

**AVRA WATER CO-OP, INC.**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES Wednesday, October 21, 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 7:14 p.m. via ZOOM video conference.

**2. ROLL CALL**

**Board Members** present included:

Doug Schneider, President	Keith Winans, Director
Jack Wheat, Treasurer	Dayv Marlow, Director
Camille Julin, Vice President	Joe Barber, 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 Colleen McDonald to approve the agenda for October 21, 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 September 30, 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 September. 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-** Have had no problems. Ops is working on making some modifications in the front office and we will re-open the lobby on November 5<sup>th</sup>.

**GIS Mapping/ARC GIS –** See Unfinished Business.

**New Phone System –** Still trying to get used to the new system, but the install and set up went well.

**Employee Appreciation –** Staff was given an Employee Appreciation week with lunches and lots of thanks! It was well received by all.

**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**

- 6” mainline leak on Bobcat and Orange Grove.
- Two service leaks from old red gaskets that deteriorate over time.
- Quarterly Maintenance to include a grease flush on all motors.
- Two new services installed on Mars.
- Installed compressor and air lines in the shop.
- F550 had the crane serviced and a new cable installed.
- Starting on-site clean up.

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

**SECONDED**

**APPROVED**

**9. UNFISHED BUSINESS**

**9.1 Disconnection for Non-Payment –** This was our first DNP since COVID-19. There were 6 dnp’s this month all but one were turned back on the same day. We have a few customers that applied and are receiving utility assistance. We haven’t heard back from the ACC since they requested the opinions from all A, B & C Utilities.

**9.2 Virtual Annual Meeting Discussion–** Our AWC Meeting Notice & Board Invite was sent out with our Oct bills and no letters of interest were received. The Annual Meeting Webinar notice will be sent out again with our November bills, has been on the website, and registration will start November 5-17th. We have had a lot of interest in it and expect a good turn-out.

**9.3 GIS Update –** Theron continues to do clean up to the map. We will be attending the AGIC Symposium with Chuck next week.

**10. NEW BUSINESS –**

**11.1 Update to the Drug and Alcohol Testing Policy –** The board had received and reviewed the updated policy prepared by legal counsel prior to the meeting.

**MOTION:** A motion was made by Colleen McDonald to approve the Drug and Alcohol Policy as revised by legal council.

**SECONDED**  
**APPROVED**

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

**SECONDED**  
**APPROVED**

The Board adjourned at 8:15 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

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



Colleen McDonald, Secretary