

QUINCY WATER ASSOCIATION
Board Meeting Minutes
April 9, 2015

Kim Bunnell called the board meeting to order at 7:00 PM in the Clatskanie PUD public meeting room. Other board members in attendance were Jim Malisch, Mike Roberts, Greg Smiley, and Randy Trass. Association members attending were, Jack Hendrickson, Cheryl Malisch, Karen Trass, and Martin & Debbie Greeley.

Minutes:

A draft of the minutes of the March 12th board meeting was emailed to all of the board members prior to this board meeting. After a few questions and clarifications, the board members approved the minutes as written.

Financial Report:

Jim Malisch explained the layout of the yearly financial spreadsheets that he updates each month. He also presented a one-page cash asset balance sheet that he developed, representing just the financial transactions of the past month that is in review. After discussion, Mike Roberts made a motion to change to using the monthly one page summary each board meeting, but to also present the yearly spreadsheet each quarter. Greg Smiley seconded the motion and it passed unanimously.

Kim asked for an update on the association filing of the IRS-990 forms. Jim explained that the accountant at Scappoose Business & Tax Service had not returned his calls because he was in the middle of tax season. Jim told the board that the deadline for the 990 filing was May 15th, and he would contact the accountant.

Maintenance Report:

The board discussed the maintenance report from Hiland Water for the month of March. Kim told the board that she was pleased to see that the water loss number was below ten percent because Hiland reported that the master meter had been cleaned. Jim explained that there was confusion with Hiland's terminology. The meter that Hiland cleaned was the Pump-2B meter that measured the raw water pumped from Well 2B. He explained that the master meter was the big meter in the ground vault that measures all filtered water leaving the plant reservoir. Further, he explained that there also is a Pump-2A meter and a back-wash meter inside the filter plant. Kim said that Hiland would add pump cleaning to their maintenance list. Mike asked if meter cleaning would be an extra charge. Kim suggested that we include that task to the base task list when we discuss the next contract. Randy asked about the leaky sample valve located on the top of the filters. Jim said he would discuss the leaky valve with Silas after the rewrite of the contract was completed.

Old Business:

Kim discussed the plan for the Association to rewrite the contract with Hiland Water. Randy asked for clarification on some of the services to be performed and was told that there was no changes in the new contract for those services. Kim suggested that the additions and price increases detailed in Hiland's Amendment-1 be written into the 2015 contract and that Amendment-1 not be part of the new contract. Jim will get clarification on the total rate schedule from Silas in order to eliminate need for the amendment.

Kim asked about elimination of Attachment-C, which is QWA policies & exceptions to Hiland's policies. Jim explained that it was necessary attachment in order to document our policy differences such as the account must be 60 days delinquent before the water is shut off.

Debbie Greeley told the board that previously the board decided to accept Hiland's leak adjustment policy in place of the Association's Leak Forgiveness policy, but the 2013 contract document did not reflect that. Jim told her that this policy change to Hiland's Leak Adjustment had been documented in the contract rewrite.

Kim brought up a few other contract issues that needed to be included in the rewrite. She committed to documenting them in an email and sending the email to Jim. Kim summarized the contract work and plan forward.

Randy asked if the Ilmari site was included in the maintenance contract and was told that it was not. The board members briefly discussed the need to form a work party to clean the site. Kim said that it is on the agenda and there would be more discussion when we moved on to new business.

The board previously appointed Randy Trass to be the interface to the project to pave Hermo Road. Kim asked him to give an update on the project's impact on the Association. Randy reported that he had talked to people responsible for maintenance of Clatskanie water. He reported that both PVC and iron pipe had their good points. PVC pipe is easier to work on and to add new services. Iron pipe is heavier but may handle heavy traffic better. Mike asked for clarification about who is in charge managing the project. Debbie Greeley said that the bio refinery would pay for the project but the county would be the manager of the project. Mike then questioned who the contractor for the county is going to be. Debbie said that community meetings will be held before any work will proceed. Randy is in contact with Katie Kerns, the coordinator employed by the bio refinery. He read an email that she wrote to all parties affected.. The board and the members discussed other individuals involved in the project.

Randy was asked to discuss progress for changing the meeting location to the Quincy Grange. He reported that he had spoken with Ellen Nieminen, who is the new Grange Master. She told him that there would be no fee to use the facility for our meetings and that we could get a key to the door. The board decided that Randy is to ask if the Grange could accommodate QWA board meetings on the second Thursday of each month at 6:30 PM and the annual meeting in March. Randy is also to obtain a key. Jim will take care of notifying the membership by public notice in the newspaper. He will cancel the schedule for future meetings at the PUD room once the meeting dates are approved by the grange.

Randy reported on the plan to upgrade the locks and locksets for the two Association compounds.

New Business:

Kim discussed the Hiland phone log for March. She suggested that someone call Larry Haatia to let him know that the board is aware of the water in the pressure vault located in his yard. Jim said that he will call Larry.

The board reviewed the Past Due Report provided by Hiland. The board members agreed to personally follow up on several of the past due accounts. Jim will call Hiland and delay any action for those accounts over 60 days.

The board discussed the request from Sharon Hicks to become a shareholder in the Association. The board decided to request Sharon to submit her proof of qualification to the board. The board will then review the bylaws and examine her documents before deciding whether to seek an attorney's opinion. Jim will write a letter to Sharon.

Clean up of the Ilmari site was discussed by the board. Logistics for cleanup and several methods were discussed. Concern expressed about the requirement for waivers. Mike will contact the boy scouts to ask if they would like to do a community project. There was no date set for the cleanup work party.

The board agreed to investigate and learn more details for repairing the meter valve for Greg Smiley's water service before proceeding.

The board decided to defer any work on governing documents, bylaws and articles of association.

The board decided to hold a working session to determine and prioritize the 2015 projects. The session is scheduled to be held at Greg's house on April 21, 2015 at 6:30 PM.

The board meeting adjourned at 7:47 PM

Respectfully submitted, April 16, 2015
Jim Malisch, Secretary-Treasurer of the Board

Approved, May 14, 2015