

AVRA WATER CO-OP, INC.  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
Wednesday December 18, 2024

**1. CALL TO ORDER**

President Dayv Marlow called the meeting to order at 6:01 p.m.

**2. ROLL CALL**

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

Dayv Marlow, President	Doug Schneider, Director
Nils Julin, Vice President	Steve Wilcox, 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 DECEMBER 18, 2024**

**MOTION:** It was moved by Jack Wheat to approve the agenda for December 18, 2024  
**SECONDED**  
**APPROVED**

**5. READING, CORRECTION AND APPROVAL OF BOARD MINUTES FROM OCTOBER 16, 2024 & NOVEMBER 20, 2024.**

**MOTION:** It was moved by Jack Wheat to approve the minutes from the Regular Board Meeting on October 16, 2024 & November 20, 2024.  
**SECONDED**  
**APPROVED**

**6. OFFICER'S REPORT**

**PRESIDENT'S REPORT** – No report

**TREASURER'S REPORT** – Jack reported that for the month of November income was in excess of expenses. We were over budget on water sales by \$10,000 and had all yes's on the board financials.

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

## 7. ADMINISTRATIVE MANAGER'S REPORT

**DNP's** – We had 62 disconnects last month and 30 this month.

**Office Building** – The asbestos test came back negative. Construction is coming along, the AC will be installed tomorrow and the Electrical is finished. We are hoping to move in mid-January.

**2023/2024 Audit** –The audit is complete and went well. Cathy included Heather's letters in the board packet for the board to review and discuss.

**Annual Meeting** – The annual meeting was a success with positive feedback from some members. We set a record with 68 members in attendance. There was a hick-up with the audio which was fixed during the meeting. Staff will make sure that is taken care of for next year.

**Rancho de Rio Development** – Found an attorney that was highly recommended by the WUAA who specializes in water and rate cases. Mike Patten is with Snell & Wilmer and he will review the contract for the Main Line Extension and help us prepare for submission to the ACC for approval. The developer is having some delays with Pima County so we anticipate to get this going the last week of January. We will also be able to use the contract for any of the developments or main line extensions moving forward.

**Employee Benefits** – Our medical and dental renewals came in this year at an increase of only 4 percent.

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

**SECONDED**

**APPROVED**

## 8. OPERATIONS MANAGER'S REPORT

- Chlorine analyzer had a new pump installed. New tubing to reservoir, new j-box installed, and repaired the damaged conduit into the reservoir.
- There was a service line leak in section 35.
- Finished wiring up pump #2 and started fabricating new stand for booster #1 at Van Ark.
- Moved everything out of the front office and helped set up office staff in trailer.
- All generators were filled with fuel.
- Easements trimmed up in section 34.
- Continued drilling holes in meter box lids for cellular meters.

**MOTION:** A motion was made by Doug Schneider to approve the Operations Manager's report.

**SECONDED**

**APPROVED**

**9. UNFISHED BUSINESS**

10.1 New Building Design & Construction – discussed in Admin Manager’s report.

10.2 Ina Road Improvements –Sal decided to go with Smyth as the designer for this project.

**10. NEW BUSINESS**

10.1 Open House to Present Remodeled Front Office – Once both offices are complete we will have an open house for members.

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

**SECONDED**

**APPROVED**

The Board adjourned at 6:48 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on January 15, 2024:

A handwritten signature in black ink, appearing to read 'Colleen McDonald', written over a horizontal line.

Colleen McDonald, Secretary