

**QUINCY WATER ASSOCIATION**  
**Board Meeting Minutes**  
**July 14, 2016**

Kim Bunnell called the board meeting to order at 6:30 PM at the Quincy Grange. Other board members present were Jim Malisch, Randy Trass, and Greg Smiley. Mike Roberts did not attend. Association member Cheryll Malisch also was present.

**Minutes:**

Prior to the meeting, a draft of the June board meeting minutes was emailed to all board members. At the board meeting, the minutes were approved as written.

**Financial:**

Jim presented the financial sheets showing all income, expenses, and account balances for the month of June 2016. Jim noted the quarterly loan payment to IFA.

**Maintenance and Improvements:**

The board reviewed, and discussed the Hiland maintenance log for June. It was noted that Hiland Water had repaired the leak at the Grange water meter. The board reviewed the hydrant flushing spreadsheet created by Cheryll and discussed the annual flushing activity just completed by Hiland Water. The board also reviewed the binder containing the all of the call logs and maintenance logs since 2013.

**Old Business:**

Randy gave a progress report on the Hermo Road project. He said Phase C and D are complete and there will not be further work on this section until paving of the entire road takes place. Randy said that he drove all the way into the Port property on the newly completed road. He reported that the road was smooth and compacted. Wetlands mitigation is underway for the next two months, and Phase A and B are still on hold. Jim commented that he had not received any confirmation of corrections and changes to the drawings after the meeting Randy and he had with the engineers.

Randy reported that he and Jim had modified the barrel covering the 2B wellhead. A slot was cut in the barrel for a better fit.

There was considerable discussion about the meeting with the Oregon Health Authority, (OHA) engineer James Nusrala. His visit was made to inspect well 2B and conduct a survey concerning water source protection.

The board voted to buy back water share 146 from Carol Brandt. She has refurbished her well and has requested disconnection from Quincy Water. Hiland will be instructed to pull the meter on their next visit later this month.

The board held a long discussion about the problems created when water shares are sold to residences at extreme elevation. Kim presented a new draft of board policy for selling new water shares. The document includes a recommended maximum elevation for future water share sales. The board voted to accept the new draft as policy. Future boards will have the policy document to use as a guideline.

**New Business:**

The board reviewed the past due report for the month of June. Several past due accounts were discussed. Randy talked about his follow-up with an individual with high water usage that is continuously past due in his account. The board agreed to instruct Hiland to send a shut off notice to this account at 30 days past due instead of 60 days. Jim will follow up with Hiland about sending a shut off notice to several other past due accounts.

There was considerable discussion about members not receiving their bills in the mail for the past two months. Jim told the board that since the rural carrier for Quincy had retired, there had been significant problems of missing mail and incorrect delivery. Jim said that the issue was brought to the attention of the postmaster. He also said he had discussed the mail delivery problem and failure to receive water bills with Silas and Tina at Hiland. He asked them to use their judgment to remove late fees when a member tells them they did not receive a bill.

Randy reported that after investigation, the apparent leak on Stewart Creek road still had water flowing. Cheryll volunteered to assist Randy with digging around the pipe to determine if the water line is leaking. It was agreed that if the pipe is leaking, Jim will have a discussion with Hiland Water concerning several leaks and scheduling repairs.

Jim reported that he had received two quotes for pressure washing the association water tank. One of the quotes was extremely high. The board voted to accept the lower quote to have the tank washed. Jim will contact the contractor and arrange the work.

The board discussed using our circuit rider at OAWU to help us locate all of the valves on the system distribution lines.

The board reviewed the Hiland phone log and discussed several entries.

Cheryll asked the board if anyone was interested in attending the free operator training class taking place in Seaside on August 22nd. Greg Smiley, Cheryll Malisch, and Jim Malisch will attend.

The board meeting adjourned at 7:43 PM

Respectfully submitted, July 20, 2016

Approved, August 11, 2016

Jim Malisch, Secretary-Treasurer of the Board