

CANTERWOOD DIV. 12 STEP ASSOCIATION

April 20, 2021

Board Of Directors Zoom Meeting

Meeting Called to Order At 10:02 am

Approve Minutes: Motion to approve January 2021 minutes was made and minutes were approved by the Board.

Present: President: Lynn Singleton, Treasurer: Randy Young, Secretary: Frank Addison, and Director: Rick Meeder, Lisa Dillon and Carol Burton, Diamond Community Management.

Homeowners: None Present

Financial Reports: January, February, and March were to be approved and Lisa was to report on 2021 city sewer fees. Randy motioned that the financial reports be approved. The motion was seconded and approved. Rick commented that the payment to the city is higher than previously seen and was that the result of new fees? Lynn added that the Sewer Flow issue which resulted in the increased costs would be discussed later in the meeting. Lisa was going to contact the Gig Harbor billing department to obtain the 2021 rate details for comparison.

Email approvals:

- Diamond Contract Review and Completion
- Keep Maturing Certificate Of Deposit At Home Street Bank. It was decided the CD be kept there at Home Street Bank for an 11month term at 0.40%.
- Pump Parts Purchases: January 30, 2021, and March 11, 2021

- Web Site Changes Related To Transfer Fees and New Owner Information

Old Business:

- **Peristaltic Pump:** Lynn reported that the pump was now reliably running. It had been sent in for service, however, the service center was unable to reproduce the malfunction. Lynn inspected the check valve where the bleach enters the sewer line and determined it was not functioning correctly. He purchased a replacement and spare and installed it. This corrected the inconsistent pump operation problem. The check valve should be serviced every six months and will be added to the list of O&M requirements when the new vendor contract is completed in June. Lynn noted that the backup pump is not operating at the needed low flow rate; but will function at a higher rate if we have an emergency.
- **Replacement of the Floor Grate:** The good news is that while performing other tasks at the pump house, AAdvanced removed and cleaned the floor grate. The cast iron floor grate does not need to be replaced at this time as noted in the our Reserve Account Study. Randy will record this in the reserve account as a deferral of an expensed item. Randy asked if we had a multi-year spreadsheet tracking ongoing maintenance issues. Lynn reported that items are noted in the Reserve Account Study, but a working spreadsheet tool is not present. Randy will review our reserve study and suggest ways to make any needed tracking improvements.
- **Moss on the Roof of the Pump House:** Due to Megan's absence, this item will be added to the agenda for the next meeting.
- **Flowmeter Replacement:** Lynn reported that newly designed Seametrics flow meter, being provided free to the STEP system as a part of their Beta Testing program, had experienced some problems during their final bench testing. These problems delayed their expected delivery. The factory has been very good about keeping us informed about their progress. Participation in the beta test affords the community substantial savings (over \$4000). Installation of any new flow meter requires significant plumbing changes in the pump house. The plumbing redesign was

developed and submitted to Seametrics for approval. AAdvanced was asked to submit a bid to replace the existing plumbing per the design. Lynn approved their bid after they attached the design plans to the bid and used our previously agreed-upon rates. After that reminder, the plumbing upgrades will cost \$2,000. This is reasonable. An estimate obtained a few years ago was more than double that amount. Any flow meter replacement related costs are planned expenses and included in our reserve account.

- **City Billing Evaluation:** Gig Harbor sewer bills are included on our website and the introductory language for the section needed to be updated. The example language and now uses the December 2020 bill.
- **Vendor Outreach for O&M services:** Randy contacted AAdvanced, Drain Pro, FloHawks, and Hemley's to update vendor names, phone numbers, and street addresses. Some minor updates are needed to our website. Randy will contact the companies again to see if they are interested in bidding on our system's services for the upcoming year. Lynn added that the vendors seem to be interested in a simple one- or two-page request for a proposal.

New Business:

- **Maturing CD:** We have one CD note at 0.45 percent maturing in 7 months. Lisa prefers to shop for the best rates and terms the week before the CD matures. Randy predicted that interest rates would remain low for an extended period. Due to the current low interest rates, six- and eight-month term periods are preferred by the board.
- **Increased Sewer Flows:** There was an unexpected 19% flow and cost increase occurred in January/February 2021 Gig Harbor billing. Our daily flow rate went from an average of 8,400 gallons per day to 10,000 gallons per day during this period. We will wait until the next bimonthly bill in May to see if the flows continue to be higher than expected. Is the increase due to a failed lid or riser pipe somewhere in the system that allows rain and groundwater to infiltrate, more stay-at-home behavior due to covid or? Rick will research sewer flow data back to 2016 to look for any patterns.

Infiltration and inflow has been a historical problem in the system. In 2014, the board asked Drain Pro to conduct an inspection and leak detection test for each household in the community. They ran water on top and around septic tank lids to look for infiltration around the lids and riser pipes. Broken or damaged lids were also noted. Homeowners were then asked to make needed repairs. Previous summer newsletters have alerted homeowners about the importance of sealed septic tank lids. If the high flows continue, the fees from Gig Harbor could increase by \$2,000 every 2 months and corrective actions in the community will be needed.

- **Scope of Work for a New O&M Services Contract:** The O&M contract with Advanced is set to expire in June 2021. Lynn will review the previous Request for Proposal (RFP), update as needed and distribute to the board for review. Once the RFP is final, it will be sent to interested vendors for response.
- **Summer Newsletter:** Potential content items for the newsletter were discussed.

Other Items:

- **Reserve Account Examination:** Rick commented that the previous Reserve Account study was done in 2018 for 2019. What is the optimal procedure? Every two years? Every three years? Randy commented that the best practice for large organizations such as the Canterwood HOA is to conduct an annual reserve study update followed by an on-site visit every three years. The Canterwood Division 12 STEP Association 2019 Reserve Study update is accessible via our website.

Next Meeting Date: May 25, 2021, at 10:00 am

Meeting Ended at 11:30 am

Respectively Submitted

Frank Addison, Secretary