

# CANTERWOOD DIV. 12 STEP ASSOCIATION

June 23, 2021

## Board Of Directors Zoom Meeting

### Meeting Called to Order at 10:02 am

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

**Homeowners Present:** None

**Approve Minutes:** May 25, 2021, Board of Directors Meeting Minutes were approved.

**Financial Report:** May 2021 Financial Report was approved.

### Email decisions since the last meeting:

- Accepted May 25, 2021, minutes
- Approved renewal of the Association's Liability Insurance Policy

### Old Business:

- **Pump House Roof Cleaning:** The Board approved approximately \$60 for cleaning and moss treatment to the pump house. Motion made and agreed to allow Diamond Community Management to proceed with payment if no significant issues. The Board does not want Megan to pay for the treatment and cleaning of the roof.
- **Flow Meter Replacement:** The flow meter is installed and working as expected. Aadvanced performed the needed plumbing work. There was a small leak that seems to have resolved itself, but if not, Aadvanced will correct the problem. The recorded flows are in keeping with the averages

we see in the city billings. Seametrics, the company providing the meter has been great. Lynn submits weekly reports to them and is meeting this week to review comments and technical concerns. The data logger plug in the meter was faulty, and Lynn installed the replacement. When running, the data logger will track flows, allowing flow data to be subsequently downloaded. The flow meter tracks flows second by second to allow proper chlorine dosing. A Wi-Fi connection at the pump house will be needed occasionally, and Larry Fleming, the adjacent neighbor, kindly allowed access to his guest network. Currently, the flow meter is not connected to the peristaltic pump that injects chlorine. It cannot be connected as the pump and our back-up pump are both showing their age and are not operational at low flow levels. As such, we will need to replace the pump in the near future. A new, improved pump will be available in August 2021 with a 3-year warranty with the needed variable flow rates. New pump cost is estimated at \$1,200 to \$1,300. We purchased the current pump in early 2017 with an estimated life of five years. Randy commented that the cost for the flow meter, pump, and associated improvements would typically be covered from the reserve account. These items are included in our Reserve Study as needed replacement items. Additionally, the reserve account has the needed funds to pay for the replacements, so there is no need for any kind of special assessment. Randy recommended and it was agreed that the costs would come out of the reserve account.

- **Electrical Work in Pump House:** The installation of the flow meter and needed improvements require a new circuit breaker, circuit, outlet, GFI outlet, and permit. An electrician has been engaged, and once the work is completed, the estimated bill of \$400 will be circulated for review and approval. This cost is also appropriate to be covered by the reserve account.
- **Incidental Parts Invoices** Lynn submitted an invoice for parts and supplies to the Board members for approval. It included shelving, electrical parts for meter installation, rodent controls, and storage boxes. Motion was made and approved to reimburse Lynn for incidental expenses.

- **City Billing and Sewer Flow Evaluation:** Rick was going to look at household numbers for the years of record. Once this is done and the data logger functioning, we can better evaluate flow trends and detect infiltration and inflow issues.

### **New Business:**

- **RFP Submissions:** Lynn sent out the request for proposal (RFP) to five companies: DrainPro, Aadvanced, Abell, Hemley's, and FloHawks. DrainPro and Aadvanced submitted proposals but each had some areas requiring clarification. DrainPro did not submit costs for chlorine replacement and would not commit to fixed pricing for the one-year period of performance. Aadvanced was unclear about truck time costs. Follow-up with both potential vendors resulted in the needed information. Also both noted they understood the scope of the tasking included work at the pump house and at the terminal vault, a new requirement. The Aadvanced proposal had a very modest price increase for the chlorine delivery and maintenance over their current rates and increased their labor rates for the first half-hour rate to \$195 and then \$195 for each hour after that. DrainPro's price for the Operation and Maintenance was significantly higher than Aadvanced (~30%) and the labor rates were very comparable. Both vendors provided the requested discounted community pricing for services. After discussion, the Board awarded the next one-year contract to Aadvanced due to the significant price differences and overall satisfaction with their performance. Both vendors will be thanked for their participation in our process and notified of the results. The period of performance is July 1, 2021 to June 30, 2022. Rick asked how we will document the "contract" with Aadvanced, which submitted its proposal via emails. Lynn noted that Aadvanced will issue a work order for the year and he will sign it. The price list and scope will be appended to the work order.

Discussion ensued regarding the nature of the septic tank industry. It seems that they generally do not respond to RFPs and all struggle with the exercise. Randy summarized our RFP development process, outreach to five vendors, receipt of two legitimate RFP proposals, and our review and decision-making process, noting we have conducted a robust and complete solicitation for community services. All agreed.

- **Suggestions for the Summer Newsletter:** Target issue date is mid July.

Potential topics include:

- New contract with Aadvanced and the community's ability to save money if they use the agreement. This message seems hard to deliver as we see many vendors in our neighborhood. Perhaps a header with dollar signs (\$\$\$) will work better.
- Information about the new flow meter and pump house improvements and include section on the reserve account.
- "Did you know...?" little-known facts about the STEP system.
- "My alarm is blaring—now what??" Lynn has drafted a one-page document and wants the Board members to review and comment if the steps are easy to follow. Could we follow these directions? It will be sent out shortly for review.
- Do you know where your lids are?

Rick will to send out the topics for the summer newsletter, and Lynn will embellish them for review.

**Next Zoom Meeting Date:** August 24, 2021, at 10:00 am

**Adjourned at 11:32am**

Respectively Submitted

Frank Addison, Secretary