

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, August 19, 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 7:03 p.m. via ZOOM video conference.

2. ROLL CALL

Board Members present included:

Doug Schneider, President	Micha Koeppel, Director
Jack Wheat, Treasurer	Keith Winans, Director
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 Jack Wheat to approve the agenda for August 19, 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 July 15, 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 July. 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- Staff continues to take extra caution and follow CDC guidelines regarding COVID-19.

COVID-19 Related Webinars/Meetings – We contacted Sharon Bronson’s office regarding the funds allocated to individuals through the CARES Act for utility assistance. They said anyone can apply through the Pima County website and to refer any customers to their office for assistance. Other assistance is posted on our website and we are encouraging struggling customers to follow up on these programs.

GIS Mapping/ARC GIS – Everything is moving along nicely. Westland had a meeting with ESRI regarding a platform for smaller utilities such as ours, and they were very excited about that. We are still on track to go live by the end of September.

ERP/VA - ADEQ is offering free technical assistance to help small systems comply with USEPA requirements regarding Risk and Resilience Assessments and Emergency Response Plans. We were able to take advantage of this opportunity and will set up a meeting with the consultant for next month.

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 mainline breaks. One was on Sunset Valley Trail on the Peak, the other was at the Chair. Desert Earth is currently replacing and lowering a section of the line at the Chair, and staff replaced a section of the line at the Peak.
- There were four service line leaks and we put in four new services.
- Inventory/stocking/coding has been completed. Tracking and locating supplies is much easier. We will now be looking at purchasing supplies in bulk instead of as needed to lower our overall cost of supplies and ensure we have supplies available.
- SCADA – Wunderlich completed Rudasill & Van Ark. They will be starting at Garcia next week. This is the last site to be upgraded and then we will transfer to the new platform.
- We ran two new conduits going from the PLC panel to the chlorine shed for the SCADA upgrade.

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

**SECONDED
APPROVED**

9. UNFISHED BUSINESS

9.1 COVID-19 Discussion – Customers continue to be understanding and cooperative.

We are continuing to do business via email or by phone which has been running smoothly.

9.2 Nonessential Travel Policy – A draft of the memo was included in the board packet for board review. Currently there is not really any business travel as everyone has shifted to virtual conferences and meetings. Memo was acceptable and staff will distribute.

9.3 Disconnections for Non-Payment – There were 91 calls made to past due customers this month and 31 blue tags delivered in lieu of disconnects this month.

10. NEW BUSINESS –

10.1 Virtual Annual Meeting – We will be having the Annual Meeting virtually through Zoom this year. A notice will go out to customers with the September billing as a headline on the newsletter to “Save the Date”. We will treat the next two meetings as webinars to practice and be prepared for the actual event.

MOTION: A motion was made by Micha Koeppl to adjourn.

SECONDED

APPROVED

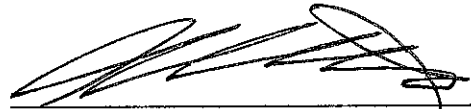
The Board adjourned at 7:55 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on September 16, 2020:



Colleen McDonald, Secretary