

DIV. 12 STEP ASSOCIATION
May 15, 2018 – 10:00am
Board of Directors Agenda

Called to Order: 10:09 AM

Introduction of Directors Present: Lynn Singleton, Rick Meeder, John Soukup.

Other owners present: none.

Decisions by e-mail:

The Minutes from February 27, 2018 Director's meeting were approved.

The Directors reviewed and approved comments on the Parametrix draft report for submission to Parametrix.

The payment of various bills were approved.

Financial Report:

As of March 31, 2018, the Operating Balance was \$22,085.19 and the Reserve Account Balance was \$62,829.85 for total assets of \$84,915.04. As of April 30, 2018, the Operating Balance was \$27,455.44 and the Reserve Account Balance was \$62,854.98 for total assets of \$90,310.42.

Director Meeder questioned the presentation of the financials which shows expenses in parentheses in some cases but not in other reports. Lisa Dillon of Diamond Management explained that this a quirk of the software used to prepare the financial statements and the presentation can not be changed. Lisa Dillon also stated that Diamond Management is implementing a new software package that hopefully will eliminate this issue. Director Singleton requested that the BOD be involved in selecting the types of reports we receive when the new package is available.

The Directors approved the Financials for February, March and April 2018.

Director Singleton said he would forward the February, March and April financials to Steven Muretta, the webmaster, for posting on the website. Steve's ongoing support to the community is truly appreciated.

Old Business:

The Directors discussed modifications to the New Owners package circulated among the Directors. The proposed changes were approved and Director Soukup was asked to revise the New Owner's Package and circulate it to the Directors in Word format.

Advanced Septic Contract—Discounted rates for our residents. Director Singleton circulated a price list from Aadvanced, which needs to be edited. Director Singleton stated that he is still talking with Aadvanced about the best method to distribute the rate sheet to our residents.

Director Singleton reported that a resident had asked about the requirements for septic tank inspection at the time a residence is sold. Director Singleton, said that after researching the question, he found that there is no governmental requirement to inspect or pump tanks

because STEP systems have no drain field. He noted, however, that the buyer or the buyer's lender could require inspection and pumping. Director Singleton will draft and circulate a FAQ on this topic for Director approval and addition to the website.

New Business:

Signage and maintenance: Director Singleton reported that he has placed signs on all of the Division 12 facilities and advised Security that he had done so.

Spring 2018 email/letter: The Directors discussed the newsletter and a tentative mailing date of mid-June was set. Topics suggested for the newsletter included the Aadvanced pricelist, plans for work this Summer to locate, mark and exercise system valves; repeat the information in the New Owner's package; ask for an email response from residents who would like a meeting to demonstrate the operation of the STEP system; remind residents that the website is a source of answers to questions about the STEP system; remind residents to check the lids of their tanks for leaks and what to do if the STEP alarm goes off. Director Singleton said he would prepare a draft of the newsletter and circulate for Director review.

Infrastructure Survey Work: Director Singleton stated that Aadvanced will be requested to locate, mark and exercise the STEP system valves. Aadvanced will charge \$165 per hour for a crew to do this work.

Reserve Study: Carol Burton of Diamond Management presented a list of prices for reserve studies, after some discussion, it was resolved by the Directors to request that Diamond Management order a cost update of our prior reserve study for a price of \$655. Comments will be provided prior to the update that reflect current status of the infrastructure.

Parametrix study meeting: Director Singleton reported the results of his meeting with Parametrix and Canterwood STEP's consultant regarding the comments to its draft report submitted by Division 12 and Canterwood STEP. Parametrix will issue a revised report based on the comments. From the discussion at the meeting, it appears that Canterwood STEP will resume treating its waste water, but switch to a chlorine system like the Division 12 system.

Director Singleton reminded the other directors that one of the reasons for the Parametrix study is to determine how to best treat effluent to minimize the damage to the private sewer line into which the Canterwood STEP, Division 12 and several others use to convey wastewater to the City of Gig Harbor's sewer system.

Director Singleton reminded the Directors that the flowmeter in the treatment house has been disconnected because its moving parts constantly clog. This does not allow the system to vary the amount of chlorine added to the effluent based on flow. The Directors requested that Director Singleton obtain a bid to replace the flow meter with a magnetic meter which will not clog the way the present mechanical meter does.

Next meeting date: July 24, 2018 at 10:00 AM

Adjourn: 12:2 PM