

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, October 26, 2016
(Rescheduled from October 19, 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
Jack Wheat, Treasurer	Greg Hamilton, Director
Micha Koeppel, 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 at the meeting.

4. REVISION AND ADOPTION OF THE AGENDA

MOTION: It was moved by Micha Koeppel to approve the Agenda for October 26, 2016.

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 September 21, 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 September and there were all “yes’s” on the financials for the month of September.

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

SECONDED

APPROVED

7. ADMINISTRATIVE MANAGER'S REPORT

DNP's – There were 35 disconnections due to non-payment in September.

Water Theft/Damage – The defendant is supposed to show up for court on November 9 at 10:00 a.m. Staff has not heard from the Sheriff’s department or prosecuting attorney with any other updates. Will follow up with them to see if we can get any other information.

Annual Audit – Heather Gordon from Ullman & Co was here getting the information necessary to complete our audit. She has followed up with the bookkeeper since then and should have a report for the board before the Annual Meeting in November.

Annual Meeting – Staff is preparing for the 40th Annual Meeting of the Board on November 16th. Customer service is working very hard on making sure all members are aware of the date and time and we are hoping to get attendance up this year.

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.

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

SECONDED

APPROVED

8. OPERATIONS MANAGER'S REPORT

- Work continued on wash-out areas.
- Well site and quarterly maintenance on pumps & motors.
- Labels and decals have been put on tanks per OSHA requirements.
- Service line repairs – one in section 4 & one in section 11.

- 2 mainline repairs, section 3 & 8.
- 2 meter stop replacements, section 3 & 34.
- Continued with new meter installs. (section 1 completed)
- Flow meter failure at Rudasill reservoir pump station. Replacement is on order.
- P.M. #2 failure at Van Ark. The electrical controls were replaced.

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

SECONDED

APPROVED

9. UNFISHED BUSINESS –

Noel Reservoir – The Smyth scope of work for engineering services was updated and it is much closer to Westland's bid. Doug was going to make a call to Kara at Westland and see if they would be willing to come down a bit. The board discussed a landscape plan and the exclusions on the Noel proposal.

Roads in Service Area Discussion – There was no information regarding the roads this month but it will be discussed at the December meeting.

CAP Allocation – No new information on the status of the transfer. The Town of Marana had not had any updates either. We did receive an invoice for the semi-annual M&I charges. That will be adjusted and TOM will pay that so they can get their water order in. AWC will not have a payment due.

Customer Request Regarding High Usage – The board will wait to discuss this pending rescheduled court hearing and information from the Sheriff's department.

Policies Discussion – The board reviewed the Remote Meter Policy that was presented by staff. Jeff Feasel explained that it is necessary to protect the system from multiple dead lines running up flag parcels and this policy would minimize potential maintenance issues and legal conflicts. Doug suggested that the sentence under "Definitions" be reworded in order to clarify the sentence to "A meter that is connected to a water main that is not directly adjacent to the parcel/property which the meter serves and/or has a private service line which crosses another parcel/property in order to provide water service".

MOTION: A motion was made by Jack Wheat to approve the Remote Meter Policy as amended.

SECONDED

APPROVED

The Leak Adjustment Policy was then presented and discussed. The board was in agreement a few things should be reworded to clarify that this policy is for excessive leaks only. The leak must be three times the normal monthly usage, have documentation that confirms it was in fact a leak and the leak was repaired. Under Adjustment goals, the first sentence will be revised to read "The goal of the policy is to provide financial relief

for unforeseen events, that can be documented, by removing the excess use off the tiered rate structure and continue to recover a cost of water rate.” The board also suggested that the Leak Adjustment Application be revised. Description of Repair will be revised to Description of the Leak and Repair and where it reads “please include documentation that leak has been repaired” add “with photos, receipts, and other relevant documents.”

MOTION: A motion was made by Micha Koeppel to approve the Leak Adjustment Policy as amended.

SECONDED

APPROVED

10. NEW BUSINESS –

No new business.

11. EXECUTIVE SESSION

The Board did not adjourn into Executive Session.

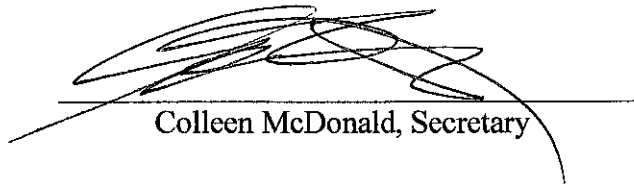
The Board adjourned at 8:18 p.m.

Respectfully submitted by,

Cathy Kuefler

Administrative Manager

Approved by the Co-op Board on December 7, 2016:



Colleen McDonald, Secretary