

**AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Wednesday, December 16, 2015
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
Colleen McDonald, Secretary	Jack Wheat, Treasurer
Greg Hamilton, Director	Micha Koepfel, 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 present.

4. REVISION AND ADOPTION OF THE AGENDA

MOTION: It was moved by Colleen McDonald to approve the Agenda for December 16, 2015 with the following addition to New Business: RFP/RFQ discussion for the Noel Reservoir from the money that is received from the CAP transfer.

**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 October 21, 2015.

**SECONDED
APPROVED**

MOTION: It was moved by Jack Wheat to approve the minutes from the Regular Board Meeting on November 18, 2015.

**SECONDED
APPROVED**

6. OFFICER'S REPORT

PRESIDENT'S REPORT – The president had nothing to report.

TREASURER'S REPORT - Jack reported that income was in excess of expenses for the month of November and there were all "yes's" on the financials for the month.

MOTION: It was moved by Colleen McDonald to approve the Treasurer's Report.

SECONDED

APPROVED

7. ADMINISTRATIVE MANAGER & OPERATIONS MANAGER'S REPORT

Hoover Power Update – Still waiting to hear from Trico who needs transmission costs from AEPCO in order to get us a response. I am told that we should have something in the next few weeks. In the meantime they had a meeting to go over the draft contract page by page and will probably continue with that based on comments the APA receives.

Community Development Block Grant – Still have not received a response from Pima County regarding where we are with our income survey that was completed. They were supposed to get information or feedback from HUD regarding whether or not it was complete enough. We are supposed to get the next grant requests in by February and would really like to have an answer before then.

Unauthorized Meter/Water Use at 6422 N. Bernice – Tried repeatedly to contact the customer via phone and mail. Service was disconnected due to non-payment and then we finally heard from the customer who wanted to get reconnected. A very generous payment agreement was made after a lot of going back and forth and then we never heard from the customer again. We will be watching that meter closely to be sure there is no tampering. Operations checked surrounding meters to be sure they were not tampered with as well.

Income Taxes and 2014-15 Fiscal Year Audit – These were all completed by Ullman & Co and forwarded to the board for review. The Internal Controls policy was updated as we do every year based on the auditor's recommendations. Doug signed the taxes and they will be sent off to the IRS and ADOR before the January 15, 2016 deadline.

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

SECONDED

APPROVED

Easement Cleaning/Maintenance – Operations has been continuing work on clearing out easements that have overgrown with all of the rain. They have also been doing DVA flushing and fire hydrant maintenance.

Service Replacements – There were four water service replacements for washed out areas in section four and three in section 20.

Well #10 – Was pulled and a video of the casing completed. It looks like it was just wore out from an incorrent/bad install from day 1. This week the casing will be brushed and bailed and then re-videoed. The parts have been ordered to rebuild the pump. Hoping it will be back in service just after the first of the year. In the meantime Well #11 is doing well after it's rehab.

OSHA/Safety Class – Jeff reported that he and Cathy attended OSHA classes and will be implementing OSHA/Safety meetings and documenting classes the staff takes.

MOTION: A motion was made by Camille Julin to approve the Operation Manager's report.

SECONDED
APPROVED

8. UNFINISHED BUSINESS

CAP Allocation Transfer – Doug had received a letter that came from ADWR regarding our transfer. It looks like they are requesting financial information from TOM to make sure they can pay for the allocation and a review of their implementation report. Things are moving forward; just slowly. Cathy will contact Asia and see what exactly needs to be done on our side.

9. NEW BUSINESS – RFQ (Request for Qualifications) & RFP (Request for Proposals)

Doug suggested we get prepared to build Noel Reservoir so there is no time lag when funds do come in. There should be no problem with sufficient funding to pay for plans now. The board was in agreement that there should be several proposals. Cathy and Jeff will look for the current Noel plans and we will leave this on the agenda to discuss further.

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

SECONDED
APPROVED

The Board adjourned at 7:41 p.m.

Respectfully submitted by,
Cathy Kuefler
Administrative Manager

Approved by the Co-op Board on January 20, 2016:


Colleen McDonald, Secretary