

AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Wednesday, January 20, 2021
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	Theron Mahumed, Operator
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 FOR JANUARY 20, 2021

MOTION: It was moved by Jack Wheat to move 9.1 GIS Presentation up and approve as revised.

SECONDED
APPROVED

GIS Presentation – Theron did a small presentation to show the board what he is currently working on, how our new ARC GIS utility mapping software works, and how we will be able to document leaks and other information on mainline repairs.

5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES

MOTION: It was moved by Jack Wheat to approve the minutes from the Regular Board Meeting on December 16, 2020.

SECONDED
APPROVED

6. OFFICER'S REPORT

PRESIDENT'S REPORT – Recommended that we look into federal funding for water utilities for improvements to the water system.

TREASURER'S REPORT – The Treasurer reported that expenses were in excess of income for the month of December, however there were still all “yes’s” on the financial report.

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

SECONDED
APPROVED

7. ADMINISTRATIVE MANAGER'S REPORT

COVID-19 – The office is closed as we had another scare and cannot afford to be down an employee. Pima County has started making appointments for 1B COVID vaccinations. We have put an employee in to see how the wait goes. We will discuss this next month.

GIS Mapping – Theron continues to work on updated the mapping. It does require a lot of time out in the field locating valves and mains that were not properly placed on old maps.

DNP's- We had 17 DNP's this month. We only disconnected customers that where 3 months or more behind. We have received payments for customers from Pima County Action Agency, so there is assistance for customers but they need to go look for it.

Annual Audit – The corrective actions for the three deficiencies has been completed and is included in the board packet. We spoke with Jaime our Chase rep to see about Chase Positive Pay, he will look into how this might benefit us and get back to us.

MXU Replacement – Operations has been cleaning out boxes and preparing to install new MXU's in section 33. We combined all of the routes into one, so now we can read all meters in one day. We will be reading bi-monthly to try and find leaks and dead batteries sooner.

Conflict of Interest Policy Review and Mission Statement Review – The board reviewed the Conflict of Interest policy and signed the forms. They will leave the Mission Statement Review for next month.

Toshiba Lease – We have an opportunity to have our Toshiba lease bought out and go with a new Kyocera lease. There is two years remaining on the Toshiba lease so we will give it another year or so and see what is available at that time.

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

SECONDED
APPROVED

8. OPERATIONS MANAGER'S REPORT

- New services: Section # 9
- Service leak: Two in section #3 and then #12, #11, #4, and #9 each had one.
- Quarterly Maintenance.
- Noel: Installed new breaker and site clean-up.
- Van Ark Generator: Fuel prime pump went out and had it replaced.
- F-550: Supports on the service bed were cracked off of frame. Took it in to Auto Safety House for repairs.
- Cleaned out meter boxes in section #33.
- Moved the Conex box to the end of the operations trailer. Will install a door for easier access.

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

SECONDED
APPROVED

9. UNFISHED BUSINESS

9.1 GIS Presentation – Discussed after Revision and Adoption of the Agenda.

10. NEW BUSINESS

10.1 Annual Review of the Conflict of Interest and Mission Statement -

The board discussed the Conflict of Interest Policy that was updated by our attorney about a year ago. The Mission Statement will be kept on the agenda and reviewed next month.

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

SECONDED

APPROVED

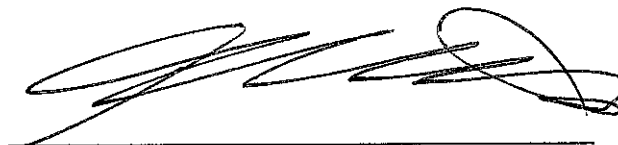
The Board adjourned at 8:08 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on February 17, 2021:

A handwritten signature in black ink, appearing to read 'Colleen McDonald', written over a horizontal line.

Colleen McDonald, Secretary