

**AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Wednesday, April 20, 2022**

1. CALL TO ORDER

President Dayv Marlow called the meeting to order at 7:05 p.m.

2. ROLL CALL

Board Members present at the meeting included:

Dayv Marlow, President Joe Barber, Vice President

Doug Schneider, Director Nils Julin, 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.

4. REVISION AND ADOPTION OF THE AGENDA FOR April 20, 2022

MOTION: It was moved by Nils Julin to approve the agenda as amended: add 10.2 to New Business – Grants for Water Harvesting.

SECONDED

APPROVED

5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES

MOTION: It was moved by Joe Barber to approve the minutes from the Regular Board Meeting on March 16, 2022.

SECONDED

APPROVED

6. OFFICER'S REPORT

PRESIDENT'S REPORT – The President completed Cathy & Sal's annual reviews. He feels they are doing extremely well and have put together a great team and the Co-op is running smoothly. He also went over the Board of Directors meeting schedule for May, June and July. All meetings will be at 6 p.m. in person with the exception of May & June will be via Zoom and July will be an off month.

TREASURER'S REPORT – Cathy reported that expenses were in excess of income by \$188 and there were all "yes's" on the financial reports for the month of March. This is due to the increase of cost for supplies, fuel, and transportation expenses. We also paid off the 2019 Nissan and are currently looking for another.

MOTION: A motion was made by Nils Julin to approve the Treasurer's report.

SECONDED

APPROVED

7. ADMINISTRATIVE MANAGER'S REPORT

DNP's – We had 34 DNP's this month. All first timers were contacted the day before DNP.

Workers Comp & CDBG Audits – The audit is complete for our insurance and Pima County Grants. We are still waiting to hear back from both of them.

Annual Reviews – Linda's review was completed and went very well. She works along with the bookkeeper and has started training our new customer service rep.

New Customer Service Rep – We welcomed our new customer service rep, Coco Hernandez. She has started training and is doing great.

ACC Annual Report – The annual report is complete and has been sent off. We received a letter from the ACC and they will be expecting a Water Preparedness Presentation annually.

Banking – We closed our Hughes Savings account and switched to Bank of the West. We will also be meeting with National Bank of Arizona to review our Merchant Services account as well as all of the others to see what they can do for the co-op.

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

SECONDED

APPROVED

8. OPERATIONS MANAGER'S REPORT

- New services: section: 16 & 2
- Service leak: section: 1 & 11
- Maintenance Well 10 & 11: Scrubbed down and changed the top oil
- Valves: Continuing to raise and concrete.
- Section #4: installed 70 meters and MXU's from the grant and installing meter box lids with holes.
- Inventory- Quarterly inventory done.

MOTION: A motion was made by Joe Barber to approve the Operations Superintendent's Report.

SECONDED

APPROVED

9. UNFINISHED BUSINESS – No unfinished business

10. NEW BUSINESS –

10.1 – Inflation Discussion – We are looking into purchasing supplies in bulk since it has become difficult to purchase supplies right now. Gas prices have increased as well as the maintenance costs on our vehicles. We will update the salary survey and discuss at next month's meeting.

10.2 – Water Harvesting- Doug suggested we look into water harvesting grants and forwarded information he has available. Staff will do research on this and other options to discuss next month.

11. Executive Session – Manager’s Reviews

MOTION: A motion was made by Davy Marlow to adjourn into Executive Session at 6:55 p.m.

SECONDED
APPROVED

MOTION: A motion was made by Davy Marlow to adjourn from Executive Session at 7:03 p.m.

SECONDED
APPROVED

MOTION: A motion was made by Nils Julin to approve a bonus equal to an amount of 4.5% of Cathy’s & Sal’s annual salaries.

SECONDED
APPROVED

MOTION: A motion was made by Nils Julin to adjourn.

SECONDED
APPROVED

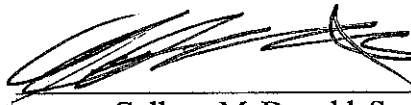
The Board adjourned at 7:07 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on May 18, 2022:



Colleen McDonald, Secretary