

CANTERWOOD DIVISION 12 STEP ASSOCIATION

November 14, 2023 Board Meeting Minutes

Zoom Call to Order: 10:00 a.m.

Attendance: Lynn Singleton, Megan Amherst, Chad Scialabba, Scott Lane, Dan Riley, and Carol Burton, Diamond Community Management (DCM).

Homeowners Present: None.

Email Decisions: The email decisions (since last board meeting) were noted:

- Approved the Association Reserves contract and forwarded for mailing (July 18, 2023).
- Lynn approved the draft community email request for volunteers (July 20, 2023)
- Approved the Draft Minutes for the July 11, 2023 Board Meeting, finalized and forwarded for community distribution (July 24, 2023)
- Approved community letter responding to Morrison/Wilson STEP claims (September 26, 2023)
- Approved Annual Meeting package and distribution (October 24, 2023)
- Approved the purchase of a new terminal flow meter out of the Reserve Budget (October 31, 2023)

Financial Reports: July, August, September and October 2023 financial reports were approved by the Board. It was also noted that our two Reserve Account CD's are maturing in November and early December. A motion was approved to extend the CD's to take advantage of favorable interest rates for a longer term while maintaining a liquid reserve of about \$10,000 for emergency use for issues such as meter replacement.

Old Business:

Terminal Flow Meter Replacement: The Terminal Flow Meter that was near the end of life, and discussed at our previous board meetings, failed in October without the promised 6 month warning. Lynn Singleton notified the City, ordered a replacement meter that will exactly fit the current configuration, includes a data logger, uses technology better suited to monitoring wastewater flow, and has a replaceable 5 year battery. We received a bid to install the new meter, however, after discussion it was decided that Board members knowledgeable with our system will volunteer to complete the physical installation of the new meter once received. In addition, it was recommended that a remote display be installed for easier access so we and the City do not have to enter the vault to read the meter. We could more safely and accurately track discharge volumes. Information has been requested about this option and when received will be transmitted to the Board for consideration.

Reserve Study Update: Reserve Associates was hired this Summer to update our Reserve Study. Lynn and Chad have been gathering information to assist their efforts. Equipment inventories have been made, replacement cost estimates obtained, and the information has been integrated with the Reserve Study model Chad developed in 2022 based on our original study. Spreadsheets and the model were expanded to include components omitted from our original study and current

information. This package has been delivered to Reserve Associates for review and incorporation into their analysis. Their site visit and study completion is expected in 2024. The Board thanked Chad Scialabba and Lynn Singleton for their significant efforts to ensure the update reflects our STEP system.

Annual Meeting: The annual information package was prepared, assembled and mailed to STEP members on 10/26/2023. The information was also emailed along with a new annual financial summary report. The overall package included STEP financial information, annual report, the 2022 annual meeting minutes and a ballot to consider 2022 Minutes, election of Board members, and 2024 budget ratification. Ballots were due back by 11/10/2023. We had the needed quorum, and all components and candidate Board members were approved. The draft 2023 Annual Meeting Minutes need to be distributed within 60 days of the meeting and they are being distributed with these minutes. Board Officers were elected, and all members agreed to maintain their current roles: Lynn Singleton, President; Megan Amhurst, Vice President; Dan Riley, Secretary; Chad Scialabba, Treasurer; Scott Lane, Director. Also, as noted in the 2024 Budget, fees charged to homeowners have increased due to higher flow rates. An email will be sent to all homeowners reminding them about the increase and a separate email will be sent to homeowners using automatic or ACH electronic payment system to make necessary adjustments to accommodate the January 1, 2024 rate change to \$123.

New Business:

Increased Water Flow: Flows through the system increased by 30% this past summer. This measured increase may have been caused by the failing flow meter or infiltration and inflow (I&I). Once the new meter is installed and flow data collected, the board will evaluate if additional work is necessary to determine if I&I issues are occurring. This issue will likely take some time to research and address.

Operation and Maintenance 2024 Priorities: The aerator for the other STEP system in Canterwood failed earlier this year. Our STEP aerator is a similar design and although they have different inputs into their system (one Division has grinder pumps versus the individual homeowner filters we all have) focused maintenance is important to continue. Lynn Singleton recommended we consider additional maintenance work on the aerator beyond the current annual efforts to ensure the aeration ports are unobstructed. The aerator will be evaluated when the new flow meter is installed. Valve exercising should occur this coming Fall if we are to maintain our present biennial schedule.

Next Meeting Date: The next Zoom meeting will be held at 10:00 a.m. January 23, 2024.

Adjourn: The meeting was adjourned at 11:39 a.m.

Respectfully submitted: Dan Riley