

**AVRA WATER CO-OP, INC.  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
Wednesday, January 19, 2022**

**1. CALL TO ORDER**

President Davy Marlow called the meeting to order at 7:04 p.m.

**2. ROLL CALL**

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

Davy Marlow, President      Doug Schneider, Director  
Jack Wheat, Treasurer      Colleen McDonald, Secretary  
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 –**

No guests were in attendance.

**4. REVISION AND ADOPTION OF THE AGENDA FOR JANUARY 19, 2022**

**MOTION:** It was moved by Jack Wheat to approve the agenda for January 19, 2022.

**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 December 15, 2021.

**SECONDED**

**APPROVED**

**6. OFFICER'S REPORT**

**PRESIDENT'S REPORT** – President reported that the calendar of meetings will be published to the AWC website. Cathy's and Sal's reviews are due in March and the review forms have been updated. He will be working on the SCADA reports and would also like to discuss the inflation problem at next month's meeting.

**TREASURER'S REPORT** – Treasurer reported that for the month of December expenses were in excess of income and there were all "yes's" on the financial reports.

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

**SECONDED**

**APPROVED**

**7. ADMINISTRATIVE MANAGER'S REPORT**

**COVID-19** – One employee got hit with Covid and are following the CDC guidelines.

**DNP's** – We are back to following our regular DNP procedures and had 80 this month.

**Bi-Monthly Meter Reading** – We found 2 leaks, did 21 check for leaks and 22 check meter operation service orders. This is a great program that is helping members catch leaks sooner.

**Pima County Local Drought Impact Group** – The Drought Preparedness and Response Plan that we discussed in October was added to the board packet. We are following the plan prepared by Pima County for unincorporated areas, as well as our BMP's required by ADWR and the ACC.

**CDBG** – We submitted two pre-applications for Meter/MXU program and Line and Road Erosion Repair our final application will be submitted by the end of the week. We should receive our contract for the 2021-2022 grant by the end of Feb.

**Montanas de Sol Development** – We were contacted by an engineer for the 48 lots on Tula. We referred him to our engineer.

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

**SECONDED**

**APPROVED**

**8. OPERATIONS MANAGER'S REPORT**

- Section 4: Replaced a service line, new service install, and fixed a leak.
- Cutting holes in meter box lids for the MXUs in Section 4
- Tula: Laid asphalted from a prior main line leak.
- Abandoned an old service in section 12.
- Backfilled low area in the system and finished gravel at Noel.
- Level out a pad in the yard to relocate shipping container and will install electrical lighting on pole barn.

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

**SECONDED**

**APPROVED**

**9. UNFISHED BUSINESS**

**9.1 Drought Impact Discussion** – Discussed in Administrative Managers report and will be posted to the website.

**10. NEW BUSINESS** – No new business.

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

**SECONDED**

**APPROVED**

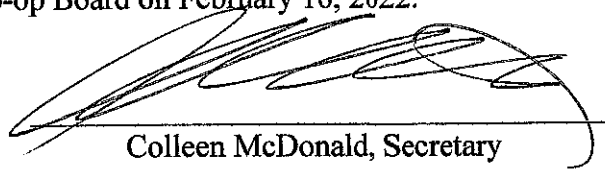
The Board adjourned at 7:46 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on February 16, 2022:



Colleen McDonald, Secretary