

**QUINCY WATER ASSOCIATION
BOARD MEETING MINUTES**

January 14, 2015 Board Meeting

Linda Hooper called the meeting to order at 3:58 PM at the PUD.

Board members present:

Linda Hooper, Jim Malisch, Kim Bunnell, Debbie Greeley, Chuck Leavy

Members present:

Cheryl Malisch,

Minutes – December Minutes approved as presented.

Financials – The financial reports were presented. Jim explained the new format and will send it to Kim. We exceeded the amount of income that was expected. The December financials were approved as presented.

Budget – The board discussed the budget amounts from 2014 and set up a new budget for 2015. We have increased the maintenance amount and the capital improvement amounts. A motion was made and approved accept the 2015 budget (5-0).

Audit – The accountant Kenna Kay Bussert, CPA of Bussert Law & Associates, LLP in Astoria thought that the review we have presented in the past doesn't tell much about the financial state of the Association. Jim checked with a firm in Longview, (Francisco, Lampitt and Brado). Cindy Brado quoted higher prices than the one in Astoria. The audit needs to be complete by the annual meeting in March. Jim and Kim will research the type of "financial review or audit" we need to ask for. A motion was made and approved to authorize Jim and Kim to make a decision using their best judgment on the financial review provider (5-0) within the \$1500 budget.

Maintenance Report –

Water usage report was not included this month because Silas is checking on the accuracy of the well site meters – the back wash meter may not be measuring correctly and the main meter may need calibration. They are not sure what the solution is at this time.

Well test – Debbie will find out if the PP is at the well site so we can run the test. Jim would like to schedule the test when Hiland is here so they can check to see if the right amount of PP is being put into the system. The board wants Hiland to include flushing well 2A in the regular maintenance schedule (monthly),

Old Business:

Project Maintenance Items –
Need to consider for the 2015 budget –

1. Stewart Creek Vault
2. Ilmari/ QM Vault
3. Hydrants (pre-approved)
4. Hydrant – Collins/Lewis – waiting for plan
5. Valve box on Stewart Creek
6. Pressure issue – make system improvements before dealing with the pressure
7. Inline meters – waiting for evaluation from Hiland
8. Well site meters

Hermo Road – Linda and Debbie met with David Hill, Columbia County Road Master. There have been inquiries for permits for Hermo but nothing has been decided yet. He gave us the latest plans. Jim is concerned that there are not enough users on Hermo to utilize an 8" line.

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Business on line banking with Umpqua bank is being set up for Jim and Kim. The deposit from Hiland has not shown up yet. Jim asked Silas to check on it.

The board discussed the membership ledger. Jim is still working on it. The earliest mention of \$1347.50 was in 1963. Jim will get the ledger done by the February board meeting.

QWA governing documents – The board discussed the next step for the governing documents. The documents were sent to the review panel and the responses were gathered.

- We need to discuss the feedback then decide what to do with it.
- Packets with documents should go out by the 30th of January
- IRS 501c12 was discussed – and the non-profit status of the Association.
- Minor changes were made for clarification.
- Debbie will send out updated documents

The board scheduled a working session for Monday, January 19, 2015, 10:00 AM at Linda's home.

New Business:

Past due –

#1488 – This is an estate. Have not be able to contact someone to answer for Ron Hermo's account. The board discussed turning the water off and posting a notice on the property. Debbie will follow through with Hiland.

#1457 – A motion was made and approved to remove the late fee.

Phone log –

The truncated entries were a computer glitch on Hiland's computer.

Lower Columbia Tree Farm requested leak forgiveness. The board wants to know if he solved the problem and insulated his pipes. A motion was made and approved to allow leak forgiveness for LCTF this time with a follow up phone call to ask that the pipes be insulated (5-0). Debbie will make the follow-up call.

Leslie Pugh requested re-instatement to QWA. The bylaws state that a member who has been terminated for cause by the board may appeal to the members at the annual meeting for re-instatement. He will be put on the agenda for the annual meeting in case he wants to address the membership. Jim will phone and send him a letter to inform him of this option.

The 2013 annual meeting minutes and the 2014 draft of the annual meeting minutes are not available on the website. Kim will fix.

Hiland contract – In order to make any changes to the Hiland contract, we need to notify Hiland by March. The discussion of changes will be on the agenda for the February meeting.

Suggested changes to discuss:

- Change termination notification time to 90 days and contract change notification to 60 days.
- Add well 2A monthly flushing to the annual maintenance.
- Have Hiland keep PP (chemical) up-to-date and order as needed.

The board discussed Hiland providing ground maintenance for the Ilmari site was decided not to pursue it at this time.

Sean Clark would like to meet with the board. We would like to meet him for a tour of the port facilities. He is Port Westward's terminal manager. Debbie will contact him about at tour and meeting.

Jim is working on the mailing list and getting it ready for mailing the documents.

Meeting adjourned at 6:00 PM.

Transcribed and submitted by Debbie Greeley