

**QUINCY WATER ASSOCIATION
BOARD MEETING MINUTES**

July 9, 2014 Board Meeting

Linda Hooper called the meeting to order at 3:55 PM at the Clatskanie PUD.

Board members present:

Linda Hooper, Jim Malisch, Kim Bunnell, Braden Lever, Debbie Greeley
Member present: Carol Brandt

Minutes – June 11, 2014 minutes approved with correction. Member name was incorrect.

Financials approved as presented.

A motion was made and approved to accept and pay the bills for sand, plywood, and a backhoe that were submitted from the leak repair.. (5-0)

Maintenance Report – No major concerns with the Hiland report this month. Routine maintenance was performed. Everything is put back together for the chemicals and extra supplies are stocked at the well site. A motion was made and approved to authorize Hiland to purchase a spare pump for \$500 (5-0). Debbie will alert Hiland that Well 2A is overgrown and not accessible.

Flushing is scheduled for August 5, 2014. Hiland will post a notice on the July billing. Kim will place a notice on QWA's website.

Hiland will be out to fix Dennie Wilmoth's shut off valve on July 18 after 3:30. Braden and Jim will be available to assist.

Old Business:

Status of System Projects/Maintenance –

1. Pressure Vaults – Estimates have been requested from Hiland – we are waiting for a response.
2. System Pressure Study – time will be set aside for discussion of the pressure issues at the end of the next board meeting. The board will clarify its course of action.
3. Test of well 2A – Phase II scheduled for a Saturday – tentative date set for July 12, but subject to change. Board members plan to attend to find out how the equipment runs. Jim will supervise the test.
4. Fire Hydrants – did not discuss
5. Hermo Road Protection Barrier – Braden will talk with Ryan Allen about getting reflectors.
6. Hermo Road – We received two responses to the letters sent. Betsy Johnson phoned Debbie and said she planned to notify the economic development team and said she would keep QWA in the loop. She planned to send out emails to other interested parties to ask them to keep us informed. Tony Hyde also phoned Debbie. He said QWA was in the plan and they were looking for additional funding. The plan is tentatively to start on Hermo Rd improvements “beginning of the season next year” – translated: March – May of 2015 – very tentative. He will keep us in the loop also.
7. Valve locating – did not discuss

New Business:

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1. Phone log – no major concerns this month.
2. Kim introduced information from OWUA that QWA needed a policy about individual Pressure Regulating Valves. A motion was made and approved that a member has sole responsibility for any PR valves that are installed on the member's side of the meter (5-0).
3. The board discussed the response to the recent leak on Quincy Mayger Rd and had some concerns and questions.
 - A. When the emergency number for Hiland was called, the recording asked the caller to leave a "digital message". Some people are not aware that means a phone number. Can the recording be changed to say "phone number"?
 - B. Some callers did not get a recording when calling the office. Does the office phone pick up the second line while the first is in use?
 - C. Members who called Hiland said the response time was within 5 minutes.
 - D. We want to purchase and store 2 – 8 inch couplers in case of future need.
 - E. We need to do an inventory of parts on hand at Ilmari and Stewart Creek.
 - F. Flagging classes are available the 1st Saturday in August for \$65 per person – the board members are interested in taking the classes to become certified flaggers when needed.
 - G. Flaggers are available through Express Temp Agency in Longview. There is a 4 hour/2 person minimum charge (approx \$150).
 - H. Kim and Jim will check into liability issues with the temp agency and the insurance company.
 - I. The board members will review emergency procedures at the well when meeting for the test of well 2A.
4. QWA updates for the Articles and Bylaws were discussed. It was determined the document updates were ready for a final review. A motion was made and approved for the documents to be sent to an attorney for review (5-0). Linda will contact our previous attorney and get a cost estimate.
5. Documents to be reviewed –
 - Articles of Association
 - Bylaws
 - Water User Agreement
 - Membership Certificate.

Regular meeting adjourned 6:06 PM

Transcribed and submitted by Debbie Greeley