

**AVRA WATER CO-OP, INC.**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES Wednesday, October 17, 2018**  
**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	Keith Winans, Director
Jack Wheat, Treasurer	Camille Julin, Vice President (via phone)
Colleen McDonald, Secretary	Greg Hamilton, Director

Staff Members present at the meeting included:

Cathy Kuefler, Administrative Manager  
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 Greg Hamilton to approve the Agenda for October 17, 2018.

**SECONDED**  
**APPROVED**

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

**MOTION:** It was moved by Keith Winans to approve the minutes from the Regular Board Meeting on September 19, 2018.

**SECONDED**  
**APPROVED**

**6. OFFICER'S REPORT**

**6.1 PRESIDENT'S REPORT –** Doug discussed S.3021 – America's Water Infrastructure Act of 2018. We will benefit by utilizing the grants the state programs such as WIFA and ADWR will provide, more monitoring for unregulated contaminants, and improved CCR's.

**6.2 TREASURER'S REPORT –**The Treasurer 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 Greg Hamilton to approve the Treasurer's report.

**SECONDED**  
**APPROVED**

## 7. ADMINISTRATIVE MANAGER'S REPORT

**Customer Leaks/High Usage Report**– There were many leaks this month both with members and on our lines. One in particular had a 10 gpm leak and we could not contact them because the contact information was not updated. We can't stress enough the importance of customer updates.

**Employee Handbook** – The changes were forwarded to the attorney for review. They do have a few questions and will get back to us after review.

**Employee Reviews** – Tammy and Clayton both received their annual reviews this month.

**AZ Water Loss Audit** – Started getting data together for the audit. The deadline is November 17<sup>th</sup>.

**Annual Audit** – Field work is complete and we just forwarded the final request for information. Should have a draft in early November.

**PR Community Center** – Tammy did a presentation at the Picture Rocks Community Center. She made sure to encourage members to come to the annual meeting, shared conservation information and handouts, and discussed the unregulated contaminants that were found in some of Marana's wells.

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

**SECONDED**

**APPROVED**

## 8. OPERATIONS SUPERINTENDENT'S REPORT –

- Met with Rancho de Conejo regarding an emergency connection while one of their wells is being repaired. Explained that at this time based on time and cost, the best route would be to haul water to their reservoir and we set them up with a connection to haul from if necessary that is closer to their site on Orange Grove.
- Utility shed – the concrete forms are in and first two inspections passed. All of the materials were dropped off on the 16<sup>th</sup> and framing has started.
- Calvin/McAfee Project – Broke ground on the 9<sup>th</sup> and are averaging 250-300 feet of pipe per day. We anticipate the lines to be complete and ready for pressure test and bac-T in approximately three weeks.
- 6" main line leak in section 3 and another in section 20.
- A new power converter and fan was replaced on the chlorine generator. We hope to keep it going until next year, but we may have to look into replacing and/or expanding the chlorine shed as well as the reservoir to allow for longer storage when issues arise. Staff will look into costs.

**MOTION:** A motion was made by Keith Winans to approve the Operations Superintendent's report.

**SECONDED**

**APPROVED**

**9. UNFISHED BUSINESS –**

**Upgrades for Office Lots** – We will discuss this at December’s meeting, when Micha is in attendance.

**Request for Qualifications (RFQ) for On-call Engineering & Surveying Services** – After doing some research, now is probably not a good time to pursue this as there are not a lot of projects coming up that would require it. The board did feel that staff should continue to get competitive proposals whenever possible.

**10. NEW BUSINESS** – There was no new business.

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

**SECOND:**

**APPROVED**

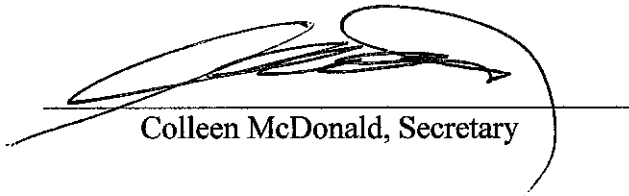
The Board adjourned at 8:07 p.m.

Respectfully submitted by,

Cathy Kuefler

Administrative Manager

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



Colleen McDonald, Secretary