

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, September 19, 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	Keith Winans, Director
Camille Julin, Vice President	Jack Wheat, Treasurer (via phone)
Colleen McDonald, Secretary	

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 Camille Julin to approve the Agenda for September 19, 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 August 15, 2018, with the correction in the Treasurer's report stating "income in excess of expenses for the month of July" instead of June.

SECONDED
APPROVED

6. OFFICER'S REPORT

6.1 PRESIDENT'S REPORT – No report.

6.2 TREASURER'S REPORT –The Treasurer reported that income was in excess of expenses for the month of August and there were all "yes's" on the financials for the month.

MOTION: It was moved by Camille Julin to approve the Treasurer's report.

SECONDED
APPROVED

7. ADMINISTRATIVE MANAGER'S REPORT

Asset Management – Participated in a webinar on August 30th. They recommended starting small and focusing on utilizing the information you have verses software.

Employee Handbook – A copy of the recommended changes to the Employee Handbook was given to the board for review. The suggested changes were made to sick leave for part time employees, bereavement leave benefits, and the certification reimbursements policy.

High Usage Customer – We had a customer with high usage two months ago. We reviewed his account and the usage was outside of the 30 day period to pull data. This was explained to him. It would appear something was left on for a period of time, but without that data we can't show that. We will keep an eye on his account for the next three months.

Utility Shed – We received approval for the building permit and the concrete contractor will be here next week to start pouring. Harris Steel will start once the concrete is poured and inspections are complete.

Customer Emergency Notification – Participated in a webinar with Swift Reach 911. It is an emergency notification app that would reach our members within minutes of an emergency. We will look into the different plan options.

Conferences – Tammy will be attending a Water Conservation Conference and will have lots of information to share at this year's annual meeting. Billy will be attending the Tri-State conference this year.

MOTION: A motion was made by Keith Winans to approve the changes to the Employee Handbook as amended pending review of legal counsel.

SECONDED

APPROVED

8. OPERATIONS SUPERINTENDENT'S REPORT –

- We had several leaks/service repairs this month on Orange Grove, Pale Stone and Paradise View.
- Inventory was completed for this fiscal year.
- One of our Fire Hydrants disappeared and had to be replaced.
- Continued flushing dead end lines throughout the system.

- Calvin/McAfee Project – Moving forward with Desert Earth Contracting, LLC. We received two proposals for Construction Observation Services. Sal call and spoke with Westland Resources to see if they would be willing to come down on their proposal and we will move forward on the project with them.

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

SECONDED

APPROVED

9. UNFISHED BUSINESS –

Upgrades for Office Lots – We will discuss this at next month's meeting, when Micha is in attendance.

Calvin/McAfee Project – Discussed in Operation Superintendent's report.

MOTION: A motion was made by Camille Julin to authorize staff to sign the amended proposal by Westland Resources for the Construction of Observation Services for the 6" McAfee Water Main Extension.

SECONDED

APPROVE

10. NEW BUSINESS –

Request for Qualifications (RFQ) for On-call Engineering & Surveying Services- Doug recommended researching RFQ's. Staff will look into that and report next month.

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

SECOND:

APPROVED


The Board adjourned at 8:13 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on October 17, 2018:



Colleen McDonald, Secretary