

**AVRA WATER CO-OP, INC.  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
Thursday May 18, 2023**

**1. CALL TO ORDER**

President Dayv Marlow called the meeting to order at 6:05 p.m.

**2. ROLL CALL**

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

Dayv Marlow, President	Nils Julin, Vice President
Jack Wheat, Treasurer	Geoff Caron - Director
Colleen McDonald, Secretary	

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

Cathy Kuefler, Administrative Manager	Sal Madrid, Operations Superintendent
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**3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS –**

No guests were in attendance.

**4. REVISION AND ADOPTION OF THE AGENDA FOR May 18, 2023**

**MOTION:** It was moved by Nils Julin to approve the agenda for May 18, 2023.

**SECONDED**

**APPROVED**

**5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES**

**MOTION:** It was moved by Nils Julin to approve the minutes from the Regular Board Meeting on April 19, 2023.

**SECONDED**

**APPROVED**

**6. OFFICER'S REPORT**

**PRESIDENT'S REPORT** – There was no report from the president.

**TREASURER'S REPORT** – Jack reported that for the month of April income was in excess of income and there was only one “no” on the Financial Analysis Report. Water sales should increase in these last four months of the fiscal year. Overall, the co-op is in a good position.

**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 40 DNPs this month. Eight were still off.

**Front Facelift/Landscape** – MHS is almost done with the signs. Sal ordered supplies for the wall and Nils brought plants for the landscape. Hopefully we will see more progress next month.

**Drinking Water Week** – Unfortunately we did not have any response to our kid's coloring event that was advertised in our newsletter or the PR Digest Ad. A Digest rep said to let her know and she will get it in a regular article of the PR Digest next year.

**ACC Cyber Security Workshop** – Received an email that we needed to attend a meeting on Industrial Cyber Work Development that included an interesting presentation by Idaho National Laboratory in NM. There was a roundtable discussion and based on that and input, the commission will decide who and how we move forward on that. Staff has worked closely with our IT rep to get

upgrades in place with our servers and network to avoid problems and have adequate back-ups to get back on line in the event of a problem.

**Replacement of Water Infrastructure Plan/GIS** – Doug had suggested the board revisit the Infrastructure Plan and discuss to make decisions on capital projects going forward. Cathy reminded the board that it is on the website to review and since Doug was not able to attend the May meeting, she would add it to the June agenda. Theron has been working on the GIS system and put the project map which details the priority levels on a layer of the system. He also has been pinning actual leaks so we can see where we have had the most problems.

**Check Fraud** – We have been getting another wave of fraudulent checks from our old Chase accounts. The Sheriff's department was notified and everything has been forwarded to them.

**Grants** – The CDBG Contact came in and Nils signed that so we could get it back and get going on the project as soon as we receive their signed copy. We are hoping our supplier gets MXUs in stock as they are still having inventory issues. The Tohono O'odham Gaming Grant is available and we will submit two requests to them for DVAs and Hydrant Locks.

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

**SECONDED**

**APPROVED**

## 8. OPERATIONS MANAGER'S REPORT

- Lowered and replaced a service on Mars Road.
- Installed a new service in Section 11.
- Finished easement maintenance in Section 4.
- Well #4 – Smyth installed a new motor and production pipe. Ops flushed and surged the well, pressure washed the reservoir, and sprayed down with chlorine. Samples were taken and it is now back on-line. It is doing much better as it was pumping approximately 357 gpm and is now at 417 gpm. The next goal would be to camera, re-case, and gravel pack.
- Well #11 – With production going up for summer, Sal had Sabino Electric install a breaker until the fuse assembly, which has been on back order, arrives. It is now running without problems.
- Maintenance was done on both of the DitchWitch pothole machines. Ops has been able to take care of that in-house to avoid maintenance costs and can get the parts ordered for very little. Those are a huge asset to the team and so it is a priority to take care of their "lifesavers".

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

**SECONDED**

**APPROVED**

## 9. UNFISHED BUSINESS

**9.1 Ina Road Improvements** – Sal reached out to Bowman to review the proposal we received from them and to discuss why it was so much lower than Westland. They did another proposal that compared to items on Westland's proposal, and Bowman still came in lower. Cathy contacted RD to follow up on the grant for the design and possibly the construction portion of the Ina Rd Improvements. She will also see RD at the RWAAZ conference, has a webinar on WIFA funding, and hopes to get more information.

**9.2 Solar for Sites** – Dayv, Nils, and Sal were working on options for #7 and LAY with Ray Rogers. They have not heard back, but will reconnect to see what he came up with.

**9.3 Rate Case Discussion** – ACC will be at the RWAA conference next week discussing rate cases. Cathy suggested we get through the budget and audit and then have Tom Bourossa go over our financials and give us an idea of where we stand. Geoff thought this was a good idea. Dayv suggested she get a cost and add that to the budget.

- 10. **NEW BUSINESS** – No new business to report.
- 11. **EXECUTIVE SESSION** – Manager’s Reviews

**MOTION:** A motion was made by Nils Julin to adjourn into Executive Session at 7:10 p.m.

**SECONDED**  
**APPROVED**

**MOTION:** A motion was made by Nils Julin to adjourn from Executive Session at 7:12 p.m.

**SECONDED**  
**APPROVED**

**MOTION:** A motion was made by Geoff Caron to approve a bonus equal to 5.5% of Sal & Cathy’s annual salaries based on their performance evaluations.

**SECONDED**  
**APPROVED**

**MOTION:** A motion was made by Geoff Caron to adjourn.

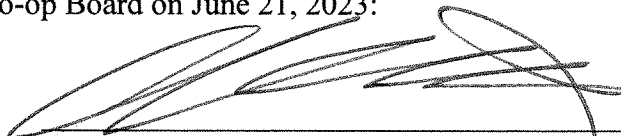
**SECONDED**  
**APPROVED**

The Board adjourned at 7:12 p.m.

Respectfully submitted by,  
Cathy Kuefler

Administrative Manager

Approved by the Co-op Board on June 21, 2023:



Colleen McDonald, Secretary