

**AVRA WATER CO-OP, INC.**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES Wednesday, December 16, 2020**  
**Via Zoom Meetings**

**1. CALL TO ORDER**

President, Doug Schneider, called the meeting to order at 7:02 p.m.

**2. ROLL CALL**

Board Members present at the meeting included:

Doug Schneider, President	Camille Julin, Vice President
Jack Wheat, Treasurer	Colleen McDonald, Secretary
Keith Winans, Director	Dayv Marlow, Director
Joe Barber, Director	

Staff Members present at the meeting included:

Cathy Kuefler, Administrative Manager  
Sal Madrid, Operations Superintendent  
Linda Coronado, Administrative Assistant

**3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS –**

There were no guests in attendance.

**4. REVISION AND ADOPTION OF THE AGENDA**

**MOTION:** It was moved by Jack Wheat to approve the agenda for December 16, 2020.

**SECONDED**  
**APPROVED**

**5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES**

**MOTION:** It was moved by Colleen McDonald to approve the minutes from the Regular Board Meeting on October 21, 2020 and Dayv Marlow moved to approve the November 18, 2020 minutes.

**SECONDED**  
**APPROVED**

**6. OFFICER'S REPORT**

**PRESIDENT'S REPORT** – No report.

**TREASURER'S REPORT** – The Treasurer reported that income was in excess of expenses for the month of November. There were all “yes’s” on the financial report, however the expense for power was \$0. The updated financial report will be emailed to the board and approved at January’s board meeting.

**7. ADMINISTRATIVE MANAGER'S REPORT**

**COVID-19** – The office is closed again due to the increase in COVID-19 cases and a possible case at the office. Customers have been very cooperative and are using the drop box, calling in, or making their payment through Xpress Bill Pay.com

**MXU Replacement** – We had applied for a grant through ADWR-Water Management Assistant Program which unfortunately we did not receive. We do want to continue this program, so we are continuing to replace MXU's and have installed them in sections 3 & 33. Our goal is to get meter reading down to one day and then halfway through the month, read again in an attempt to catch leaks sooner. The girls will review accounts and make calls or do service orders just as we do the week or so before billing.

**Water Valve on Orange Grove** – We were contacted by an individual who wanted information regarding a valve on Orange Grove that she stated caused damage to her vehicle. She was invited to a meeting, but did not call back or email a request for the meeting ID. Any further correspondence should be in writing.

**MOTION:** A motion was made by Keith Winans to approve the Administrative Manager's report.

**SECONDED**

**APPROVED**

## 8. OPERATIONS MANAGER'S REPORT

- New services: 4 new services installed on Anthony.
- Service leaks: sections #4, #12, and #34.
- New Motor Installed: A new motor was installed on compressor at Booster #7.
- Motor Rebuild: The motor and bearings at Rudasill were rebuilt.
- MXU's: Finished installing the new style MXU's in section #35.
- Scrap Metal: There were two scrap metal runs for \$2,078 and \$165.

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

**SECONDED**

**APPROVED**

## 9. UNFISHED BUSINESS

**9.1 Disconnections for Non-Payment** – We had 16 disconnects last month and we had 17 for December. We have utility assistance updated on our website for our customers to take advantage of if they are struggling. We have received payments for several who applied.

**9.2 Virtual Annual Meeting Discussion** – We had 43 registrants and 31 actually log-on Via Zoom. Overall it went well and we had positive feedback from customers. One member suggested the board not be a part of the raffle. That was discussed at the meeting and they unanimously decided that board members will no longer be a part of the meeting raffles.

**9.3 GIS Update** – Chuck came to the office and worked with Theron on getting things edited and updated. Staff is online now and Theron will give a presentation at the next meeting.

## 10. NEW BUSINESS

**10.1 Annual Audit** – The audit was completed and a copy was given to the board to review. Heather Gordon, from Ullman & Company, did present at the annual meeting and stated the financials presented fairly and there were no problems working with staff to complete.

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

**SECONDED**

**APPROVED**

The Board adjourned at 7:53 p.m.  
Respectfully submitted by,  
Linda Coronado  
Administrative Assistant  
Approved by the Co-op Board on January 20, 2021:



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Colleen McDonald, Secretary