

**AVRA WATER CO-OP, INC.  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
Wednesday March 19, 2025**

**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

Jack Wheat, Treasurer

Nils Julin, Vice President

Steve Wilcox, Director

Goeff Caron, Director

Doug Schneider, Director

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

Cathy Kuefler, Admin. Mgr.

Sal Madrid, Op's Superintendent.

Linda Coronado, Admin. Assist

**3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS – No guests.**

**4. REVISION AND ADOPTION OF THE AGENDA FOR MARCH 19, 2025**

**MOTION:** It was moved by Jack Wheat to approve the agenda for March 19, 2025

**SECONDED**

**APPROVED**

**5. READING, CORRECTION AND APPROVAL OF BOARD MINUTES FROM DECEMBER 18, 2024.**

**MOTION:** It was moved by Nils Julin to approve the minutes from the Regular Board Meeting on February 19, 2025.

**SECONDED**

**APPROVED**

**6. OFFICER'S REPORT**

**PRESIDENT'S REPORT** – Rural Water Association of Arizona is having their Annual Spring Conference here in Tucson at the Casino Del Sol on March 27<sup>th</sup> & 28<sup>th</sup> if anyone is interested in attending.

**TREASURER'S REPORT** – Jack reported that for the month of February ordinary income was in excess of expenses and water revenues were just over budget which is not typical for a February but the weather has been warm with no precipitation. Credit card fees, power, and IT were up, and we had all yes's on the board financials again this month.

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

**SECONDED**

**APPROVED**

## **7. ADMINSTRATIVE MANAGER'S REPORT**

**DNP's** – We had 47 disconnects for March which was almost twenty more than February.

**Office Remodel** – We received our Certificate of Occupancy and are fully moved into our new office.

**Trailer Remodel** – Windows and cabinets have been ordered. Demo should start on Monday and the electrician will be out after demo. We hope to have it completed before it gets hot.

**Rancho del Rio Development (Phase 1)** – The final contract is ready, Dayv has signed it, we are just waiting for the developer to come out and sign and then we can submit it to the ACC for approval.

**Conflict of Interest Policy** – We still have a few forms that need to be signed. Cathy asked anyone who hasn't signed to please get her their signed form.

**WIFA Conservation Grant** – We submitted another grant request for meters in the amount of \$400,000. We will wait to hear if we receive it.

**Worker's Comp Audit** – The audit is complete and has been forwarded to the auditor. We are waiting to hear back from them.

**ADWR, ADOR & ACC Annual Reports** –ADWR, ADOR & ACC reports are all due. We will have ADWR done tomorrow and get it submitted.

**Crystal Rose Court** – A gentleman came in to talk to Sal about the small development of Crystal Rose in the Sanders & Picture Rocks Road area. There are a few homes within our service area however I am trying to find out exactly how many. Will keep working on that.

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

**SECONDED**

**APPROVED**

## **8. OPERATIONS MANAGER'S REPORT**

- Generator load test was done at main office. It went well and can more than handle both offices.
- Rudasill: Installed a new VFD on booster #2
- New Service in section 1 and section 3
- Leak: Service leak in section 3
- Line Looping done on Carless Lane & Sandario. We installed 415 feet of 6" main.
- Quarterly Inventory was done.
- Smart meter change out finished in section 16. We now have about 5 sections completed.
- Front office: helped get things moved into the office.
- Theron Mahumed yearly performance review was completed this month.

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

**SECONDED**

**APPROVED**

## **9. UNFISHED BUSINESS**

**9.1 Ina Road Improvements** – Last week Smyth came out to measure the depth of the waterlines. We have a surveyor out surveying the area, and bluestakes of the area are also being done. We will also be adding all of this information to our GIS system. A spreadsheet of the design timeline was included in the board packet for the board to review.

## **10. NEW BUSINESS –**

**10.1 Annual Review of the Administrative Manager & Operation Superintendent** – Nils will be doing the annual reviews for the Administrative Manager & Operations Superintendent.

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

**SECONDED**

**APPROVED**

The Board adjourned at 6:27 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on April 16, 2025:

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

Colleen McDonald, Secretary