

**AVRA WATER CO-OP, INC.  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
Wednesday March 20, 2024**

**1. CALL TO ORDER**

President Dayv Marlow called the meeting to order at 6:09 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

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

Cathy Kuefler, Admin. Mgr.

Sal Madrid, Operations Superintendent

Linda C

**3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS –**

Steve Wilcox, AWC member

**4. REVISION AND ADOPTION OF THE AGENDA FOR March 20, 2024**

**MOTION:** It was moved by Nils Julin to approve the agenda for March 20, 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 February 21, 2024.

**SECONDED**

**APPROVED**

**6. OFFICER'S REPORT**

**PRESIDENT'S REPORT** – None

**TREASURER'S REPORT** – Jack reported that for the month of February expenses were in excess of income. 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**– 31 DNPs this month.

**Ina Road Mainline Replacement** – Discussed in unfinished business.

**Office Building** – It has been challenging to get estimates to completely remodel the front office. We should have two more contractors coming out to look at the building and give us an estimate. We also talked to Cavco about mobile homes that can accommodate a commercial office. The floorplans were included in the board packet for everyone to review.

**Website** – Aaron and Linda are continuing to work on the website.

**WIFA Conservation Grant** – We were approved for the AMI Meter Conservation Grant and the Water Conservation Grant. We heard from CDBG and will probably not be receiving grants from

them as the Picture Rocks area no longer falls within HUD's low to moderate income levels to be eligible.

**Annual Reports** – ADOR, ACC, and ADWR reports are just about completed and will be sent out.  
**Manager's Review** – Jack and Nils will be doing the reviews. There will be an Executive Session to discuss at the April meeting.

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

**SECONDED**

**APPROVED**

**8. OPERATIONS MANAGER'S REPORT**

- Relocated service line for customer in section 16
- Service Leaks: There was a car accident on Lord and Taylor that damaged two service meters. We installed bollards around the meter boxes to help prevent future damage.
- Quarterly inventory count has been done. Everything went well.
- Sprayed for weeds at all the sites
- Valve replacements: section 1 & section 4
- Lead and Copper: We are still working on gathering information for L&C inventory.
- New Meter Trial: We are testing out a new meter for our system.
- Theron's annual review was done this month.

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

**SECONDED**

**APPROVED**

**9. UNFISHED BUSINESS**

**9.1 Ina Road Improvements** – The updated proposal was included in the board packet for everyone to review. The proposal was a little higher as it was a year old. The board asked Sal to reach out to Bowman for more clarification on a couple of the items on the proposal, and to present an Engineering cost and Approval to construct cost to review/discuss at next month's meeting

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

**9.3 New Building Design & Construction** – Discussed in Administrative Manager's report.

**10. NEW BUSINESS** – No new business.

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

**SECONDED**

**APPROVED**

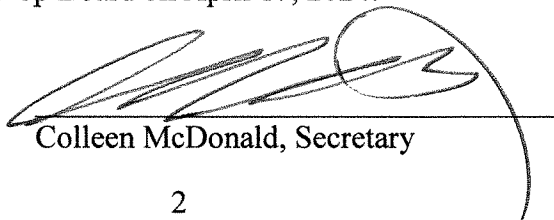
The Board adjourned at 6:51 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on April 17, 2024:

  
Colleen McDonald, Secretary