

**AVRA WATER CO-OP, INC.  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
Wednesday, February 18, 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	Colleen McDonald, Secretary
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 and Chuck Powell from Westland Engineering.

**4. REVISION AND ADOPTION OF THE AGENDA**

**MOTION:** It was moved by Warren Thompson to approve the agenda for the February 28, 2015 meeting.

**SECONDED  
APPROVED.**

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

**MOTION:** It was moved by Micha Koeppel to approve the minutes from the Board Meeting on January 21, 2015.

**SECONDED  
APPROVED**

**6. OLD BUSINESS**

**System Map Update** – Kara Festa & Chuck Powell gave a presentation on GIS mapping. They have received most of our system updates to update the CAD base maps. This should be done to start and then if the board decides to move forward with the GIS system, they will have all of our current system information to bring in to the GIS system. From there we have three options:

1. Take CAD, translate it into GIS and then we could purchase the software and train staff to work on it. \$10,000 - \$15,000

2. Includes all of number one and extra support and customizations from Westland in keeping up the data fields/data base, etc. \$15,000 - \$25,000 plus some kind of support charge from them on an annual basis.
3. Westland would host our system and do all of the work on our system. Avra would access this via the internet. \$25,000 - \$35,000 + \$2,500 year annual service fee.

Currently we have a proposal from Westland for \$5,500 to update the existing water base maps to include any additional water infrastructure since the last update in 2006. Westland will review the final updates with AWC once completed.

**Automatic Security Gate** – Three estimates have now been received for installing a security gate. Two estimates were received to have an automatic gate put in at the main office going into the operations lot and they were both approximately \$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. One additional was obtained and it was \$9,204. They also suggested it could come down \$2,100 if our staff poured the concrete pad for the operator and V-track which they would give us the specs for. The board will give this some thought and staff will investigate a bit more on the product.

**Banking Update** – Staff contacted banks and credit unions to see about opening a savings account to move money into an account that would be FDIC insured. All of the institutions are happy to have the account. Cathy suggested National Bank of AZ as they were the most customer oriented and had a 5 star rating.

**Employee Handbook & Policies** – The draft of the handbook was presented and there were several changes suggested by the board. These will be updated and resent to the board to review before the next meeting.

**MOTION:** A motion was made by Jack Wheat to direct staff to get CAD updated as of today's date with Westland Resources.

**SECONDED**  
**APPROVED**

**MOTION:** A motion was made by Micha Koeppel to move \$250,000 to a savings account at National Bank of AZ.

**SECONDED**  
**APPROVED**

## 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 January 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

**Noel Generator** – A new 80KW generator arrived for the Noel site. It should be installed and set up by the next meeting.

**Office Generator** – The concrete pad has been poured for the generator and we are waiting on the electrician to complete the job. The parts we were waiting for are on their way.

**Installed MXU's** – Last month one of the operations staff was approached by a customer waiving a gun at him. We have installed MXU's in the immediate area of this customer's home so the meters can be read automatically by radio and there is no reason for the operations team to get out of the vehicle during reading.

**Meter Failure at Booster Station #7** – a new meter has been ordered.

**Well #11** - Weber came out to do the work that was approved by the Board in December 2014. The top end was repaired and the columns looked good so that was a huge savings. The motor will need to be repaired in the near future.

**New Meters** – We have ordered and received the new meters from the 2014-15 CDBG. The operations team has begun installation. Jeff also suggested that the board consider the purchase of a VGB reading machine package that is being offered by Dana Kepner for our Sensus system. This would give us a \$14,000 VGB, \$5,000 hand held device, 25 additional meters and 25 MXU's for a package price of \$22,000. The board had already approved an increase of \$13,000 for the money that was not budgeted for our portion of the CDBG grant which would bring the total up to \$27,500 and this would increase that amount an additional \$8,000 necessary to cover all the costs.

During the last month: Two service lines were repaired, one service line leak was repaired, and there was one main line repair (This was a 3" main near Tula Place that was on our list of "needs replacing". The approximate cost for materials is \$5k which includes 650 ft. of 4" pipe and services. Labor and equipment will have additional costs.)

A request was made by an operations staff member to purchase nine of our old meters that were replaced with the new meters. The only thing we could do with them at this point is sell them for scrap. The board suggested the nine meters be weighed, scrap price received, and a check be written to pay the scrap price for the meters.

Doug Schneider suggested that some time before the next budget is prepared, the board sit down with staff and review the capital improvements necessary in the next fiscal year.

**MOTION:** A motion was made by Warren Thompson to approve replacing a 3" line with a 4" line at Tula Place.

**SECONDED**  
**APPROVED**

**MOTION:** A motion was made by Warren Thompson to increase the dollar amount for CDBG grant from \$14,000 to \$22,000.

**SECONDED**  
**APPROVED**

**MOTION:** A motion was made by Warren Thompson to approve the Interim Operations Manager and Interim Administrative Manager's Reports.

**SECONDED**  
**APPROVED**

**9. NEW BUSINESS**

There was no new business to report.

**MOTION:** A motion was made by Micha Koeppel to adjourn to the Executive Session at 9:06 p.m.

**SECONDED**  
**APPROVED**

**MOTION:** A motion was made to adjourn the Executive Session by Jack Wheat at 9:47 p.m.

**SECONDED**  
**APPROVED**

**MOTION:** A motion was made by Jack Wheat to approve according to policy and his evaluation, 95% of Jeff Feasel's bonus based on the budgeted figure.

**SECONDED**  
**APPROVED**

**MOTION:** It was moved by Warren Thompson to give Doug Schneider the authority to go to the company attorney with salary recommendations and preparation of contracts for the Administrative Manager and Operations Manager.

**SECONDED**  
**APPROVED**


**MOTION:** A motion was made by Eugene Boettcher to adjourn.  
**SECONDED**  
**APPROVED**

The Board adjourned at 9:48 p.m.

Respectfully submitted by,

Cathy Kuefler  
Administrative Assistant

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

  
Colleen McDonald, Secretary