

**AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Wednesday June 19, 2024**

1. CALL TO ORDER

President Dayv Marlow called the meeting to order at 6:00 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
Jack Wheat, Treasurer	

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 JUNE 19, 2024

MOTION: It was moved by Jack Wheat to approve the agenda for June 19, 2024.

**SECONDED
APPROVED**

5. READING, CORRECTION AND APPROVAL OF BOARD MINUTES FROM MAY 15, 2024

MOTION: It was moved by Nils Julin to approve the minutes from the Regular Board Meeting on May 15, 2024.

**SECONDED
APPROVED**

6. OFFICER'S REPORT

PRESIDENT'S REPORT – None

TREASURER'S REPORT – Jack reported that for the month of May 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 Doug Schneider to approve the Treasurer's report.

**SECONDED
APPROVED**

7. ADMINISTRATIVE MANAGER'S REPORT

DNPs– There were 43 DNP Blue Tags that were handed out and all first timers were called in an effort to get customers to pay their past due bills. As of the meeting 14 of the 43 had paid.

Office Building – discussed in Unfinished Business.

Budget – discussed in New Business

Letter to Customer – A letter was sent to one of our members addressing his behavior in the office.

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 3
- 3 service leaks in section 35
- 3rd quarter inventory has been done
- 2nd quarter maintenance was done, including top oil change, greased the pumps, and volt reads.
- Garcia: Rebuilt CLA-VAL on #3 booster pump
- Lead & Copper: our inventory data is almost complete
- Prep work for the new meter: Cleaning out meter boxes and drilling out holes in meter box lid.
- We installed 175 new meters in section 5, 8, 20 and still working in section 9.
- MXUs: we are changing out old MXUs to the new style MXUs, this will cut down the meter reading time to about one hour when the project is completed next year.

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

SECONDED

APPROVED

9. UNFINISHED BUSINESS

9.1 Procurement Policy Discussion – Cathy and Nils worked on the procurement policy and then it was sent to WIFA for comments. After board review it was accepted.

MOTION: A motion was made by Jack Wheat to accept the Procurement Policy.

SECONDED

APPROVED

MOTION: The above motion was amended by Jack Wheat to approve with the following amendment: To move numbers 6 and 7 on page one up to 5 and 6, as five was blank.

SECONDED

APPROVED

9.2 New Building Design & Construction – There was some question regarding the old building when the contractor went to Pima County to get permits. Staff found information regarding the original building and it was built in 79 for \$32,000 with either a grant or loan from RD. The contractor went back to Pima County with the information and permits have been approved. Received two proposals for the AC and neither recommend moving unit off the roof to the ground. Cathy and our IT Tech will meet with the contractor to discuss some changes to the new server room. We hope to get started on demo for this project by Sept or Oct of this year and will get a few more proposals then re-evaluate the cost/budget.

9.3 Ina Road Improvements – Sal received three proposals for the engineering design for Ina Road line lowering. After discussion with the board it came down to two of the three which the board agreed should be Sal's decision.

MOTION: A motion was made by Doug Schneider to approve up to \$90,000 for the engineering services on the Ina Road project.

SECONDED
APPROVED

10. NEW BUSINESS –

10.1 Budget Discussion for Fiscal Year 2024/2025 – The draft was emailed and posted right before the meeting, the board will review and discuss at next month's board meeting.

MOTION: A motion was made by Nils Julin 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 July 17, 2024:



Colleen McDonald, Secretary