

**QUINCY WATER ASSOCIATION
BOARD MEETING MINUTES**

August 13, 2014 Board Meeting

Linda Hooper called the meeting to order at 3:55 PM at the PUD.

Board members present:

Linda Hooper, Jim Malisch, Kim Bunnell, Braden Lever, Debbie Greeley
Members present: Eric Griffith

Minutes – July Minutes approved with the change of adding the motion that was approved to pay the additional bills for the leak on Quincy Mayger.

Financials approved as presented. Monthly accounts payable added to the financial report.

The bill from Hiland was discussed and each cost of the repair events were reviewed. Linda would like the monthly bill from Hiland that contains multiple maintenance charges in addition to the regular monthly fees to be separated by event.

Maintenance Report – The PP pump was removed from the premises because it did not work. Jim requested the new pump we ordered from Hiland be put on the shelf and not use it to replace the PP pump. The board would like Hiland to have the PP pump fixed and reinstalled.

Last month we authorized Hiland to purchase additional sleeves to keep on the shelf.

Kim, Debbie, and Chuck Leavy volunteered to take inventory at Ilmari and let Hiland know what is available. We will then ask Hiland what is needed for emergency fixes and authorize them to purchase over time.

Flushing results – no member complaints were received in regard to the flushing. The flushing report will be sent from Hiland when it is compiled. No known issues from Hiland at this time.

Water samples were taken. It was noted that Hiland notified members before taking samples.

Dennie Wilmouth valve fix is still on the schedule.

Old Business:

Maintenance items - Silas will provide a list of generic prices so we can select projects (installation of a blow-off valve on Rutters)

Oct 2013 Hiland sent some prices –

- A. Replace scissor hydrant on Rutters – abt \$3000
- B. 2 inch gate valve on Hermo – abt \$1000

Need prices for –

- A. Repair of hydrant at Charity/QM
- B. Repair of vault at Ilmari/QM

Project Maintenance Items -

1. Pressure vaults –
 - A. Pressure Vault on Stewart Creek – Motion made and approved to have Hiland fix the pressure vault on Stewart Creek as per the pressure study estimate (not to exceed \$4500 without prior notification) (5-0)
 - B. Pressure Vault on Ilmari – The safety valve needs to be rebuilt. This was not part of the pressure study and the board needs to have a ballpark figure to decide whether to proceed at this time. Need price from Hiland.
2. Hermo Road protection – Braden put up reflectors on Hermo Road at Collins to protect the valves.
 - A. Hermo Road at Quincy Mayger is not protected. The board decided to contact the county to see what they can do to protect the valves - possibly by using a u-shaped guardrail to keep the trucks off the valves.
3. Test of Well 2A – The test was started but was aborted because the PP pump would not turn on. The test will be rescheduled when the PP pump is repaired. Kim will record the procedure.

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4. Fire Hydrants – Motion made and approved to have Hiland address the fire hydrant issues (below) and advise the board of solution with connections at Collins with the cost not exceed \$5500. (5-0)
 - A. Replace scissor hydrant on Rutters (about \$3000)
 - B. Cap hydrant at Collins/Lewis and assess the connection surrounding it – there are multiple valves in the area – Have Hiland notify QWA when addressing this item so a member of the board can help evaluate the action to be taken. (about \$1500)
 - C. Fix hydrant at Charity/QM (about \$1000)
5. Install a blow-off valve at the end of Rutters Road – Motion made and approved to have Hiland install the blow-off valve not to exceed \$1000. (5-0)

We no longer need a blow off valve on Bassie Lane.

The board discussed sending a letter to the members on Rutters reminding them that a double backflow device is required if there is a secondary water source on the property. The subject came up due to the large amount of water that continued to flow through the pipe at the repair on Rutters Rd. It was decided that when the updated governing documents are presented to the membership then the board can point out the reasons why a member would need a legally approved double backflow device.

Governing Documents – Estimate for attorney to review the documents is between \$2500-\$3000. The attorney will do the wording changes for us and will be completed in 2-3 days. Motion made and approved to accept the estimate for the review of the charter documents and send them to the previous attorney. (5-0)

The board discussed strategy and a time line to send the documents to the members – how to present the information, how to explain the changes, how to deliver the documents, etc. Debbie will send a draft copy of letter to board for review and comments. A special meeting will be set up for October 14 (preferred), 15, or 16 at 6:00 PM at the PUD (if available). Jim will check availability with PUD. The board meeting in October is October 8 and the board will answer questions afterwards.

Jim will provide a list to the board members of all vendor contacts. Linda would like to have the information posted electronically such as on Google docs. The website is too public.

New Business:

Phone log – Misc member accounts discussed

Kangas – board decided to dismiss \$10 late fee and abide by Hiland’s payment plan

Mellinger – board approved late fee forgiveness of \$10

Board is concerned that 2 meters were misread this month in addition to some from last month. If misreads occur next month then we will notify Hiland.

Debbie was contacted about new membership – she will do additional research and have Hiland check the location. She also received notice that the Membership certificate the Reinbolds wanted to sell may have a buyer. More information will be available next month.

Motion was made and approved for QWA to pay for 4 members to take the flagger class (5-0)

The board discussed flagging, equipment, and liability. QWA needs some equipment for flagging (such as cones, safety vests, 1st aid kit, radios). There are liability questions and questions about who “owns” the job site. If QWA pays for the Express flaggers, the work zone belongs to QWA according to Express policy. QWA liability insurance said if we set up the worksite and provide flaggers, it is our liability. If we do not want the liability, then Hiland will have to hire Express and take over the work site. It was decided to open a dialog with Hiland to discuss them taking over the duties of hiring flaggers and assuming the liability for the worksite.

The board briefly discussed the system pressure and the pressure study. It was decided to continue the discussion at the November meeting.

Regular meeting adjourned 5:55 PM

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Transcribed and submitted by Debbie Greeley