

# QUINCY WATER ASSOCIATION, INC.

## Board Meeting Minutes

November 11, 2010

President Mike Roberts called the board meeting to order at 6:40 pm at the Quincy Grange. Board Members present were Mike Roberts, Jim Malisch, Kim Bunnell, Mike Seely, and Bernie Reinbold. Others present: employee, Sharon Hicks, Maintenance contractor, Calven Shulda: Shareholders, Cheryl Malisch, Les Pugh, Terry Salo, Eino Kahilanien, Colleen Johnson, David Willey, Mary Reinbold, and Carol Brandt.

### **Minutes:**

Mike Seely pointed out that the minutes needed to include a record of a request by Bernie Reinbold for the total cost for leak forgiveness in 2010. The board approved the minutes as amended for the October Board Meeting.

### **Financial & Accounts Payable Reports:**

Jim Malisch presented the monthly financial report. Jim reported that a new money market account was opened for the project reserve account that IFA requires and that the account had already earned interest. The board approved a motion to accept the financial report and pay the current bills

Jim reported that the total costs of the recent leak repair at the Hermo Road junction came to \$5,450.90.

### **Project update:**

Jim Malisch reported that Anita Synan, Infrastructure Finance Authority (IFA) had sent a letter recommending that the Association send a letter from the attorney verifying that the correct process in selecting an engineer was done according to the laws of Oregon Public Contract rules. Bernie Reinbold made a motion that Mike Seely write up a document and take it to the attorney to check that all laws had been followed with Kim Bunnell seconding motion. Motion approved by all.

### **Old Business:**

Jim Malisch reported that the sale of the trailer had been completed and he had deposited \$ 1,502 into the bank. The old retention tank at the water treatment plant is currently advertised for sale on the OAWU website, and there has been one offer turned in so far. The tank does not need to be removed until Phase II. The board decided to wait for additional offers.

Jim Malisch reported that he had spoken with Randy Bergman, grange master of the Quincy Grange about the possibility that the water board president get a key to the building. Jim also discussed the special water rate that the grange receives with Randy. Jim proposed raising the water rate to \$15 a month for the first 300 cubic feet per month, and 3 cents per cubic foot after that. After considerable discussion, Colleen Johnson asked the board to leave the rate at \$7.50 per month flat rate. She said the building is the only community building in the local Quincy area and that the Association does not have to pay for using the building. The board unanimously approved a motion to continue with the present \$7.50 per month flat rate.

At the last board meeting, Martin Greeley submitted a request to become an alternate certified water tester for the Association. Martin previously completed the DHS water operator training, but the Association must to sign his application in order for him to become certified as an additional water tester. Martin also requested that he be allowed to work with Calven Shulda in order to learn the system. A motion to leave the decision up to the maintenance contractor, Calven Shulda to decide if he wants to take someone else under his wing to job shadow was made and passed with a split vote.

**New Business:**

RVS - Cheryl Malisch discussed the problem that Sharon has with cables that connect the hand held meter reader to the association's laptop computer for the RVS billing software. She told the board that the model of reader that we own has been discontinued, but a limited supply of the interface cables is still available for a short time. She recommended that the association purchase new cables in order to resolve the problem. The board passed a motion to purchase new cables for the meter reader.

**City of Clatskanie Water** - Mike Roberts reported on the meeting that the board had with Greg Hinkelman, Clatskanie City Manager, concerning purchasing water from the city. They will sell water to the association at the outside city rate of \$ 2.20 per hundred cubic feet, but the connection between the water systems would be the association's responsibility. They also discussed the city taking over the water system, but Mr. Hinkelman said the city was not interested. Mike Roberts said that he felt this would not be feasible for our water system at this time. The board authorized Mike Seely and Bernie Reinbold to continue discussions with the city.

**Water usage-** Sharon Hicks reported that Paul Courtney had contacted her about the possibility of getting some forgiveness on his high water bill due to the purging of the water line after repair of the leak. Mike Roberts said that he and Gary Viuhkola also did the same. There was discussion about how to notify shareholders to contact the board in writing of the usage for cleaning out their lines due to the muddy water. The board decided that blow-off valves needed to be installed at the end of the lines to prevent this from happening again. The board tabled further action on the subject until the next board meeting.

**Billing** - Bernie and Mary Reinbold approached the board about their shares that had not been billed for the past five months. The shares had been incorrectly left on the inactive list in the billing system after the meters were turned back on. Bernie Reinbold wrote a check and gave it to Sharon to deposit. The shares were moved to the active category.

**Late Fee** – George Godfrey sent a request to Sharon that his late fee be removed due to him not receiving his billing for the last month. The board approved a motion to wave the late fee.

**Records** – The association's archived records will be moved to the new building at the Ilmari well site. Mike Seely suggested that the association place mouse bait in the building prior to moving the records.

**Records Committee-** Kim Bunnell expressed the need for volunteers to help her on the records committee. The board decided to put a notice will be put in the Annual meeting letter asking for shareholders to volunteer to be on the records committee.

The meeting was adjourned at 8:20 PM.

Respectfully submitted, December 9, 2010

Jim Malisch, Secretary/Treasurer of the board.  
Assistance from Sharon Hicks, and Kim Bunnell.