

**AVRA WATER CO-OP, INC.**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES Wednesday, May 20, 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 7:02 p.m. via video conference.

**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
Camille Julin, Vice President	

**Staff Members** present at the meeting included:

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

**3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS** – Chuck Powell and Nahide Aydin were in attendance from Westland Resources and gave a brief overview of ERSI's new utility mapping platform. (See Administrative Manager's Report)

**4. REVISION AND ADOPTION OF THE AGENDA**

**MOTION:** It was moved by Micha Koeppel to approve the agenda for May 20, 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 April 15, 2020 and the Special Meeting on April 29, 2020.

**SECONDED**  
**APPROVED**

**6. OFFICER'S REPORT**

**PRESIDENT'S REPORT** – Recommended the need to continue to be diligent about COVID-19 recommendations to keep staff and the system safe and healthy.

**TREASURER'S REPORT** – The Treasurer reported that income was in excess of expenses for the month of April. There were all "yes's" on the financial report.

**MOTION:** It was moved by Keith Winans to approve the Treasurer's report.

**SECONDED**  
**APPROVED**

**7. ADMINISTRATIVE MANAGER’S REPORT**

**COVID-19 Data-** Our SAWUA lobbyist continues to update us on cases, deaths, and testing. We will keep the front locked as we move into the next few weeks to see how cases go. Staff is disinfecting daily and given additional masks we received from AZ Warn.

**COVID-19 Related Webinars/Meetings** – Participated in A.C.C. open meetings and webinars that have included Credit, Collections, and Financial Impacts on Water Utilities, as well as Re-opening and Returning to Normal for Utilities. We will continue to direct our customers with past due balances to available utility payment assistance.

**2019 Nissan Frontier** –We received our new truck for the operations department.

**Meter Tampering** – We came across evidence of meter tampering. The Sheriff’s Department was contacted and a case number generated. The meter was locked off and the ACC contacted for direction. We did as instructed, spent two days gathering information and writing a response to the complainant as well as the ACC.

**CDBG Grant** – Looks like we will receive \$15, 000 for meters this next fiscal year.

**Water Quality Report** – Will be finished and posted by the July 1<sup>st</sup> deadline.

**GIS Mapping/ARC GIS** –Westland is willing to work with us and build our mapping network at no cost if we allow them to use it for marketing. ESRI is the leader in utility mapping and is compatible with our SCADA system, can detect leaks, help with asset management, follow maintenance schedules, and so much more.

**MOTION:** A motion was made by Jack Wheat for staff to return with a Memorandum of Understanding with Westland Resources on the development of the GIS model of Avra Water Co-op system, so that the board can review and sign.

**SECONDED  
APPROVED**

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

**SECONDED  
APPROVED**

**8. OPERATIONS MANAGER’S REPORT**

- Workshop – trenched, ran, and installed wire for cameras and alarm system, installed new cooler, ran water to shop and cooler, received and constructed shelving for all inventory.
- We had two leaks in Section 20 & Section 3.
- Installed 168 meters in Section 34.
- Poured concrete in two meter boxes where there was an issue with garbage trucks hitting them.
- Trenched, installed new water and wire lines for the new chlorine system which is now up and running at Well #4.
- Replaced a motor saver at Well #10 & cleaned up at the Noel site.
- Opportunity to purchase 89 old style MXUs that will be upgraded in the MXU program and installed to help the reading system become more efficient.
- Quarterly maintenance has been completed.

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

**SECONDED**

**APPROVED**

**9. UNFISHED BUSINESS**

**9.1 COVID-19 Discussion** – Discussed in Administrative Manager's Report.

**10. NEW BUSINESS** – None

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

**SECONDED**

**APPROVED**

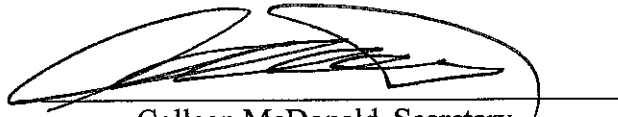
The Board adjourned at 8:37 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on June 17, 2020:



Colleen McDonald, Secretary