

**QUINCY WATER ASSOCIATION**  
**Board Meeting Minutes**  
**September 10, 2015**

Kim Bunnell called the board meeting to order at 6:33 PM at the Quincy Grange. Other board members present were Jim Malisch, Greg Smiley, and Mike Roberts. Randy Trass did not attend. Association members attending were Cheryl Malisch and Marge Johnson. Marge only stayed for a few minutes to discuss her request for leak forgiveness.

The board moved the leak forgiveness topic to the first order of business in order to allow Marge to remain only briefly. After a discussion of the leak details and verification that her last leak forgiveness was in 2013, the board voted to allow leak forgiveness of her August bill. Jim will instruct Hiland Water to calculate the credit amount based on the forgiveness policy.

**Minutes:**

A draft of the minutes of the August 13, 2015 board meeting was emailed to all board members prior to the September board meeting. The board members voted to approve the minutes as written.

**Financial:**

Jim presented the cash asset balance sheet showing all income, expenses and account balances for the month of August 2015.

Jim reviewed the details of the charges Hiland invoiced to the Association for the line repair on Rutters Road. He explained the credit agreement that he negotiated for the second repair of the line, which was the third trip for Hiland. The Association will pay only for the labor, and there will be no equipment or mileage charges related to the third trip.

The board discussed using the Association account at Consolidated Supply to purchase repair parts and spare parts therefore avoiding an additional markup in price. We will ask Consolidated if they can deliver to Greg Smiley's house.

The board voted to accept the August financial report and pay the September bills.

**Maintenance and Improvements:**

The board discussed the maintenance and call logs from Hiland Water. The board discussed the lack of grounds maintenance at the Stewart Creek properties. Access to well 2A is difficult because the vines and grass have overgrown the road to the well compound. Jim will contact Hiland Water and remind them that grounds maintenance is part of the contract. Greg volunteered to check on the Ilmari property and determine if the grass needs to be mowed again.

Jim presented a letter from Cascade Water Works that provided details of their execution plan for the project to rebuild the pressure vaults. Their plan also stated their intent to clear any drains found in the vaults. The board approved having Cascade proceed with the vault work.

The board also received a proposal from Cascade Water Works to pull the well pump 2B, replace it with a new pump, and clean the pump that they remove for \$3,866. The cleaned pump would become a spare to keep on hand for the next time the pump requires cleaning. The board discussed the proposal and issues related to pulling the pump, such as brushing the casing and chlorinating the well.

The board voted to accept Cascade Water Works proposal, and to authorize Jim to proceed with the other related services required. The pump and vault work is tentatively scheduled for mid October.

The board discussed annual cleaning of the reservoir exterior in order to preserve the paint.

The board discussed building the inventory of spare parts for repairing pipeline breaks. The Association still has an account with Consolidated Supply in Portland. Jim will contact Consolidated to authorize Hiland to order parts for the Association, and to set up Greg Smiley's house as our delivery location. Instead of buying the parts and passing the cost plus markup on to the Association, Hiland will be able to order parts through our account, and we will pay Consolidated.

The board discussed strengthening our ties with the Clatskanie city water department in order to have access to additional emergency spare parts.

Kim reported her efforts to locate additional contractors for repair work. The board discussed several contractor options and any requirements for licensing and bonding. The board will continue their search effort for contractors. The board discussed determining what credentials were required for maintenance and repair of the water system. Jim will ask Randy to check with Calven.

Jim reported that Gary Viuhkola agreed to keep a truckload of the association's gravel behind his shop. He said he will need to clear a spot for the gravel after he recovers from an injury. Jim will ask Gary if we can volunteer to help him with that clearing work. Jim reminded the board that the Association still owed Lester Pugh a backhoe scoop of gravel for a previous repair. Les just wants the gravel to be replaced.

The board again discussed the temporary repair of the 8-inch mainline near Thomas Road. The board feels that Hiland did not come prepared to fix the mainline break and only came up with a temporary solution. The board consensus was that the pipe should be replaced in order to have a permanent fix for the crack. Randy was to check with Kynsi Construction regarding hiring them to do the permanent repair work. The board will then decide to proceed with the repair. Greg was asked to check with his plumbing contact about repairing the line.

The board discussed the status of the damaged fire hydrant near Charity Lane. Jim said that Hyland was authorized to repair the hydrant in 2014, and was told parts were on back order. Greg said he will contact a person he knows that specializes in hydrant repair. Jim reminded the board that the Association will have a spare hydrant from Hermo Road when that project is completed.

The board was also quite concerned about not having flaggers at the repair and using Association members to flag traffic during the repair. The board had a long discussion about the flagging equipment necessary. Kim will put together a list of safety items required to provide flagging of traffic. The board may want to make arrangements for flaggers ahead of time when necessary. Greg will contact Northwest Flaggers and investigate the purchase of a set of radios.

### ***Old Business:***

Jim reported that there was nothing new on the Hermo Road project, but he heard from the design engineer that water line work would not take place until the spring of 2016.

Mike Roberts reported that he contacted a title company to determine if there was an easy way to make the new owner aware of shares taken back by the association before they close the purchase.

They told him that the association would need to file a lien on the deed with the county clerk. It was pointed out that if the water share was repossessed by the association, there was no value for a lien. We need a way to let future owners know water does not come with the house. Mike will continue to look into the issue.

Mike Roberts reported he had spoken with Mike Seely about the double check backflow device planned for his meter. He was told that Mr. Seely does not use Association water in his mint processing.

**New Business:**

Kim related what she learned about the safety equipment the association owns for traffic control. She said we only needed to add a few items. The board voted to authorize Kim to purchase the additional items. Greg Smiley will purchase the two-way radios. The board also decided to send three people to flagger training.

The board reviewed the past due list. The board decided to allow Hiland handle those that are over 60 days past due as the contract stipulates. Kim reported that she spoke with Kristy Calhoun, and she is still waiting for the court decision on the Mary Esther Smith property. The board decided not to take any further action on the past due at this time.

The board discussed granting leak forgiveness to Jack Hendrickson. They granted a credit to his account of \$10.00. Jim will have a discussion with Hiland about giving notification to members suspected of having a leak.

Kim reported the creation of a Facebook page to help communicate with the members.

The board voted to move the October board meeting to October 15, 2015.

The board meeting adjourned at 8:25 PM

Respectfully submitted, September 30, 2015

Board Approved, October 15, 2015

Jim Malisch, Secretary-Treasurer of the Board