave the board a brief update on the progress of the new Noel Reservoir. Pressure testing was completed on the two pipelines installed and passed. Based upon the site drainage conditions experienced during construction, the grading plans were modified and additional hardscape needs to be added for erosion protection. Smyth proposed costs for two options. The board decided the Rip-Rap option would be the best choice and Kara agreed that would be sufficient for the site.

MOTION: It was moved by Micha Koepel to approve the Rip-Rap Only Option of Smyth's proposal for additional services at the Noel Reservoir Site dated 9/19/2017 in the amount of \$7,582.

SECONDED

APPROVED

7. OFFICER'S REPORT

7.1 PRESIDENT'S REPORT – No Report

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

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

SECONDED

APPROVED

8. ADMINISTRATIVE MANAGER'S REPORT

DNP's – There were 28 DNP's for the month of August.

Monsoon/Electrical Damage – The insurance claim submitted for the issue we encountered after the storm on August 2nd has been approved and paid. We will be replacing our old security monitor for a new system which was part of the insurance claim.

ACC Complaint – We received two complaints last month. One of the complaints resulted in sending the meter to the ACC for testing which came back within the 3% limits. The other, the customer sent a complaint to the BBB in addition to the ACC complaint. A response and documentation was sent back to the ACC and would be closing the complaint as having been resolved.

Grants – We are still waiting to hear from Tohono O'odham regarding the gaming grants. Pima County just sent a draft of the contract for 16/17 & 17/18 CDBG funds so we should be able to get that finished early in October. Linda C and Cathy attended ASU's Sustainable Cities Network Grant Workshop and received a lot of good information and great networking relationships.

Annual Audit – Heather and Skender from Ullman & Co is currently working at the office on our audit.

Annual Meeting – We are starting to prepare for our Annual Meeting on November 15th. Micha would like to discuss the roads and Cathy will be discussing the importance of the CDBG Grants and filling out our HUD surveys to verify eligibility this next fiscal year.

Toshiba Copier Lease – We have the opportunity to upgrade our copier with Toshiba. We will have no buyout and it will save us approximately \$20 per month between the lease and service agreement.

Annual Meter Service Type Report – There were 2,560 meters at the end of the fiscal year. Over the last five years, this total has fluctuated between 2,508 and 2,560. There really has been very little growth in the community.

FEMA Disaster Workshop – Cathy and Jeff attended a 2 day free workshop. They will be going over emergency response procedures with the staff.

Google Map – Linda C. did a presentation of Google Earth that is used by all staff. We will continue to update the map system information.

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

**SECONDED
APPROVED**

9. OPERATIONS MANAGER'S REPORT

- Continued with storm damage repairs thru-out the last month; valve boxes, meter boxes reset, fill in washed out areas as we find them with dirt, sand, and AB.
- F-550 and Colorado are both in for repairs. New battery for the welder and the 2011 Chevy. Fuel line replaced on the backhoe.
- Prep work for Well #6 abandonment; brush clearing and fill in wash (temporary) for access. Abandonment was completed and we are waiting on state approval/report.
- In Section 4, 8, 12, 34, and 35 we repaired mainlines and service line leaks.
- In Section 35 we did a meter stop replacement.
- Cla-Val control valve repair, PM #2 at Van Ark reservoir.
- Well #4 we disconnected and replaced the control panel.
- Map samples taken, Wells 4 & 10.
- Annual inventory completed.
- Electrical repairs were made to our hauler station.

MOTION: A motion was made by Colleen McDonald to accept the Operations Manager's Report.

**SECONDED
APPROVED**

10. UNFINISHED BUSINESS –

10.1 Roads in Service Area - Micha would like to address the road issues with the membership at our Annual Meeting. In the meantime, the board directed staff to conduct a study of problem areas and draft a letter that could be sent to members who are diverting, retarding, or obstructing the natural flow of water and costing the co-op money to repair/correct these problems in our service area. The board will review at the next meeting.

10.2 Bylaw Discussion - Cathy spoke with our attorney, Marc Simon, regarding capital credits, excess revenues, and unclaimed funds. The co-op does not pay out capital credits and unclaimed deposit refunds are sent to AZ Community Action

Assoc. as required by ARS 46-731(b). Our attorney advises we change the verbiage in the By-laws, Article XII, Paragraph 4. The board will review and discuss at the December meeting when we do our annual By-law review.

10.3 Pima County Flood Control – Micha explained how the process works with Flood Control if a homeowner receives a complaint. The board will wait to discuss this at the next meeting after receiving staff's survey.

11. NEW BUSINESS – No new business.

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

SECONDED

APPROVED

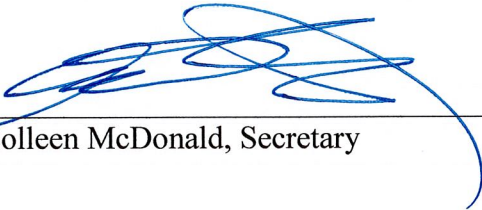
The Board adjourned at 8:29 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on October 18, 2017:



Colleen McDonald, Secretary