

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

**1. CALL TO ORDER**

President Dayv Marlow called the meeting to order at 6:08 p.m.

**2. ROLL CALL**

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

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

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

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

**3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS – Camille Julin, Dan Barnett, Sandra Barnett, and Ruth Freeman.**

Dan, Sandra & Ruth came in to discuss employee use of co-op equipment on personal time.

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

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

**SECONDED  
APPROVED**

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

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

**SECONDED  
APPROVED**

**6. OFFICER'S REPORT**

**PRESIDENT'S REPORT – None**

**TREASURER'S REPORT –** Jack reported that for the month of July income was in excess of expenses. We are still below budget for the fiscal year and still looking good. There were all "Yes's" on the Financial Analysis Report.

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

**SECONDED  
APPROVED**

**7. ADMINSTRATIVE MANAGER’S REPORT**

**DNP’s** – We had a cooler week and did 31 disconnects.

**Office Building** – Discussed in unfinished business.

**WIFA Grants** – Our meters are right on track and the project will be completed by October 2025. We received our first reimbursement payment today. The conservation grant has had 10 rebates submitted so far. We will be participating in the Trunk or Treat event at the community center this year and giving conservation treats out. We also presented at the Citizens for Picture Rocks meeting last month. We are going to really get started on our Water Harvesting portion of this grant in Feb-March of next year.

**Budget** – Will discuss in unfinished business.

**2023/2024 Audit** – The audit is scheduled with Heather for Sept 24<sup>th</sup> & 25<sup>th</sup>.

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

**SECONDED**

**APPROVED**

**8. OPERATIONS MANAGER’S REPORT**

- We had two new services in section 11 & 34
- 6” mainline leak in section 11 & 8” main in section 9.
- Service leaks in section 4,10,11 and 3
- Lead and Copper Samples are done
- We are continuing to drill out holes in the metal meter box lids; getting them ready for the new radio
- New Meters have been installed in section 16
- MXU: We are changing out the old MXU’s to the new style MXU’s.

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

**SECONDED**

**APPROVED**

**9. UNFISHED BUSINESS**

**9.1 New Building Design & Construction** – Cathy included the estimate of expenses in the board packet for the board to review. We are still working on the proposal with Terrell and hope to be getting a second proposal to compare costs. We will also be adding a generator and upgrading all the electrical in the front office. Cathy was also hoping to update the back trailer with the total budgeted amount for office renovations.

**9.2 Ina Road Improvements** – Design is underway and Sal will have more to report next month.

**9.3 Budget Discussion for Fiscal Year 2024/2025** – The 24/25 Budget Draft was posted for final review by the board. The only thing that changed was the IT was increased in the Capital Budget to \$40k and the difference was taken out of the Mainline Replacement which decreased to \$94k.

**MOTION:** A motion was made by Jack Wheat to approve the 2024/2025 fiscal year budget as proposed.

**SECONDED**  
**APPROVED**

**MOTION:** A motion was made by Doug Schneider to adjourn into Executive Session at 6:48 p.m.

**SECONDED**  
**APPROVED**

**10. EXECUTIVE SESSION – Discussed Use of Equipment by Employees.**

**MOTION:** A motion was made by Nils Julin to adjourn from Executive Session at 6:59 p.m.

**SECONDED**  
**APPROVED**

**MOTION:** A motion was made by Doug Schneider to direct the Administrative Manager to draft an employee policy regarding employee use of company equipment.

**SECONDED**  
**APPROVED**

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

**SECONDED**  
**APPROVED**


The Board adjourned at 7:02 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on September 18, 2024:

  
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Colleen McDonald, Secretary