

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

1. CALL TO ORDER

President Dayv Marlow called the meeting to order at 6:10 p.m.

2. ROLL CALL

Board Members present at the meeting included:

Dayv Marlow, President	Jack Wheat, Treasurer (joined late)
Doug Schneider, Director (Via Zoom)	Keith Winans, Director
Colleen McDonald, Secretary	

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 October 19, 2022

MOTION: It was moved by Colleen McDonald to approve the agenda for October 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 September 22, 2022.

**SECONDED
APPROVED**

6. OFFICER'S REPORT

PRESIDENT'S REPORT – None

TREASURER'S REPORT –Cathy discussed the financials for September having discussed them with Jack. She reported that expenses were in excess of income, however there was a formula error in the budget for the month of September and when that is corrected, revenue should be in excess of expenses or close. The budget will be updated and forwarded to the board for review and the September Revenue & Expense Report will be in the December packet as well.

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

**SECONDED
APPROVED**

7. **ADMINISTRATIVE MANAGER’S REPORT**

DNP’s – This month we had 43 DNP’s and all first timers were contacted the day prior.

Annual Audit – We are continuing to work on the audit. We will have a report before the annual meeting.

Picture Rocks Trunk or Treat – We will be participating in the Trunk or Treat event at the Picture Rocks Community Center on Oct 29th and have “Water Superheroes” spreading conservation information to the kids.

AZ Rural Water Conference – Our rep stopped by and we discussed grant availability through RD for Emergency Community Water Assistance. If we can get qualified, it could pay up to \$150K for Ina Rd.

Banking – We have closed all accounts at Chase except for the Savings and Merchant Services accounts. We were able to consolidate accounts and now there are four accounts at National Bank of Arizona. Positive Pay has also been initiated and is working well. Staff will look for another bank to open a savings/money market account to break down how much we have in one bank.

Annual Meter Service Type Report –We had 11 hook-ups for 2022 and 36 more connections.

Master Meter Survey – We will be starting our master meter survey letters for parcels with more than one dwelling.

Annual Meeting – Discussed in new business.

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

SECONDED

APPROVED

8. **OPERATIONS MANAGER’S REPORT**

- Service replacements on Ina Rd. We lowered the water service 4ft.
- Leaks: Two in section 9 one in section 35 and section 11
- Sprayed for weeds and cleaned easements
- Shade structure at Garcia almost done. Maintenance cleaning on the chlorinator and replaced the sensors
- Pulled pump at Well 11
- Loaded scrap metal and took to recycling
- Planning our next projects: Valve exercising, master meter surveying, and ArcFlash training.
- Met with Westland regarding new development on Tula discussed option for redoing electrical panels at Rudasill Reservoir
- Still working on quote for the design on Ina Rd.

MOTION: A motion was made by Keith Winans to approve the Operations Superintendent’s Report.

SECONDED

APPROVED

9. **UNFISHED BUSINESS –**

9.1 – Grants for Toilets/Water Harvesting – The Toilet Rebate Program was discussed and there will be four, \$50 rebates available each month. The rebate will come in the form of a credit to the member’s utility bill each month for the first year of the program. Only one toilet per household will be allowed. We will present the program at the Annual Meeting and start January 2023. We will re-evaluate the program this time next year and make any adjustments once we see the response to it.

MOTION: A motion was made by Doug Schneider to implement the Toilet Rebate Program.

SECONDED
APPROVED

9.2 – Banking Discussion/Changes – Discussed in Administrative Manager’s report.

10. NEW BUSINESS –

10.1 – Annual Meeting – The board discussed making changes to the Annual Meeting Presentation. Doug and Keith are the incumbents. Keith is willing to run again and Doug is still considering returning for another term. The board discussed potential board members and Joe’s attendance and availability to serve on the board at this time.

MOTION: A motion was made by Jack Wheat to remove Joe as a director from the Board of Directors.

SECONDED
APPROVED by a 2/3 vote.

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


SECONDED
APPROVED

The Board adjourned at 7:22 p.m.

Respectfully submitted by,
Linda Coronado

Administrative Assistant

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



Colleen McDonald, Secretary