

**QUINCY WATER ASSOCIATION
BOARD MEETING MINUTES**

February 11, 2015 Board Meeting

Linda Hooper called the meeting to order at 3:50 PM at the PUD.

Board members present:

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

Members present: Cheryl Malisch, Carol Brandt

Guests present: Sean Clark, POSH

Minutes – January Minutes approved as presented.

Financials – The January financials were approved as presented. Jim explained the new format with pass-through fees.

Maintenance Report –

Water usage – Hiland is planning on taking the meters in for testing so we can get a handle on the water usage – the back wash meter may not be measuring correctly and the main meter may need calibration. They are working on a solution. Jim said there was a problem with the meters on start-up.

Repair on Hermo Road – Chuck reported that a stub-off was eliminated. He said the contractor was at fault.

Old Business:

Project Maintenance Items – The report will be presented at the annual meeting in March.

Financial Review (and 990) – Annual review to be done by Ted in Scappoose. He found errors in the 990s. Ted will file amended 990s for the years – 2011, 2012, 2013 and will file 2014 also. Virginia at Lee's gave QWA a refund of \$500. We are filing an extension for filing 2014. We will have the financial review by the annual meeting. The budget for the financial review and 990 filing is now \$2000.

On line banking access with Umpqua bank is being set up for Jim and Kim. Jim and Kim are still working on it.

The board discussed the membership ledger. Jim is still working on it.

Hiland contract – In order to make any changes to the Hiland contract, we need to notify Hiland by March. A motion was made and approved to send the following changes for the Hiland contract (5-0).

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

QWA governing documents – The board discussed the next step for the governing documents. This project is on hold until the new board takes office.

New Business:

Past due – #1572 – Jim contacted owner about renter. Owner will take care of late bill.

Phone log – no action needed

Carol Brandt requested QWA write a letter to the FCC to keep the FM frequency in the Clatskanie area. A motion was made and approved that if further research shows no harm to QWA then a letter will be drafted and if further research reveals possible harm to QWA then the matter will be dropped (5-0). Kim and

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Debbie will research to see if QWA is allowed to do that as a non-profit. Because of the short amount of time to respond, Debbie and Kim will notify the board by email.

Sean Clark met with the board. He is Port Westward's terminal manager. He informed us that Columbia Pacific Bio-Refinery (CPBR) hired an outreach person to liaison with CPBR and the community. Sean will meet with Greenwood to find out what properties are on Quincy Water.

Katy Kearns is the new liaison from Global Partners (CPBR) and the community. She will keep us updated on Hermo Road improvements.

Bonding and insurance – Jim researched bonding vs. insurance. Increasing crime coverage will give us better results than bonding at this time. Bonding does not cover board members and requires conviction. Crime coverage only needs a report of a loss. A motion was made and approved to drop the bond (saving \$351) and to increase the crime coverage to \$250,000 (additional \$250) (5-0).

Annual meeting at PUD on March 3rd. Kim will contact the Chief and provide a dozen copies of the 2014 minutes for the members. The board went over the meeting agenda. Jim is working on the mailing list and will send out a letter next week.

A proposed bylaw change was presented to allow the separation the offices of secretary and treasurer. A motion was made and approved present a change to Article VIII, Section 2 at the annual meeting (4-1). Proxy voting cannot be allowed but there will be no bylaw change at this time.

Meeting adjourned at 5:37 PM.

Transcribed and submitted by Debbie Greeley