

**AVRA WATER CO-OP, INC.  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
Wednesday, October 15, 2025**

**1. CALL TO ORDER**

President Dayv Marlow called the meeting to order at 6:02 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
Steve Wilcox, Director	

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

Cathy Kuefler, Admin. Mgr.	Sal Madrid, Op's Superintendent.
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**3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS** – There were no guests.

**4. REVISION AND ADOPTION OF THE AGENDA FOR OCTOBER 15, 2025**

**MOTION:** It was moved by Nils Julin to approve the agenda for October 15, 2025

**SECONDED**

**APPROVED**

**5. READING, CORRECTION AND APPROVAL OF BOARD MINUTES FROM SEPTEMBER 17, 2025.**

**MOTION:** It was moved by Jack Wheat to approve the minutes from the Regular Board Meeting on September 17, 2025.

**SECONDED**

**APPROVED**

**6. OFFICER'S REPORT**

**PRESIDENT'S REPORT** – The president was logging in from Laughlin, NV and reported that the Colorado River was extremely low.

**TREASURER'S REPORT** – Jack reported that income was in excess of expenses for the month of September, and we had all 'yes's on the board financials. Things were looking good for the first month of the fiscal year.

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

**SECONDED**

**APPROVED**

## 7. ADMINISTRATIVE MANAGER'S REPORT –

**WIFA Conservation Grant and Meter Grants**– We received five grant reimbursement from WIFA and a reimbursement from Pima County for the CDBG 24/25 grant. WIFA is caught up and we just put in three reimbursement requests. We will introduce the Water Harvesting Rebates at the Annual Meeting next month.

**2024/2025 Audit** – Heather and Amy were here on September 18-19<sup>th</sup> to do fieldwork and are currently working on everything. It will be concluded by the annual meeting.

**DNP's** – We did 32 disconnects for October. This is a challenging day for staff, but the new operations staff did a really good job.

**New Hires** – We have two new employees, Martin is full time and TJ is part time. We will have TJ focusing on meters and meter reading to start while Martin will focus on the on-call duties.

**Annual Meeting** – School has been reserved, we are getting underway on preparations, any suggestions or ideas are appreciated. Dayv thought it went well last year so we will keep the format.

**Trunk-or-Treat** – We will be out in the community this Saturday spreading the good word of “Conservation” in case anyone would like to stop by our spot for a treat and some conservation goodies and material.

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

**SECONDED**  
**APPROVED**

## 8. OPERATIONS MANAGER'S REPORT –

- We are changing out meters in section 12.
- Hauled material to washout valves and poured concrete collars.
- Put in a new service in section 34 and 16.
- Well #11 thermal imaging showed a busbar issue behind the fuse where it was running really hot. Able to find and fix the issue and Well #11 has been running ever since. Will get new fuses but other than that it appears to be back in business.
- There were leaks in section 4 & 12 and then two leaks in section 34. One was a mainline and the others service line leaks.
- Ina Design – The engineer sent a PDF and will follow up with full plans next week. Sal and Theron will make one more field verification and then it will be complete.

**MOTION:** A motion was made by Steve Wilcox to approve the Operation Superintendents report.

**SECONDED**  
**APPROVED**

## 9. UNFINISHED BUSINESS –

- **9.1 Ina Mainline Extension** – The line was installed in two weeks after an initial delay with Blue Stakes. Everything went smooth. They will do Bac-Ts then send everything off to PDEQ.
- **9.2 Ina Road Improvements** – discussed in Operations Manager's report.

## **10. NEW BUSINESS –**

- 10.1 Recommendations & Potential Solutions for Internal Controls - Jack Wheat had suggested the board discuss how they comply with Separation of Duties in Internal Controls. He felt that since it is the board's fiduciary responsibility, he wants everyone to be aware of and approve of the procedure. Cathy included the Internal Controls Procedure for the board to review. Doug asked if that was something that was forwarded to Heather and she confirmed that it is updated throughout the year if there are changes and then Heather requests it prior to the audit to review. This is something that Heather includes on the letter to the board every year upon completion of the audit. She does make suggestions, but Cathy will see if she has any additional suggestions this year. Nils also noted that he does check in on the accounts and was available to make transfers and watch balances while Cathy was on vacation on top of Jack thoroughly reviewing the banking, statements, and financials every month. Jack added he had an issue getting the credit card information to populate this summer when he logs in, but he will take care of that when he returns from Michigan next month. In the meantime, Linda sends him the copies of every receipt with statements. We will wait to see Heather's recommendation when she completes the audit and discuss this again at the January meeting.

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

**SECONDED**

**APPROVED**

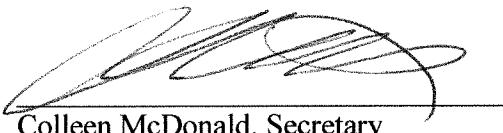
The Board adjourned at 6:28 p.m.

Respectfully submitted by,

Cathy Kuefler

Administrative Manager

Approved by the Co-op Board on December 17, 2025:



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Colleen McDonald, Secretary