

**AVRA WATER CO-OP, INC.**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES Wednesday, August 15, 2018**  
**7:04 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 7:04 p.m.

**2. ROLL CALL**

Board Members present at the meeting included:

Doug Schneider, President	Micha Koeppel, Director
Camille Julin, Vice President	Greg Hamilton, Director
Colleen McDonald, Secretary	Keith Winans, Director

Staff Members present at the meeting included:

Cathy Kuefler, Administrative Manager  
Linda Coronado, Administrative Assistant  
Sal Madrid, Operations Superintendent

**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 Keith Winans to approve the Agenda for August 15, 2018.

**SECONDED**  
**APPROVED**

**5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES**

**MOTION:** It was moved by Camille Julin to approve the minutes from the Regular Board Meeting on July 18, 2018.

**SECONDED**  
**APPROVED**

**6. OFFICER'S REPORT**

**6.1 PRESIDENT'S REPORT – No report.**

**6.2 TREASURER'S REPORT –**The administrative manager reported that income was in excess of expenses for the month of ~~June~~ and there were all "yes's" on the financials for the month. *July*

**MOTION:** It was moved by Greg Hamilton to approve the Treasurer's report.

**SECONDED**  
**APPROVED**

## 7. ADMINISTRATIVE MANAGER'S REPORT

**2018/2019 FY Budget** – See unfinished business.

**AZ Water Loss Program** – We received a grant through WIFA to participate in the AZ Water Loss Program. The program is being sponsored by WIFA and ADWR. They had their kickoff on August 13<sup>th</sup>. We will collect water loss data for them which is due in November and they will provide training and technical assistance on the AWWA M36 water audit and loss control method.

**Annual Audit** – Heather from Ullman & Company will be out in September for our annual audit. Our bookkeeper will be changing companies and we will continue with her services at the same rate for the new company.

**Computers/Servers** – Our two backup servers for SCADA and the main system have been installed. A new computer tower was put in the front customer service office with a monitor for staff to view the security cameras.

**Asset Management** – Staff will be participating in a webinar with experts helping small systems with questions regarding expanding/improving asset management programs.

**Employee Handbook** – Staff will review the handbook and address changes regarding sick leave, part time employees, and certification reimbursements policy.

**MOTION:** A motion was made by Colleen McDonald to approve the Administrative Manager's report.

**SECONDED**

**APPROVED**

## 8. OPERATIONS SUPERINTENDENT'S REPORT –

- Three bid proposals were received for the Calvin/McAfee Project. The board reviewed, discussed, and staff will contact Desert Earth to move forward on a contract.
- Operations replaced 100 ft. of copper line that goes to the chlorine generator and the Shark at Garcia.
- Completed cleaning out the area for our new utility shed and relocated the small shade port for our pipes.
- Continued flushing dead end lines throughout the system and discovered more storm damage issues after meter reading that have been repaired.

**MOTION:** A motion was made by Keith Winans to direct staff to prepare a contract with Desert Earth for construction of the Calvin/McAfee Water Main Extension based on their proposal dated July 30, 2018.

**SECONDED**

**APPROVED**

**MOTION:** A motion was made by Micha Koeppel to approve the Operations Superintendent's reports.

**SECONDED**

**APPROVED**

**9. UNFISHED BUSINESS –**

**2018/19 Budget Discussion** – The 2018-19 budget was in-line with prior years. There was an increase in operations salaries as we have more experienced operators, electric has increased with the new reservoir, contract services for operations has increased due to the necessity of doing arc-flash studies and maintenance of our telemetry, and administrative service increased for computer net support. The board discussed making our part time employee a full time employee to assist both admin and ops at the current rate of pay with all the benefits of a full time employee.

**MOTION:** A motion was made by Micha Koeppel to approve the budget with the revisions as discussed.

**SECONDED**

**APPROVED**

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

**MOTION:** A motion was made by Micha Koeppel to adjourn.

**SECOND:**

**APPROVED**

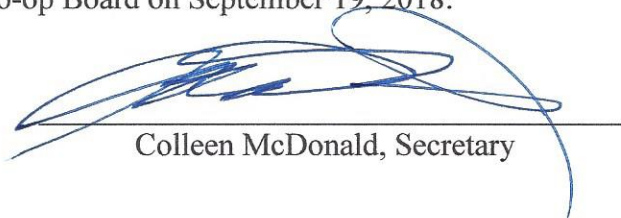
The Board adjourned at 8:07 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on September 19, 2018:



Colleen McDonald, Secretary