

**QUINCY WATER ASSOCIATION**  
**Board Meeting Minutes**  
**March 14, 2017**

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, Greg Smiley, and Gary (Rocky) Roggow. Rocky was elected to serve on the board at the annual shareholders meeting on March 7, 2017 taking the board seat previously held by Mike Roberts. Randy Trass and Greg Smiley were re-elected to serve on the board again at the same meeting. Association member Cheryll Malisch also attended.

**Election of Officers:**

The first order of business was to elect the officers of the board. Kim Bunnell was elected to the office of President of the Board, Greg Smiley was elected as Vice President, and Jim Malisch was elected Secretary-Treasurer.

**Minutes:**

A draft of the February board meeting minutes was emailed to all board members before the meeting. Before approval, Jim said that he should add more detail about the discussion concerning refurbishing well 2A. He also said that he should provide more details about the board's decision on of the inquiry about commercial marijuana grow operations. The board approved the February 2017 meeting minutes after discussion about the proposed additions.

**Financial:**

Jim Malisch presented the financial records showing income, expenses, and account balances for the month of February 2017. He said he was taking more time going through the reports in order to help the new board member better understand it.

**Maintenance and Improvements:**

The board reviewed the January maintenance log provided by Hiland. The board spent some time discussing the volatility in the water loss report from Hiland. Kim informed Rocky that he would be added to the emailing list to receive the monthly reports from Hiland. Jim added that we would need to add Rocky to the signature card at the bank in order for him to be able to sign checks.

Kim asked Jim to report on the leak repairs that Ron DesRoche of Cascade Water Works completed last week. Jim said that Ron replaced the gaskets for the chlorine mixer and tested the water filter backwash. Ron expressed concern that the opening and closing of the air-operated valves was causing excessive water hammer in the lines on the filter. He suggested putting adjustable air snubbers on each air operated valve. Ron will order them when he returns to his office. Jim reported that the next task that Ron completed was replacement of three small ball valves on the pressure reducing station inside the vault. The faulty valves were all of Chinese origin and this should be the last valves needing replacement. Ron then went to the Ilmari boosting station and replaced leaky plumbing on the pump control switches. He also tightened a loose connection on the pressure tank.

Kim brought up the subject of gravel for the Ilmari site and the access easement through Chet Scott's property. The board agreed that until the wet weather ended, we could not get a truck or equipment into the site. Greg said that there are likely county road restrictions for truck loads that remain in effect. Once things dry out, we will proceed. Greg felt that the alder trees near the tank needed to be removed before we put new gravel down. The board decided to let Greg proceed with the tree removal. Kim asked Cheryll to develop a waiver for the tree faller to sign.

Kim brought up the subject of hydrant repair and asked if Cascade Water Works would be interested and capable of performing repairs. Jim will follow up with Cascade.

Next Kim asked about line repair of the pipes that cross the drainage ditch on Collins Road. Greg suggested using an I-beam to support the pipes. Jim will speak with Cascade for recommendations. We will then decide how to proceed. The water lines cross the ditches in four places.

We discussed the valve replacement of the leaking valves at the bottom of Ilmari Road. This will be a summer job and will require asphalt repair. We need to research asphalt repair because these valves are in the roadway. Cascade WW said they are interested if they can resolve their excavator issues.

On the subject of refurbishing well 2A, Jim said he had two estimates from Cascade WW for drilling a parallel shaft next to the old one. Jim said he needed to discuss and clarify the estimates before going further with Cascade. He pointed out that there will be other issues involved such as concrete to fill the old well, pump costs, electrical work and a housing for the pump station. Jim clarified that at this point in time we really do not know the best method to refurbish the well.

***Old Business:***

Kim asked Cheryll to report on the progress of the successfully installed internet Sensaphone and new camera system. Cheryll reported that the equipment was working well. She talked about board member access to the two programs and alarms and she wanted to know who wanted what on their computers and/or cell phones. She will set up the programs to handle it. Next, she asked what protocol for responding to the alarms was wanted.

Randy reported that he still had no new information on the Hermo Road upgrade project.

The board discussed the water blow off located on the Poysky property and how berry vines have overgrown access. Rocky volunteered to trim back the vegetation and clear a path to the valves.

***New Business:***

The board reviewed the Hiland phone log without comment.

Kim asked Cheryll to talk about the serious discrepancy found by the recent state inspection of our water system and the mandate that we must complete inspection of installed backflow devices by June of this year. We have identified seven backflow devices installed on our system. In addition, she said that QWA must send a survey to each shareholder in order to determine potential problems of cross connection or potential hazard identification. Hiland has the responsibility to track and enforce the program. The board will send letters to the seven shareholders who need to test their installed devices.

Kim told the board that she is working on our own emergency response plan that will help board members handle emergencies such as leaks. She will update the board when she is further along.

Kim and Randy told the board about an elderly shareholder that had a leaky toilet who had a high water bill for two months. The board voted to grant a credit of seventy-five dollars as leak forgiveness.

The board reviewed the past due report for the month of February. One member's water was shut off last month and now is nearly 120 days past due. Jim will send a letter warning that he is at risk of losing his water share. Jim will follow up with Hiland about past due accounts and sending a shut off notice to several past due accounts that have not made payment. Jim brought up the subject of a deceased shareholder and that the relative of the deceased has not made a payment since 2015. Jim will send a letter asking for payment. Kim will contact a relative of another deceased shareholder to ask for payment. The board decided that the association will pay for the cost to test the backflow device located on this property.

The board meeting adjourned at 8:25 PM

Respectfully submitted, March 14, 2017

Approved, April 12, 2017

Jim Malisch, Secretary-Treasurer of the Board