

**AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Wednesday May 15, 2024**

1. CALL TO ORDER

President Dayv Marlow called the meeting to order at 6:03 p.m.

2. ROLL CALL

Board Members present at the meeting included:

Dayv Marlow, President	Doug Schneider, Director
Nils Julin, Vice President	Geoff Caron, Director
Colleen McDonald, Secretary	

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 – None

4. REVISION AND ADOPTION OF THE AGENDA FOR MAY 15, 2024

MOTION: It was moved by Nils Julin to approve the agenda for May 15, 2024.

SECONDED

APPROVED

5. READING, CORRECTION AND APPROVAL OF BOARD MINUTES FROM APRIL 17, 2024

MOTION: It was moved by Nils Julin to approve the minutes from the Regular Board Meeting on April 17, 2024.

SECONDED

APPROVED

6. UNFINISHED BUSINESS

9.1 Ina Road Improvements – Sal received the design proposal from Smyth just before the meeting, so he will review it, compare the three proposals (Westland, Bowman, and Smyth), and send them along with his recommendation to the board prior to next month's meeting. In the meantime, the discussion will be tabled until next month's meeting.

9.2 Solar Discussion – We will discuss once the office remodel is approved.

9.3 New Building Design & Construction – Preliminary design is complete. Cathy will review and discuss changes with the contractor. Will get proposals for the AC (moving unit off the roof to the ground) and having a metal roof installed vs. shingle roof. Alarm and IT will also need to be addressed. If all is approved and accepted, we hope to get started on demo for this project by July.

9.4 Procurement Policy Discussion – As the procurement process for the federal grants are reviewed, there may need to be specific additions to the policy. Cathy, Nils, and Dayv will work on the policy along with a Code of Ethics and either have a Special Meeting to approve or review at the next meeting.

7. OFFICER'S REPORT

PRESIDENT'S REPORT – None

TREASURER'S REPORT – Doug reported that for the month of April expenses were in excess of income, but overall everything looked good. There is one “No” on the Financial Analysis Report.

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

SECONDED

APPROVED

8. ADMINISTRATIVE MANAGER'S REPORT

DNPs– 31 DNPs for March and 27 for April. As temperatures rise this could be the last DNP for the summer.

Office Building – discussed in unfinished business.

WIFA Grant – We received two Conservation Grants from WIFA. 1) AMI Project - \$308,750 = \$247,000 WIFA/\$61,750 AWC Match & 2) Water Conservation Program - \$169,660 = \$135,728 WIFA/\$33,932 AWC Match. We would like to purchase 1,000 meters which will complete all sections with the exception of 3,4,34, and 35. Those will remain radio read and should be able to be read in one hour as they are close to the office. Breakdown of programs and expenses were distributed. There was also a \$25,000 CDBG for the Meter Program which we will match \$12,275 as well. Total AWC funds: \$135,000

MOTION: It was moved by Nils Julin to approve the grant allocations and matching of Avra Water Co-op funds and approve management to move forward with the programs.

SECONDED

APPROVED

Annual Water Quality Report – Our annual report was approved by DEQ and has been posted to our AWC website.

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

SECONDED

APPROVED

9. OPERATIONS MANAGER'S REPORT

- New service in Section 1
- Service leak on W Shidoni Lane and a mainline leak on Orange Grove.
- At LAY a rebuilt pump was installed and Well 4: a new pump was install
- Arc Flash study was completed at Noel and Van Ark.
- Lead and Copper: We are still working on data entries and hope to be done by the end of next month.
- Cleaning out meter boxes for the new meter installs.
- Meter box lids: Drilling out holes in the metal meter box lids for the radios.
- Sprayed sited for weeds.

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

SECONDED

APPROVED

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

MOTION: A motion was made by Doug Schneider to adjourn into Executive Session at 6:51p.m.

SECONDED
APPROVED


MOTION: A motion was made by Doug Schneider to adjourn from Executive Session at 6:59 p.m.

SECONDED
APPROVED

MOTION: A motion was made by Doug Schneider to approve a bonus equal to 8% of Cathy & Sal’s annual salaries based on their performance evaluations.

SECONDED
APPROVED

The Board adjourned at 6:59 p.m.
Respectfully submitted by,
Linda Coronado
Administrative Assistant
Approved by the Co-op Board on June 19, 2024:



Colleen McDonald, Secretary