

**AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Wednesday, January 21, 2015
7:00 p.m.
Avra Water Co-op, Inc.
11821 West Picture Rocks Road
Tucson, Arizona 85743**

1. CALL TO ORDER

President Doug Schneider called the meeting to order at 7:00 p.m.

2. ROLL CALL

Board Members present at the meeting included:

Doug Schneider, President	Camille Julin, Vice President
Jack Wheat, Treasurer	Warren Thompson, Director
Eugene Boettcher, Director (via phone)	Micha Koeppel, Director

Staff Members present at the meeting included:

Cathy Kuefler, Interim Office Manager	Linda Paxton, Contract Bookkeeper
Jeff Feasel, Interim Operations Manager	

3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS

Doug Schneider welcomed Kara Festa from Westland Engineering and James Humble who is an applicant for the GM position.

4. REVISION AND ADOPTION OF THE AGENDA

**MOTION:
SECONDED
APPROVED.**

5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES

MOTION: It was moved by Warren Thompson to approve the minutes from the Board Meeting on December 17th with the correction of adding his name to those present.

**SECONDED
APPROVED**

6. OLD BUSINESS

Aging Infrastructure Project – Kara Festa came in to give a report on the Replacement of Infrastructure Plan that was funded in part by a grant the Co-op received from WIFA. The goal of the project was to get an overview of pipeline information of the system. Information was gathered on depth, age, quality, and condition. Co-op staff did the legwork and Westland put all of the information into a database and did the mapping. During the process, the study was switched from leak detection to pipe testing. Utah State University was given ten samples to do pipe tests which included pipe dimensions, acetone immersion, and burst pressure tests. Overall

there was about 4 miles of pipeline sections that were categorized as "Priority 5" being the worst and approximately 10 miles, falling into the Priority 4 category. The remaining pipelines within the water system, which total nearly 73 miles of infrastructure, fell into the lower Priority 3, 2, or 1 categories.

System Map Update – Kara Festa brought a proposal to update our section maps and plot new sets. There are 28 maps at 200 scale. Updates have been done by the operations team and given to Westland to document. The last update was in 2006. Micha suggested we consider updating our maps annually. The Board may want to look into GIS software or continue to have Westland update and maintain the maps for us. Kara suggested that Chuck Powell from Westland come out for the next meeting and explain the CAD and GIS systems to better help the Board understand and decide which direction they would like to go.

Automatic Security Gate – Two estimates were received to have an automatic gate put in at the main office going into the operations lot. Both estimates were about the same at \$12,866. They both include installing new chain link, refurbishing the gate, constructing a track, installing and purchasing the commercial grade gate operator, one has a keypad and the other would work off remotes. Staff will look into getting one additional estimate and discuss at the next meeting.

Chase Accounts – An updated list of accounts with the balances was distributed to the Board. Cathy looked in to local bank ratings to see who scored the best and will contact several before the next meeting to see what direction the Board would like to go to split up some of our current accounts so that they are FDIC insured at \$250,000 per institution. Warren and Doug will go to Chase to get the Mastercard account switched over into Doug's name as the administrator for that account and clear up any other information on the accounts.

Employee Handbook & Policies – Eugene, Camille, and Cathy have been working on adding, deleting, and editing the Employee Handbook. There were a few questions that came up such as Vacation & Sick vs. PTO and maximum accumulation of that time. They will continue to work on this and present it at the next meeting for the entire Board to review.

Solar Usage – Will discuss at the next meeting.

Hoover Power Update – Very little to report. The consultant's for the APA held a workshop to allow applicants to present their concerns or questions. There should be another workshop coming up in February. A larger concern is transmission of the power if we were to receive an allotment. Staff will continue to follow this.

7. OFFICERS REPORT'S

PRESIDENT'S REPORT

The president had nothing to report.

TREASURER'S REPORT

Jack Wheat reported that income was in excess of expenses for December and there were all "yes's" on the financials for the month.

MOTION: It was moved by Warren Thompson to approve the Treasurer's Report.

**SECONDED
APPROVED**

8. INTERIM OPERATIONS AND OFFICE MANAGERS' REPORT

Well #11 – Weber is scheduled to come out early in February to start work on the well. Will update next month on how the project went.

Chlorine Pump – The Co-op needs to get a spare chlorine pump for Garcia and it can also be bused as back-up for Well #4. A sales rep has offered to let AWC use a chlorine pump as a demo in the meantime. The cost is approximately \$4,000.

System Zone Change – On January 12th there was a “Zone Change” on the system. This allows us to have a looped area with only one closed valve, compared to the two closed valves we had previously and increases the pressure for services in that area.

Line Locator – We need to replace our 15 year old line locator at a cost of approximately \$3,800-\$4,600.

Generator Maintenance - Gentech will be starting routine maintenance on all of the AWC generators during the last week of January.

Community Development Block Grant Funding for 2015-2016 - The county has changed to a web-based grant management program and therefore have extended due dates to the 13th of February. We will be applying for another Aging Meter Replacement grant and an Aging Pipeline Replacement grant.

MOTION: A motion was made by Warren Thompson to approve the purchase of a chlorine pump and line locator.

**SECONDED
APPROVED**

MOTION: A motion was made by Jack Wheat to accept the Interim Office Manager's Report.

**SECONDED
APPROVED**

MOTION: A motion was made by Micha Koepfel to approve the Interim Operations Manager's Report.

**SECONDED
APPROVED**

9. NEW BUSINESS

There was no new business to report.

MOTION: A motion was made by Jack Wheat to adjourn to the Executive Session at 9:10 p.m.

SECONDED
APPROVED

MOTION: A motion was made to adjourn the Executive Session by Camille Julin at 9:56 p.m.

SECONDED
APPROVED

MOTION: A motion was made by Micha Koeppel to adjourn.

SECONDED
APPROVED

The Board adjourned at 9:57 p.m.

Respectfully submitted by,

Cathy Kuefler
Administrative Assistant

Approved by the Co-op Board on February 18, 2015:


Colleen McDonald, Secretary