

**AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Wednesday February 21, 2024**

1. CALL TO ORDER

President Dayv Marlow called the meeting to order at 6:06 p.m.

2. ROLL CALL

Board Members present at the meeting included:

Dayv Marlow, President	Nils Julin, Vice President
Jack Wheat, Treasurer	Doug Schneider - Director
Geoff Caron - Director	

Staff Members present at the meeting included:

Cathy Kuefler, Admin. Mgr.	Sal Madrid, Operations Superintendent
Linda Coronado, Admin. Asst.	

3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS –

Steve Wilcox – AWC member

4. REVISION AND ADOPTION OF THE AGENDA FOR February 21, 2024

MOTION: It was moved by Jack Wheat to approve the agenda for February 21, 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 January 17, 2023 as amended: 10.2 to correct the spelling of Gary Konrad's last name.

SECONDED

APPROVED

6. OFFICER'S REPORT

PRESIDENT'S REPORT – None

TREASURER'S REPORT – Jack reported that for the month of January income was in excess of expenses. There was one “No” on the Financial Analysis Report.

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

SECONDED

APPROVED

7. ADMINISTRATIVE MANAGER'S REPORT

DNPs– 62 dnp's this month. We are only calling 1st timers. Customers have been used to calls throughout Covid, but we just cannot continue to do that.

Ina Road Mainline Replacement – Discussed in unfinished business.

Office Building – Cathy had a contractor come look at the building, we are still waiting for the quote from them. She will be having another contractor referred by Keith come out this month.

Website –Under construction. Aaron set up all the board members with Avra Water email addresses and Cathy emailed that info to everyone.

WIFA Conservation Grant – We are candidates for the AMI Meter Conservation Grant. There will be a committee meeting in Phoenix that Cathy and Sal will attend on February 27th.

Master Meter Survey – All of our master meter letters have been sent out and we are getting many responses so that should wrap up this month.

Annual Reports – ADOR, ACC, and ADWR reports are due in the next quarter and we are working on completing them.

WRCC Conference – The Implementing Water Solutions Through Partnerships at the U of A will be held on March 12-13. Cathy will register any board members interested in attending. It is also available via Zoom for no cost.

Manager's Review – Cathy and Sal's review are due. Nils will do Cathy's and Jack will do Sal's.

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

SECONDED

APPROVED

8. OPERATIONS MANAGER'S REPORT

- Quarterly Maintenance has been done
- Service Leaks: Section 33 & 3
- Bollards were put up around meter boxes
- We installed a new pump and motor at Booster 7.
- Lead and Copper: The operation's team has been gathering information for the lead and copper inventory that we will need to submit on Oct 16, 2024. This is an inventory of all our service lines to include the members mainline to their house.
- New Meter Trial: We are testing new Metron smart meters for our system.

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

SECONDED

APPROVED

9. UNFINISHED BUSINESS

9.1 Ina Road Improvements – We spoke with Rural Development and they do not have Emergency funds available. Cathy suggested discussing if we want to continue with the engineering portion (the proposal was approximately \$100k a year ago) so we have a design that Sal can get construction proposals with. The board asked Sal to get an updated estimate from Bowman to review/discuss at next month meeting

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

9.3 New Building Design & Construction – discussed in Administrative Managers report.

9.4 Discussion – Establishment of Service per AAC Title R14-2-403 Review of all Service Requests for Customer Service – Linda went through the new customer packet with the board. Every new member who starts service with AWC will receive this packet either in the office or via email that explains all of our new service requirements, charges, billing, and disconnections.

10. NEW BUSINESS

10.1 Annual Review – AWC Mission Statement and Conflict of Interest Policy – The board reviewed the statement - "The mission of Avra Water Co-op, Inc. is to provide for the present and future water supply needs of its members and customers at the most reasonable cost" and accepted it as it is. Everyone had the Conflict of Interest Policy form to review and sign.

10.2 Resignation of Board Member Keith Winans –Keith’s resignation letter was reviewed. An appreciation gift was also discussed and Cathy will take care of that.

MOTION: A motion was made by Nils Julin to accept Keith’s resignation letter from the AWC board as of January 1, 2024.

SECONDED
APPROVED

MOTION: A motion was made by Doug Schneider to adjourn.

SECONDED
APPROVED


The Board adjourned at 7:25 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on March 20, 2024:



Colleen McDonald, Secretary