

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, September 21, 2016
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	Camille Julin, Vice President (via phone)
Jack Wheat, Treasurer	Greg Hamilton, Director
Micha Koeppel, Director	

Staff Members present at the meeting included:

Cathy Kuefler, Administrative Manager
Linda Coronado, Administrative Assistant

CALL TO MEMBERSHIP AND WELCOME TO GUESTS -

Gary Smyth & Thomas Thess came out to discuss the proposal for engineering and construction of the 700,000 gallon new Noel Reservoir. See unfinished business for a full report.

3. .

4. REVISION AND ADOPTION OF THE AGENDA

MOTION: It was moved by Micha Koeppel to approve the Agenda for September 21, 2016 as amended: Adding Gary Smythe to the Noel Reservoir discussion in Unfinished Business and adding the Remote Meter Policy discussion to New Business.

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 August 17, 2016.

SECONDED

APPROVED

6. OFFICER'S REPORT

PRESIDENT'S REPORT – The president did not have anything to report.

TREASURER'S REPORT – Jack 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 of August.

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

**SECONDED
APPROVED**

7. ADMINISTRATIVE MANAGER'S REPORT

DNP's – There were 48 disconnections due to non-payment in August.

Water Theft/Damage – The defendant did not show up for court on September 2, 2016 however Allen, John and Linda were subpoenaed and present. Cathy was also there to observe and spoke with the prosecuting attorney. They rescheduled the hearing for September 15, 2016. We called the prosecuting attorney to get an update, but have not heard back.

Computer System/Server – All of the files in the E-file system have now been transferred over to our new server. With this completed, our IT tech will be able to finish updating our main server and we will complete the additional back-up server in the front office, which will mirror our main server. Once that is completed we will start work on the SCADA system.

RWAA Leadership Conference – Cathy attended the conference in Prescott. They had classes on Open Meeting Laws, Security, & Asset Management.

Meter Proof Report - A Meter Proof Report is done every month for high usage after reading meters. Accounts over \$100 are reviewed to verify there is not a leak and it is normal usage. That amount has been decreased to \$75 in an attempt to try and catch more leaks and conserve water. We also started calling the customers of high usage to eliminate extra service orders for the operations team and to make the customers aware of a possible leak as soon as possible.

Annual Audit - We have been getting audit information to Heather for her visit here on the 27th and 28th. She has forwarded fraud surveys to the officers to be completed. She will pass those out to employees when she is here next week.

SAWUA Water Forum – SAWUA will host “Water Issues in Southern Arizona” on Thursday, October 27, 2016. Presenters will be discussing current water issues

impacting the state and Southern Arizona. Cathy will register any of the board members interested in attending the forum.

Tohono O'odham Grants – Our two grant requests were rejected, so Cathy is going to look into other grants that we may be eligible to receive.

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

SECONDED

APPROVED

8. OPERATIONS MANAGER'S REPORT

- Pump motor failure at Van Ark Reservoir. Repairs were made.
- Fire hydrant repair at Picture Rocks School.
- Clayton Reyher started August 17th. He is the new field staff employee and is doing well.
- Service line repairs - two in section 4, one in section 10 and one in section 20.
- Service line replacement in section 35.
- Four inch mainline repair in section 35.
- Meter programming and installation in section 1.
- Alex, Billy, and Clayton received training (and certification) for Trench Safety.
- Completed annual parts inventory
- New chlorine analyzer installed at Garcia Reservoir and pump station.

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

SECONDED

APPROVED

9. UNFINISHED BUSINESS –

Noel Reservoir – We have received two proposals that are fairly comparable for the engineering phase of Noel. Smythe Industries sent a \$17,580 proposal and Westland Resources's proposal was for \$25,900. A contract will be drafted by staff and Smythe Industries and presented to the board to review and approve at October's board meeting.

MOTION – A Motion was made by Micha Koeppel to authorize staff to draft the engineering contract with Smythe Industries for engineering services not to exceed \$20,000 for the new 700,000 gallon Noel Reservoir to be reviewed and discussed by the board at the October Board meeting.

Roads in Service Area Discussion – Doug went to the Citizens for Picture Rocks meeting that Sharon Bronson and Kim DeMarco attended. They both support road improvement and there was a discussion regarding Improvement Districts. We will look more into that.

CAP Allocation – No information on this since the contract has been signed.

Customer Request Regarding High Usage – The board will wait to discuss this pending rescheduled court hearing.

10. NEW BUSINESS –

Excessive Water Leak Policy – The board discussed an excessive water leak policy. The board directed staff to draft a policy to discuss at the next meeting.

Remote Meter Policy – The board discussed a remote meter policy. The board directed staff to draft a policy for remote meters that will be discussed at the next board meeting.

11. EXECUTIVE SESSION

MOTION: A motion was made by Jack Wheat to adjourn to the Executive Session at 8:41 p.m.

**SECONDED
APPROVED**

MOTION: A motion was made by Micha Koepfel to adjourn from the Executive Session at 9:00 p.m.

**SECONDED
APPROVED**

MOTION: A motion was made by Jack Wheat to direct staff to draft a Conflict of Interest Policy to review at the next meeting.

**SECONDED
APPROVED**

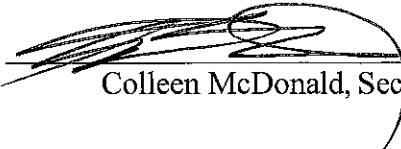
The Board adjourned at 9:04 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on October 19, 2016:



Colleen McDonald, Secretary