

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, March 18, 2020
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 7:05 p.m. via telephone conference call

2. ROLL CALL

Board Members present included:

Doug Schneider, President	Micha Koeppel, Director
Jack Wheat, Treasurer	Keith Winans, Director
Colleen McDonald, Secretary	Dayv Marlow, Director

Staff Members present at the meeting included:

Cathy Kuefler, Admin Mgr	Sal Madrid, Ops Mgr
Linda Coronado, Admin Ass	

3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS –

Deb Marlow was a guest via telephone.

4. REVISION AND ADOPTION OF THE AGENDA

MOTION: It was moved by Keith Winans to approve the agenda for March 18, 2020.

SECONDED
APPROVED

5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES

MOTION: It was moved by Micha Koeppel to approve the minutes from the Regular Board Meeting on February 19, 2020.

SECONDED
APPROVED

6. OFFICER'S REPORT

PRESIDENT'S REPORT – Doug discussed the COVID-19 notice posted on our website.

TREASURER'S REPORT – The Treasurer reported that income was in excess of expenses for the month of February. There were all “yes’s” on the financial report.

MOTION: It was moved by Micha Koeppel to approve the Treasurer’s report.

SECONDED
APPROVED

7. ADMINISTRATIVE MANAGER'S REPORT

COVID-19 Outbreak – Discussed under new business.

GPS Mapping – The meeting with Westland has been postponed.

CDBG Grant – We are waiting to receive the signed 19/20 contract to purchase new meters. Pima County is doing their annual Fiscal and Procurement Monitoring audit.

Legislative Reports – We will keep board updated via email.

ADEQ Tucson Workshop – The workshop scheduled for April 8th & 9th has been cancelled.

Audit – We have submitted our Workman's Comp, Liability Insurance, and Pima County Grant audits.

Newsletters – Our Mission Statement has been in our quarterly newsletter and somehow the PR Digest put an ad in their March newsletter that was not Tammy's ad. Not sure who decided to take the initiative to write that for us, but we will make sure that it is her ad in the future.

Annual Reports – The ADOR Property Tax and ADWR annual reports are ready to mail. We are still working on the ACC report.

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

SECONDED

APPROVED

8. OPERATIONS MANAGER'S REPORT

- Well #11: The top bearing needed to be replaced, Best Way Electric came down and pulled the motor. We hope to get it next week. They also removed the old sanitary seal and resealed the well.
- Well #4 Installed and rewired the flow meter.
- C12 generator replaced the float valve and did maintenance.
- Leak in section 35. New service install in section 1.
- SCADA: We found the old laptop with the SCADA programing. Learned how to reprogram the radio for LAY. Wunderlich will be out March 30th.
- We are remodeling the front office bathroom.
- NPL has been slowing down so we haven't received as many blue stakes.

MOTION: A motion was made by Keith Winans to accept the Operations Superintendent's Report.

SECONDED

APPROVED

9. **UNFISHED BUSINESS** – There was no unfinished business.

10. **NEW BUSINESS** –

COVID-19 – Due to the developing cases in Pima County, Cathy spoke with staff to discuss the importance of keeping workspaces, office, vehicles and all areas clean. Hand washing is encouraged constantly, good hygiene, and remaining at home if there is any sign of illness. Front office has been closed and we are encouraging phone or on-line assistance for bill paying or new service. Customer can also leave payments in our new secure drop box that can be accessed 24 hours a day. Website has been updated and a letter will go out to the membership.

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

**SECONDED
APPROVED**

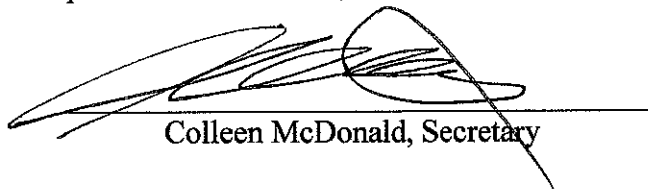
The Board adjourned at 7:43 p.m.

Respectfully submitted by,

Cathy Kuefler

Administrative Manager

Approved by the Co-op Board on March 18, 2020:



Colleen McDonald, Secretary