

# ***QUINCY WATER ASSOCIATION***

## **Board Meeting Minutes**

**May 8, 2013**

President Linda Hooper called the board meeting to order at 10:00 AM at Fultano's Restaurant. Other board members present were Jim Malisch and Debbie Greeley. Mike Seely and Tom Williams did not attend the meeting. Others present at the meeting were shareholders Cheryll Malisch and Terry Salo. Eric Griffith also attended, representing shareholder Jeanne Coates.

### **Minutes:**

The board members previously received the minutes from the April 11, 2013 board meeting by email. The board approved the meeting minutes as written.

### **Maintenance Report:**

Calven Shulda did not attend the meeting to present a maintenance report. Jim Malisch presented the costs associated with the recent line repair on Ilmari road. Jim told the board that Calven Shulda had returned the valve wrenches that he carried in his truck. The board briefly discussed the keys to the property. The board discussed the DHS-OHA water testing class to determine who had taken the class. Debbie presented the completion certificate for Martin Greeley and asked Quincy Water Association to sign the document, which registers him as a certified water tester for the association. The board voted to sign and accept the certificate. Jim told the board that Braden Lever had contacted him and volunteered to take the class and become a backup water tester. Jim also said that Chuck Leavy had expressed interest in assuming the maintenance position that Calven was vacating.

### **Financial Report:**

Jim Malisch presented the financial report for the month of April 2013. Jim told the board that we had received the final invoice from Cascade Water Works and he had prepared a check for signature. He said that he expected the final invoice from Murray, Smith Engineers this month.

### **Old Business:**

Jim Malisch gave a progress report on the status of the upgrade project. Jim asked the board if we wanted to purchase the spare parts from Cascade Water Works that they recommended. The board voted to purchase the spare parts for \$820.85. Jim said that Dave from Cascade was scheduled to return in June to finish the gravel work around the new wellhead. The cost for labor has already been paid to Cascade, but said that the association will have to purchase more gravel locally.

Jim told the board that he has received the final record drawings and certificate of completion. The expedite fees to complete the water rights have been paid. The new estimate is 120 days to complete, at a cost of \$805.00.

Jim told the board that the current estimate for final project costs was \$374,470. He estimated that the final IFA loan amount would be \$366,130 plus interest for funds regularly disbursed since 2011.

Linda Hooper reported that the waivers of remonstrance documents are ready for Ty Birdwell to sign and Mr. Birdwell has contacted her, but a meeting has not yet been arranged. She also is working on completing the sale of association property adjacent to the Monastery. Linda said she needed to submit certain association documentation to the title company.

Linda asked if any responses have been received from shareholders about the letter sent to them requesting updated contact information. Debbie stated that several people had called her requesting how to find the form on the association web page. Jim indicated that he had received only one web page form, but said he had requested that the billing clerk forward to him any forms received with water payments.

**New Business:**

Debbie Greeley presented a revised version of the Water User's Agreement to the board for comment. After considerable discussion, the board decided to review the document again at the next board meeting after more revisions.

Debbie Greeley led a discussion of the association's hardship policy. Items discussed included procedures, qualification, discounts, agency interface, and if the association should have a policy at all. The subject was tabled until the next board meeting.

The board discussed the matter of the shareholder account #18. The property is in default and the bank is proceeding with foreclosure. There have been no water payments made since October 31, 2011 and the current balance is \$633.73. The shareholder has declared bankruptcy. The board voted to remove the water share effective immediately. Further, if the meter valve cannot be locked, the meter will be removed.

The board discussed a letter received on April 15, 2013 from Mr. Bernie Reinbold informing the board that he had sold the Hermo Road property, and requested that the meter be removed. He said that he desired to sell the share, and requested a response in writing what the bylaw rights regarding a sale of this share are. After discussion, the board voted to offer Mr. Reinbold the price that he paid for the share when he bought it. The secretary/treasurer of the board will compose a letter to Mr. Reinbold citing the articles of the bylaws governing the sale, and conveying the offer. Jim reported that he had requested that Calven remove the meter.

Jim presented the results of the quarterly water tests required by the DHS-OHA. Jim said that DHS had mailed a notice to the association on May 4, 2013 stating that the association was in violation because they had not received the results. Jim told the board that Alexin Analytical had received the sample from Calvin on March 13, 2013 and issued results on April 15, 2013. Jim speculated that DHS-OHA had not yet process the test results. The test results showed two tests to be outside of the minimum reporting level, and two of the tests previously of concern to DHS to be in the none detected category. Jim will contact DHS-OHA to discuss the notice and future tests to be required. Jim reported that the quarterly tests had cost \$595.00.

Jim said he would request that Calven publish the annual water quality report before his contract ends.

Linda reported that all board members except Mike Seely had signed the bank account signature cards.

The board discussed the possibility of selling the Ilmari well site in the future. Terry Salo, who attended the meeting, expressed his concern of rushing into a decision without more information. Jim told the board that the well site could not be used as part of the water system for several reasons. First is the cost to meet the DHS-OHA requirements for the treatment site and the tank. Second is the design of the tank and the fact the several homes located above the tank level on Ilmari Road are now shareholders connected to the water system. He explained that the treatment building, which was built just a few years ago, was nice, but was not usable for anything except storage. Linda will conduct research on the property and report back to the board.

The board discussed the Port of St Helens project to pave Hermo Road in order to use it as a secondary access to the port property. There have been concerns raised lately that the Columbia County Road Department will proceed without adhering to their 2007 engineering plan to replace the association water line that is buried in the roadbed. The board agreed that Jim Malisch would write a letter to all parties involved, expressing the association's concern.

Jim invited Terry Salo to tour the properties with him at a future time.

The board adjourned the meeting at 11:40 AM in order to go into a working session to discuss employee and contractor issues.

Respectfully submitted, Jim Malisch, Secretary-Treasurer of the board.