

**AVRA WATER CO-OP, INC.**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES**  
**Wednesday, March 17, 2021**  
**Via Zoom Meetings**

**1. CALL TO ORDER**

Jack Wheat called the meeting to order at 7:05 p.m.

**2. ROLL CALL**

**Board Members present at the meeting included:**

Jack Wheat, Treasurer	Camille Julin, Vice President
Colleen McDonald, Secretary	Dayv Marlow, Director
Keith Winans, 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 FOR MARCH 17, 2021**

**MOTION:** It was moved by Dayv Marlow to approve the agenda for March 17, 2021.

**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 January 20, 2021.

**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 February and there were all “yes’s” on the financial report.

**MOTION:** A motion was made by Dayv Marlow to approve the Treasurer’s report.

**SECONDED**  
**APPROVED**

**7. ADMINISTRATIVE MANAGER'S REPORT**

**COVID-19** – Discussed in unfinished business.

**GIS Mapping** – Theron continues to work on updating the mapping. It has been helpful to the office to help locate new hook-ups, locations, etc.

**DNP's**- We had 53 DNP's this month. Tucson, Marana, and Metro are all resuming normal DNP procedures. There is a lot of utility assistant out there for those who are in need and we stress that to our struggling customers. Trico can help them get assistance for their bills and

then they forward the information to Pima County Action Agency for assistance with other utilities.

**MXU Replacement** –We have combined all of the routes into one, and are now able to read all meters in approximately 3.5 hours. We are reading bi-monthly to try and find leaks and dead batteries sooner. This month we were able to identify three leaks for customers.

**Mission Statement Review** – Discussed in unfinished business.

**Annual Review** – Theron had his review which was very positive. Sal, Cathy and Linda are due for their reviews.

**Emergency Response Plan/Risk and Resilience Assessment** – We had a consultant come out from KUV Consultants who spent the day with Sal and I to go over our system, vulnerabilities, and expectations. He will work on updating our existing ERP and send the draft over for reviews.

**Annual Reports** – The ADWR Annual Withdrawal Report was completed and sent in. Waiting on financials for the ACC and ADOR annual reports.

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

**SECONDED  
APPROVED**

## 8. OPERATIONS MANAGER'S REPORT

- New services: Section # 4
- Service leak: there were no leaks this month
- Generator: We had our Yearly Maintenance.
- Noel: Installed new check valve, new soft start on booster #2 and installed a new motor on booster #3.
- Well #4: Tested out the mercoid switches being that they had not been used in some time, ordered new ones, and will replace when they come in.
- Meter Reading: Working on updating lat & longs for better meter reading, installing lids with holes for the MXUs. We are now reading meters in half the time.
- Van Ark: Cleaned out all the vegetation, replaced gravel, and updating security at our sites.

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

**SECONDED  
APPROVED**

## 9. UNFINISHED BUSINESS

**9.1 COVID-19** – The office remains closed and staff is continuing to remain healthy. There was a vaccination clinic for utilities which was offered to every employee.

**9.2 Annual Review of the Mission Statement** – The board discussed the Mission Statement of the co-op and agreed it explains the co-op's purpose adequately.

**MOTION:** A motion was made by Keith Winans to leave the Mission Statement As-Is.

**SECONDED  
APPROVED**

**10. NEW BUSINESS**

**10.1 Board Officer/Member Email Addresses** - Jack discussed having an Avra Water email to do board business. Our IT Tech will set up board emails as board members request them.

**MOTION:** A motion was made by Colleen McDonald to adjourn.

**SECONDED**

**APPROVED**

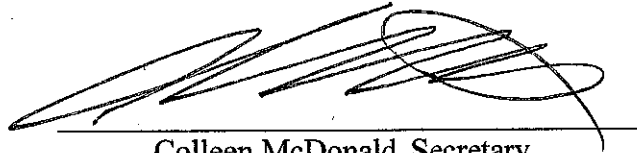
The Board adjourned at 7.25 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on April 21, 2021:

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

Colleen McDonald, Secretary