

# CANTERWOOD DIV. 12 STEP ASSOCIATION

May 25, 2021

## Board Of Directors Zoom Meeting

### Minutes

**Meeting Called to Order at 10:03 am**

**Approve Minutes:** April 2021 Board of Directors Minutes were approved.

**Present:** President: Lynn Singleton, Vice-President: Megan Amherst, Treasurer: Randy Young, Secretary: Frank Addison, and Director: Rick Meeder, and Lisa Dillon, Diamond Community Management

**Homeowners Present:** none

**Financial Report:** The April 2021 Financial Report was approved as submitted.

**Email decisions since the last meeting:**

- Certificate of Deposit at Home Street Bank (CD). It was decided to keep the CD at Home Street Bank for an 11month term at 0.25%. Lisa will send information to the Board.

**Old Business:**

- **Moss on the Roof of the Pump House:** Update-Megan will get a bid for cleaning and applying moss treatment to the roof of the pump house. Megan will donate the moss treatment chemical.
- **Flowmeter Replacement:** The new flowmeter for the pumphouse arrived, along with all needed meter parts. Lynn will deliver it to Aadvanced this

week so they can build the new piping manifold and schedule installation. The goal is to have the new meter installed within 2 weeks. Lynn noted that the Advanced installation bid is based on information he provided and does not include a few items that are now evident after the new meter and final documentation were received. For example, additional bracing will be required as the pump weighs 21 pounds. Lynn added that other services might be needed, such as installing an electrical box. We are a beta test site for this meter, and for our participation, the manufacturer Seametrics is providing an equipment package valued at \$2600. Flowmeter replacement and the related plumbing changes are budgeted in the reserve account.

- **City Billing and Sewer Flow Evaluation:** Lisa has not obtained the Gig Harbor 2021 sewer rates yet. Rick sent a table listing the STEP system usage and costs since 2016. He concluded that the January - February 2021 billing period flow rates were an anomaly. The pandemic "lifestyle" impact during 2020 is quite clear. The average billing for 2020 does not include the period where sewer base charges were waived. Rick will add the average flow rate per household to the spreadsheet and present it to the Board. The compilation will be the foundation for the STEP infiltration and inflow (I&I) assessment we perform at each bi-monthly billing. We can easily look at averages and quickly assess any changes in system flows.
- **Vendor Outreach for O&M services and Draft RFP:** The scope of work for our annual O&M service contract is changing to include a few more maintenance items. Some comments on the draft Request for Proposal (RFP) have been provided by board members to date, and all additional feedback needs to be provided to Lynn by May 27. The Board is again requesting special pricing for our community members. The final will be sent out to interested vendors for bids by June 1. Responses will be due in 2 weeks, and the Board will decide on the contract for a July 1 start date. The first service call will occur in late August.
- **Summer Newsletter Timing and Content:** Our summer newsletter to the community should be sent out in mid-July. Rick agreed to oversee the

development and wanted help with content. Items in the summer newsletter will include the new flow meter, ongoing maintenance of the system, potential resident cost savings, and a new price list from the successful O&M vendor. Megan asked if we should provide homeowners with a concise list of what they should do if their alarm goes off in the middle of the night or any other time for that matter? Although the information is on our website, she suggested we include a one-pager with summer newsletter. Not everyone in the community has the same alarm control box, so for a sample, Lynn asked the Board Members to take a photo of their STEP alarm box (opened and closed) and send him the pictures.

- **Reserve Study Needs:** Randy has experience with reserve account studies. The first reserve account study for Division 12 STEP Association was done in 2014 and then updated in 2019. Randy commented that the reserve account is well funded and has not changed much. Randy noted there are three levels of reserve account studies.
  - Level 1, on-site review, and personal visit. Usually, the first audit.
  - Level 2, the consultant will review previous information from the Level 1 study during a personal visit.
  - Level 3, the organization sends the consultant information about the system and components, and the study is updated. The STEP 2019 study was a Level 3. Randy talked to the consultant who did the latest study and found that a Level 3 update is currently \$625.

Randy noted that we do not need to do a new study every year or every 3 years. He recommended every 5 years for our system unless something changed. The study would be budgeted appropriately in 2024. Randy noted that our reserve account is well funded.

Rick noted that the Board may need help updating items included in the reserve study component list. Currently, the Board has the system knowledge but that might not always be the case. Lynn noted that the O&M contractor at the time would likely be the best source of equipment

status/condition and remaining operational life estimates. These would then be compared to the industry standards used by the Reserve Study consultant to make replacement projections. Lynn noted that many of the components are documented on the website.

The Board is comfortable with an update to the Reserve Study every 5 years.

**New Business:**

- **Peristaltic Pump-Reliability:--Lynn**, the pump quit again and is making more noise. Lynn is concerned about the reliability of the current pump. Lynn talked to the pump salesman, who is also helping us with the new flowmeter, and he recommended that we hold any repairs, and since we have a backup pump, we could assess the situation in a few months. A new and more controllable pump that is compatible with the new flowmeter will be available in July/August with a 3-year warranty versus the 1-year warranty of our current model. Our pump is out of warranty, but the comparison was made to illustrate expected life. Lynn recommended we wait until summer to determine pump repair or replacement.
- **Other Items:** The Webmaster of our site had to renew our domain name for ten years, and he will be billing us shortly. Hosting services to through go daddy, and some recent document availability issues with an internal migration have been addressed. Our site is up and running. Lynn noted that he was going to ask Steve Muretta, the webmaster who volunteers to support our site, for a single page document for our records that includes our site details.

**Adjourned at 11:26 am**

**Next Meeting Date:** June 22 at 10:00 am

Respectively Submitted

Frank Addison, Secretary