

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, June 17, 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 7:04 p.m. via video conference.

2. ROLL CALL

Board Members present included:

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|-------------------------------|-----------------------------|
| Doug Schneider, President | Micha Koeppel, Director |
| Jack Wheat, Treasurer | Colleen McDonald, Secretary |
| Camille Julin, Vice President | Dayv Marlow, Director |

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 – No guests.

4. REVISION AND ADOPTION OF THE AGENDA

MOTION: It was moved by Micha Koeppel to approve the agenda for June 17, 2020.

SECONDED

APPROVED

5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES

MOTION: It was moved by Dayv Marlow to approve the minutes from the Regular Board Meeting on May 20, 2020 and the Special Meeting on June 3, 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 May. There were all “yes’s” on the financial report.

MOTION: It was moved by Dayv Marlow 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. The numbers continue to rise, so we will continue doing business by phone and email. Staff is disinfecting daily and were given additional masks we received from AZ Warn.

COVID-19 Related Webinars/Meetings – Continued to track ACC rules/requests regarding COVID, City of Tucson COVID 19 Impacts for Small Businesses, & AWWA Financial Impacts for Water Utilities.

GIS Mapping/ARC GIS – The MOU was changed to Proposal for Services and the acceptance letter was sent to Westland. We had our kick off meeting Friday and Theron has already started pulling As-builts, forms, and attributes we want to include in the system.

CDBG Grant – We received \$20,000 for meters installed for last fiscal year and are waiting for a letter for the new fiscal year.

Water Quality Report – Our draft was sent to our DEQ rep for quick review, will note the 3rd Quarter MRDL that was submitted late, and once we get an okay back, it will be posted on the website and sent off to anyone who requests a paper copy.

WMA Water Conservation Grant – Sal presented to the GUAC committee on the 15th. The Tucson AMA had 9 applicants submit applications and there were approximately \$300,000 allocated for our AMA. We hope to hear their decision soon.

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

SECONDED

APPROVED

8. OPERATIONS MANAGER'S REPORT

- We had two new service installs in Section 9 and one leak at Lak-a-Yucca.
- Removed old stand pipe at Picture Rocks Reservoir to avoid any future issues due to being right next to the road by the tire shop.
- Repaired the flow meter at Well 4, cleaned up and organized around the sites and office facilities.
- Cameras and alarm system have been installed at the workshop and throughout the whole facility.
- Inventory has been completely moved over to the workshop. We are now cleaning up and redeveloping a new logging/inventory system.

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

SECONDED

APPROVED

9. UNFINISHED BUSINESS

9.1 COVID-19 Discussion – As COVID numbers continue to grow and now that the governor has given local governments the green light to set their own rules regarding masks, the board would like to see that masks are worn by all employees consistently and whenever possible the operations team drive separate vehicles. Keeping staff healthy is vital to keep the co-op running. Staff will have a meeting first thing in the morning to discuss this.

9.2 New Chlorination System Update – The new system is to be installed on the 25th, meanwhile the trenching and piping is almost completed in preparation of the new

install. Our Rep will be out to help and train along with a representative from the company at install.

10. NEW BUSINESS –

10.1 FY2020/2021 Budget Discussion – The budget draft was completed and emailed to the board. The only big change will be in Chemicals for Water Treatment as we will be purchasing the chlorine tablets monthly. The board will review and let staff know of any changes prior to next month's meeting.

10.2 Disconnections for Non-Payment & Late Fees – The ACC recommends but is not requiring small utilities to not do disconnections at this time. We have been calling all of our delinquent customers and started Blue Tagging in lieu of disconnecting which has been helpful. April had a 3% decrease in sales and 4% decrease in accounts receivable. May saw sales shoot up 25% and we will have an A/R figure when we bill on July 1st. The government has allocated money for utility assistance, but it is specifically for electric and gas. Members can find a list of utility assistance programs on our website and we let them know when they call as well.

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

SECONDED

APPROVED

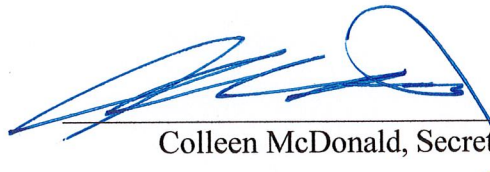
The Board adjourned at 7:46 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on July 15, 2020:



Colleen McDonald, Secretary