

**AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Wednesday January 17, 2024**

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 | Colleen McDonald- Secretary |
| Geoff Caron - Director | |

Staff Members present at the meeting included:

Cathy Kuefler, Administrative Manager
Linda Coronado – Administrative Assistant

3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS –

Steve Wilcox & Gary Konrad – AWC members

4. REVISION AND ADOPTION OF THE AGENDA FOR January 17, 2024

MOTION: It was moved by Nils Julin to approve the agenda for January 17, 2024.
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 November 15, 2023.
SECONDED
APPROVED

6. OFFICER’S REPORT

PRESIDENT’S REPORT – None

TREASURER’S REPORT – Jack reported that for the month of December expenses were in excess of income. Total for the fiscal year still looks good. There were all “Yes’s” on the Financial Analysis Report.

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

7. ADMINISTRATIVE MANAGER’S REPORT

DNPs– Last month we delivered 53 blue tags, this month we had 51 dnp’s.

Ina Road Mainline Replacement –We spoke with Rural Development and was able to verify where we were with the grant application. We also found out that they do not have funds available in the fund. At this time we should discuss if we want to continue with the engineering portion (the proposal was approximately \$100k a year ago) so we have a design to then get construction proposals. We will discuss at next month’s meeting when Sal returns.

2022/2023 Audit – This audit is complete. Cathy included Heather’s letter in the board packet for the board to review. In spite of the Chase fraud we had a good year. Heather also completed the taxes and she is working on finishing our financials for ADOR and the ACC.

Website – Linda and Aaron are working on the new website, we hope to get it up and running by the end of February. Aaron will also be setting up all the board members with Avra Water email addresses.

HET Rebate Program – Over the past year we had six rebates. This next year we will offer two toilet rebates per household in good standing and increase the credit to \$100 per toilet.

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

**SECONDED
APPROVED**

8. OPERATIONS MANAGER’S REPORT

- New service in section 11, service leaks in section 3.
- Electrical: Organized and inventoried electrical supplies. Electrical maintenance: cleaned and tightened terminals in cabinets at sites.
- Installed new register on a 4” meter on Ina.
- Lead and Copper: working on inventory for the EPA that is due on Oct 16th, 2024.
- Unregulated Water Samples: PFAS and Lithium our unregulated samples have been completed.
- New Meter Trial: We are testing out a new Metron smart meter for our system.

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 – We will table this discussion until next month’s meeting.

9.2 Solar Discussion – We will table this discussion until next month’s meeting.

9.3 New Building Design & Construction – The board discussed the letter received from Steve Wilcox and building a whole new building vs. doing a full remodel on the existing building. Now that there is a rough estimate on the new build, staff will work on getting proposals to have the existing building remodeled.

10. NEW BUSINESS

10.1 Distractive Driving Policy – The Workman’s Comp carrier is requiring a Distracted Driving Policy be adopted as the Cell Phone Policy in the existing Employee Handbook does not cover other

distractions. Staff provided a draft of a policy from the National Safety Institute. Dayv suggested we change the third paragraph to read “Avra Water Employees must:”

MOTION: A motion was made by Nils Julin to approve the Distracted Driving Policy with changes.

SECONDED

APPROVED

10.2 Discussion – Establishment of Service (New Applicant Requirements) per ACC Title R14-2-403 – Gary Conrad came in concerned about having to pay a deposit on a Landlord Account and give personal information such as his Social Security number and title of the property. The board explained the rates and tariff are established by the Arizona Corporation Commission and we have to follow the Arizona Administrative Code, Title 14 for Water Utilities and addressed his concerns on the security deposit and establishment fees. They also discussed the options regarding a Residential Account vs. a Landlord Account.

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

SECONDED

APPROVED

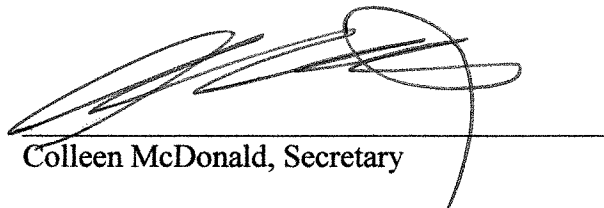
The Board adjourned at 7:09 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on February 21, 2024:



Colleen McDonald, Secretary