

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES Wednesday, September 16, 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
Colleen McDonald, Secretary	

Staff Members present at the meeting included:

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

3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS – There were no guests.

4. REVISION AND ADOPTION OF THE AGENDA

MOTION: It was moved by Dayv Marlow to approve the agenda for September 16, 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 August 19, 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 August. There were all “yes’s” on the financial report.

MOTION: It was moved by Colleen McDonald 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.
GIS Mapping/ARC GIS – Everything is going well, the Westland engineer is reviewing. Theron is working on cleaning up the coordinates and adding meters to the mains.
New Phone System – We purchased a new phone system that will be installed in the next week or two.
2019/2020 Fiscal Year Audit – We will be doing the audit virtually this year in October. Heather will have it completed in time for our Annual Meeting.
Annual Meter Service Type Report – Included in the back of the board packet.
ACC Commission Inquiry in to DNP’s from all A, B & C Utilities – Discussed under new business.
Annual Meeting – Discussed under new business.

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

8. OPERATIONS MANAGER’S REPORT

- Construction completed at the Chair by our contractor and the Peak was completed by our operation’s team.
- No leaks to report this month.
- We installed another new trickle charger at Noel.
- Cleaned out boxes and installed new MXU’s in Section 4 & 12.
- Catching up on organizing supplies and cleaning out trucks
- SCADA – Wunderlich was out and completed Garcia. They also transferred all of the radios to ethernet and we are currently on the new platform.
- Operations team has started spraying and cleaning up sites. Sal requested approval to purchase a dump trailer to help with the cleaning of easements.

MOTION: A motion was made by Keith Winans to approve \$11k for the purchase of a trailer for AWC operations department use.
SECONDED
APPROVED

MOTION: A motion was made by Dayv Marlow to accept the Operations Manager’s Report.
SECONDED
APPROVED

9. UNFISHED BUSINESS

- 9.1 COVID-19 Discussion** – Staff continues to take extra caution and follow CDC guidelines and everything is running smoothly.
- 9.2 Disconnection for Non-Payment** – The ACC has been very involved in DNPs for utilities throughout COVID. They have requested information from us and will have a discussion at the next open meeting. In addition to our response, WUAA has sent in a response on behalf of its members for us. There were 91 calls made to past due

customers this month and 31 blue tags delivered in lieu of disconnects. We do anticipate doing DNP's next month.

9.3 Virtual Annual Meeting Discussion– There will be a practice webinar next month which will include registering before being able to enter the meeting. Staff continues to have practice webinars in preparation.

10. EXECUTIVE SESSION

MOTION: A motion was made by Micha Koeppel to enter into Executive Session at 8:01 p.m.

SECONDED
APPROVED

MOTION: A motion was made by Micha Koeppel to exit the Executive Session at 8:29 p.m.

SECONDED
APPROVED

11. NEW BUSINESS –

11.1 General Discussion Regarding Management & Staff Performance – The board expressed their appreciation of staff's hard work during this crazy and busy time.

11.2 Employment Policy 1.4 & Attorney Recommended Revisions – The board reviewed our attorney's revisions to 1.4 of the Employee Handbook and discussed.

MOTION: A motion was made by Micha Koeppel to adopt the revisions of 1.4 of the Employee Handbook related to employment of family members.

SECONDED
APPROVED

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

SECONDED
APPROVED

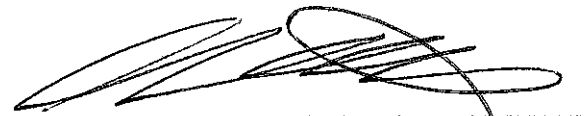
The Board adjourned at 8:36 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on October 21, 2020:



Colleen McDonald, Secretary