

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, July 15, 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 7:07 p.m. via video conference.

2. ROLL CALL

Board Members present included:

Doug Schneider, President	Micha Koeppel, Director
Jack Wheat, Treasurer	Colleen McDonald, Secretary
Camille Julin, Vice President	Dayv Marlow, Director
Keith Winans, 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 Colleen McDonald to approve the agenda for July 15, 2020.

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 June 17, 2020.

SECONDED
APPROVED

6. OFFICER'S REPORT

PRESIDENT'S REPORT – The president had no report.

TREASURER'S REPORT – The Treasurer reported that income was in excess of expenses for the month of June. 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. We had an employee whose partner tested positive yet his test was negative. He started the quarantine process but was symptomatic himself. Followed the CDC guidelines for quarantine and then for returning to work after testing positive and/or having the virus. He remains out, but will return once protocol has been completed. Staff is disinfecting daily, wearing masks, and temperatures are taken daily. Doug thought it might be a good idea to adopt some kind of policy for Non-essential Business Travel for Employees during this pandemic.

COVID-19 Related Webinars/Meetings – EPA had a webinar regarding Federal Funding for Water Utilities and at this time there is not a lot available, however the CARES Act did allocate funds to local government for Individuals to get assistance for essential services such as rent and utilities. Customer service is encouraging customers to follow up on that. Many churches, community centers, and the AZ Community Action Association can be helpful as well.

GIS Mapping/ARC GIS – We are having weekly meetings on the new GIS project. We purchased a GIS surveyor to get coordinate information for accurate numbers and Theron is working on cleaning those up. Linda is able to print reports from the billing software that export directly into the new software so that has been helpful. Westland is presenting the project at the AZ Geographic Information Council in October.

CDBG Grant –We received confirmation that we are getting \$15,000 for our Meter Replacement Project. We expect the contract to be ready in the spring.

Water Quality Report – Was approved by our DEQ representative and posted on the website before the July 1st due date.

WMA Water Conservation Grant – Unfortunately we did not receive funds from the grant but the response was positive and in the end the council did not feel there was enough “bank for the buck”. Hopefully we get another opportunity to try again.

Annual Meeting – Cathy brought up the need to discuss moving the November meeting to a virtual platform. The board felt that would be very appropriate and wanted to make sure there could be some kind of pre-meeting training to help it go smoothly. Staff will start working on that and report back.

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

**SECONDED
APPROVED**

8. OPERATIONS MANAGER’S REPORT

- We had two leaks. The mainline leak on Mars was a big one that lost approximately 100,000 gallons of water. The line had a six foot crack in it that decided to open up.
- Inventory is almost complete. The shelving and bins are organized, numbered, and all in one place. Will be much easier to get counts, order, and organize.
- Reinstalled a service on Massingale where we had problems with theft in the past.
- SCADA – had our engineers out installing and programming the radios.

MOTION: A motion was made by Colleen McDonald to accept the Operations Superintendent’s Report.

**SECONDED
APPROVED**

9. UNFISHED BUSINESS

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

9.2 New Chlorination System Update – The installation is complete and running well.

9.3 FY2020/2021 Budget – The board felt the budget was very much in line with last year's. Dayv suggested we add some money to the marketing account as we may have to do more marketing as we move through COVID. That will be increased an additional \$2,000.

MOTION: A motion was made by Micha Koeppel to accept the 20/21 Fiscal Year Budget with the amendment suggested by Dayv Marlow.

SECONDED

APPROVED

10. NEW BUSINESS – There was no new business.

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

SECONDED

APPROVED

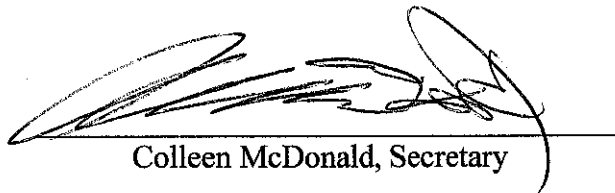
The Board adjourned at 7:58 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on August 19, 2020:



Colleen McDonald, Secretary