

**AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Wednesday, October 21, 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 6:57 p.m.

2. ROLL CALL

Board Members present at the meeting included:

Doug Schneider, President	Jack Wheat, Treasurer
Colleen McDonald, Secretary	Micha Koeppel, Director
Warren Thompson, Director	Eugene Boettcher, Director (Via telephone)

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 Warren Thompson to approve the agenda for the meeting on October 21, 2015.

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

MOTION: It was moved by Micha Koeppel to approve the Treasurer's Report.

**SECONDED
APPROVED**

7. ADMINISTRATIVE MANAGER & OPERATIONS MANAGER'S REPORT

Hoover Power Update – We are waiting to hear back from Trico regarding the survey they are doing on our accounts to be sure the 100 kW allocation Avra has received will have a financial benefit to the co-op. Trico is in support of Bill Crediting and also said that they will take care of all Hoover Power transmission and will not need any support from APA.

Letter from the ACC Regarding Docket No. AU-00000A-15-0309 – We received a letter from two ACC commissioners requesting that "public service corporations and unregulated entities that appear before the commission agree to voluntarily refrain from making campaign contributions in support of or in opposition to Corporation Commission candidates". The Board has received a copy of the letter and they and management are all aware of the request. Cathy will respond with a letter to that effect.

Community Development Block Grant – We have verified that the Target Area that was selected to receive new meters from the Community Development Block Grant does qualify based on the low to moderate income levels established by HUD. That information was submitted to Pima County who notified us that HUD may require more information in order for us to receive a contract and funds. We are now waiting to hear back from Pima County to see what they can do to help us get this completed.

Meter Service Type Report – We finished the fiscal year with 2,525 active connections. That number does not really fluctuate during the year. Our total of active and non-active connections is 2,795. The operations techs are checking these inactive meters quarterly to verify that they have not been tampered with or turned on without our knowledge. A check was just completed the first week of October and no meters had been touched.

Unauthorized Meter/Water Use at 6422 N. Bernice – Cathy reported that this meter was disconnected and final billed in 2013. A new homeowner/tenant never came in at that time to re-establish service. In February of 2015, one of our techs noticed the lid was off on the meter box while driving through the area and contacted the office to see if the water should be on. He was advised that it should not and so the meter was shut off and pin locked. In September the homeowner came in to establish service and had the deed to the home stating it had been in her name since 2013. When the water was connected for the customer, we realized there had been 1,195,000 gallons of water used since 2013. The ACC was notified of the situation and they verified it is the property owner's responsibility to pay for the water and legal action may be taken. Staff will contact the customer.

Well #11 – The well failed on 9-14-15. The pump was rebuilt, shaft and column pipe were replaced as needed and the casing was videoed and verified to be in good condition. It is now back in operation and doing well. Now that weather is cooler and production decreased, staff will work on Well 10.

Easement Cleaning – Operations has been working on clearing out easements that have overgrown with all of the rain. They will continue this as time allows.

Chlorine Sampling - Met with Arizona Department of Health Services on chlorine sampling procedures. A plan was written up and submitted to them and field staff has been trained on test procedures.

NEW EPA Rules and Regulations – EPA will be revising the Coliform rules and regulations. As more updates and workshops come up, eventually all staff will be attending.

Main Line Extension – Jeff has been working with MUSD’s engineers on the new school addition that is proposed to be completed next summer. He and Cathy have also been updating the mainline extension paperwork and handouts.

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

SECONDED

APPROVED

8. UNFINISHED BUSINESS

CAP Allocation Transfer – The joint letter to the Director of ADWR regarding the transfer of our 808 acre feet of CAP water being transferred to the Town of Marana has been completed and a signature is required from our President and the Town’s Director of Water, John Kmiec in order to send that off. The Marana City Council has approved their resolution to move forward with this project. Once this letter goes out we will be looking at a two year time frame for the transfer to be completed.

MOTION: A motion was made by Jack Wheat to direct the President to sign the joint letter addressed to Arizona Department of Water Resources.

SECONDED

APPROVED

MOTION: A motion was made by Warren Thompson to approve Board Resolution 15-1 Authorizing the Transfer of 808 Acre-Foot CAP Allocation to the Town of Marana.

SECONDED

APPROVED

CAD Update – Jeff showed the Board the updated version of the CAD maps. The operations team usually updates these maps on the hard copies but it was suggested by Doug and Warren that staff look into doing these updates with Adobe Acrobat or researching information on a GIS system. Another option would be to see about having this done by a U of A student in the GIS Certificate Program.

9. **NEW BUSINESS** – No new business.

MOTION: A motion was made by Eugene Boettcher to adjourn.

SECONDED

APPROVED


The Board adjourned at 7:52 p.m.

Respectfully submitted by,

Cathy Kuefler

Administrative Manager

Approved by the Co-op Board on December 16, 2015:



Colleen McDonald, Secretary