

**AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Wednesday, February 17, 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

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 Jack Wheat to approve the Agenda for February 17, 2016.

**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 January 20, 2015.

**SECONDED
APPROVED**

6. OFFICER'S REPORT

PRESIDENT'S REPORT – The president reported that a letter has been sent to ADWR. They requested “costs and timeframes for implementing the water supply development plans for the Town as well as AWC”. Vineetha Kartha verified it has been received, she is finishing up collecting what they need, and then they will move on to the public notice.

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

MOTION: It was moved by Jack Wheat to approve the President and Treasurer's Report.

**SECONDED
APPROVED**

7. ADMINISTRATIVE MANAGER’S REPORT

Hoover Power Update – There is a workshop on Friday, February 19th to go over the contract and get comments from customers. We still have not received costs for transmission from Trico. Cathy will follow up with them after the workshop.

Community Development Block Grant – Unfortunately we still have not received a response from Pima County regarding our survey. We did submit two new grant requests for the new fiscal year. One is for a continuance on our Aging Meter Program and the other is an Infrastructure Replacement Program.

Vehicles – CNH would not extend our lease for the backhoe, so that will be paid off which was approved by the board at the January meeting.

Service Area Roads – Cathy spoke to Kiki at Sharon Bronson’s office regarding getting help with the roads out here that are in bad condition. Kiki said if they are public roads then Pima County would have to come maintain them. She asked if I could get a list to her so Jeff and I will be going and taking pictures to forward to her and see if we can get some help repairing them.

DNP’s – There were 34 disconnections due to non-payment. It looks like we will have approximately 39 for February.

Computer Server/E-File – We have been working on cleaning up all of our files on an old system and moving them all to our main server. Last year the board had approved a three year maintenance agreement with the intent of having everything moved and no longer needing to pay for that. It is a slow process but we will have everything done by that time.

Well 9 (6830 N. Sandario) – We had an offer on Well 9 for \$15,000, \$2,500 down and carry at 5% for ten years. That offer was rejected.

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

SECONDED

APPROVED

8. OPERATIONS MANAGER’S REPORT

Picture Rocks School – Construction continues at the PR school. The new lines are in and the Bac-T sample was good. They will do the tie-in during Rodeo Break.

Well #10 – Pulled the head, put bearing on top of shaft. Bac-T sample good after doing some extra flushing on it.

Hydrant Maintenance/Flushing – The guys have been working on hydrant maintenance; line flushing and meter box cleaning.

There was a leak repair in section four and four planned repairs throughout the system. Two customers requested meter relocations.

ADWR came out and sounded the wells for static levels at the end of January.

Allen and Jeff attended a Homeland Security class. The main idea there is “If you see something suspicious, report it.”

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

SECONDED

APPROVED

9. OLD BUSINESS –

Noel Reservoir RFQ (Request for Qualifications) & RFP (Request for Proposals)

Jeff has someone from Smythe Steele coming out next week to look at Noel and will report on that next month.

10. NEW BUSINESS -

Vehicle Leases – In the past the vehicle leases were paid with higher monthly payments and then at term had more equity which we just put back into the general fund instead of rolling it into the next lease. Doug just wanted to have a conversation regarding that and see if anyone had other thoughts. At this time we will leave it as it has been.

Administrative and Operations Managers’ Reviews – March 18th will mark one year for Jeff and Cathy in their positions as managers. Jack, Greg, and Camille will complete their evaluations.

MOTION: A motion was made by Greg Hamilton to adjourn.

SECONDED

APPROVED

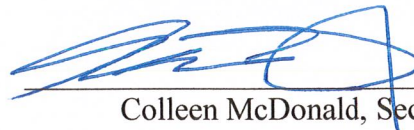
The Board adjourned at 7:37 p.m.

Respectfully submitted by,

Cathy Kuefler

Administrative Manager

Approved by the Co-op Board on March 16, 2016:



Colleen McDonald, Secretary