

**AVRA WATER CO-OP, INC.  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
Wednesday April 17, 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	Doug Schneider, Director
Jack Wheat, Treasurer	Goeff Caron, Director

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

Cathy Kuefler, Admin. Mgr.	Sal Madrid, Operations Superintendent
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**3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS –**

Ken Perry & Chad Crockett from Bowman Engineering

**4. REVISION AND ADOPTION OF THE AGENDA FOR April 17, 2024**

**MOTION:** It was moved by Jack Wheat to approve the agenda for March 20, 2024.

**SECONDED**

**APPROVED**

**5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES**

**MOTION:** It was moved by Jack Wheat to approve the minutes from the Regular Board Meeting on March 20, 2024.

**SECONDED**

**APPROVED**

**6. UNFINISHED BUSINESS**

**9.1 Ina Road Improvements –** Sal opened the discussion by updating the board on the reason for the design proposal and the need to get the Ina mainline and services lowered after years of erosion leaving our lines exposed and at risk of major breaks. Ken Perry and Chad Crockett from Bowman Engineering addressed questions regarding the Drainage Report, Reimbursable Expenses, and Terms and Conditions. Doug suggested we get 2-3 proposals, there was another proposal from Westland Resources, and Sal will reach out to Smyth for a third proposal to review at the next meeting.

**9.2 Solar Discussion –** We will table this discussion until next month's meeting.

**9.3 New Building Design & Construction –**

**MOTION:** It was moved by Jack Wheat to move the discussion to the Administrative Manager's report.

**SECONDED**

**APPROVED**

**7. OFFICER'S REPORT**

**PRESIDENT'S REPORT** – None

**TREASURER'S REPORT** – Jack reported that for the month of March expenses were in excess of income, but it is better than February and should increase next month. 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**

**8. ADMINISTRATIVE MANAGER'S REPORT**

**DNPs**– 31 DNPs for March and 27 for April.

**Office Building** – We received a proposal from Terrell Development for the Project Design and then the Remodel for the Main Office Building. They estimate two months for completion but because of material and labor delays they suggested expecting three months. Dayv suggested we consider getting a cost for a metal roof and replacing the AC. Doug suggested a provision that gives date of completion and penalty if not completed. Cathy will get back on the construction questions but in the meantime Dayv suggested we move forward with the design so we can get approval for the project permitting with Pima County.

**MOTION:** It was moved by Doug Schneider to move ahead with Proposal 1 from Terrell Development Corp, Inc.

**SECONDED**  
**APPROVED**

**WIFA Conservation Grant** – Both contracts have been signed and accepted. The RFP went out for the meters and a decision will be made on April 30<sup>th</sup>. Staff is working on the procurement for the conservation items.

**Annual Reports** – ADOR, ACC, ACC Intrastate, and ADWR reports have all been completed and sent out. The Water Quality Report has also been sent to DEQ for review and approval before being posted to the website before the July 1 deadline.

**Manager's Review** –Nils will be doing the manager's reviews and will be discussed in Executive Session at the May meeting. Linda and Coco had their reviews done this month.

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

**SECONDED**  
**APPROVED**

**9. OPERATIONS MANAGER'S REPORT**

- New service installed in Section 1
- Mainline leak on Orange Grove.
- Sabino Electric installed a new disconnect switch at Well #11 that we have been waiting on for parts.
- Arc Flash study was completed at Noel and Van Ark.
- Lead and Copper: We have our information and now are working on data entry.
- Cleaning out meter boxes in sections 16 & 20.
- Billy's annual review was done this month.

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

**SECONDED**

**APPROVED**

**10. NEW BUSINESS – No new business.**

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

**SECONDED**

**APPROVED**


The Board adjourned at 7:07 p.m.

Respectfully submitted by,

Cathy Kuefler

Administrative Manager

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



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Colleen McDonald, Secretary