

***The meeting was called to order by Doug Allen @ 4:05PM. Steve Muretta joined us via telephone.***

Attendees: Ed Caudill, Doug Allen, Russ Tanner, Debbie Rench, Mike Williams  
Jennifer Landon & Eva Hill

***Steve Muretta joined us via telephone.***

November Meeting minutes were approved.

### **Guest Presentation:**

The first and primary order of business was a report-out on the feasibility of a Canterwood "Large On Site System" (LOSS) by Eva Hill of Still Water Planning. Eva's research has proven that a LOSS system achievable. She outlined a recommended path towards this goal. She also presented a preliminary plan and cost estimate for additional engineering studies prepared for her by David Jenson. Eva said that based on her research she does not see any red flags. She, Russ, and David visited the proposed site and feel that proceeding ahead is an acceptable concept. This was a first step to validate that the land would handle the volumes, more detailed is needed on the estimated cost and soil before the board launches on this task. David Jenson will get back to EVA with a more detailed cost for detailed analysis and provide his estimated cost of installing a LOSS on the property identified. David has done this preliminary work for us pro bono.

Eva will to meet with the Pierce County Health Officer Richard Benson to discuss this project. She has reviewed the County Comprehensive Plan and found it to be pretty "gray" regarding these matters. She will also review the Gig Harbor City Comprehensive Plan. She said it is likely we will have to secure permission to "disconnect" from the city.

There were numerous discussions by board member regarding costs, legal representation, new member hookups, and a little history of our current system (the initial 50 houses or so used a community drain field into the golf course). It was mentioned that the city of Lacy has allowed a similar system. All of the board members participated in discussing next steps including: approaching the city of Gig Harbor and Lacy and Rush Development to see what they are doing. It was unanimous that we need to get a handle on what approximate total costs would be for this undertaking. We decided we couldn't move forward until we have a rendering on the costs. Eva will be getting back to us within few days about her discussions with David Jenson and Richard Benson, She will also review the Gig Harbor City Comprehensive Plan.

### **Financial Review:**

During the financial review it was acknowledged that all expenses related to the LOSS project should be capitalized.

The 2012 budget was discussed. Twelve (12) percent will be added to the budget to cover added projected new increases from the city. The budget was unanimously approved. It was agreed to move \$80,000 from our cash account into an account with a better interest rate. Debbie Rench will evaluate the various accounts available at the new Bank and

make the adjustment when she moves our funds from Columbia back to the Bank.

Debbie updated us on our efforts with delinquent accounts.

Jennifer Landon, the Community Planner from Kalles briefly addressed us regarding their fees. They will raise their fee from \$2.50 to \$3.00 per household billing. Russ requested a new contract for 2012.

The Board concurred with the request by Kalles to increase its billing rate to \$3.00 per household, from \$2.50 per household effective January 2012.

Doug updated us on Builder Deposits and Excise Tax. Doug has received nothing back from the lawyer on the excise tax question, posed in October. On the issue of recovering Builder Deposits, held by the STEP Association until the Builder returns the properties AS BUILT drawings, the lawyer told Doug we would have to add specific wording in our Rules stating that the deposits would be held for one year. After a year a deposit would move to available cash account.

### **Operations:**

The installation of a new flow meter at the connection to the city sewer approved. The meter was estimated at \$5,000 to \$6,000 but did not include the cost of running electricity to the meter. Russ was directed to go ahead as long as it does not exceed \$10,000. This meter has been a request of the City of Gig Harbor for some time and replacing the meter is viewed as a necessary step for the board to get accurate readings on the liquid flow into the city sewer.

It was decided that Mike Williams and/ or Russ will ask Daryl Winians (spelling?) to provide the long overdue report the city prepared on the manhole corrosion along Canterwood Blvd. It is felt that it is important that we press for this report.

Steve was asked about the web page update and procedures to access the board member section. A new Frequently Asked Questions (FAQ) page has been added to the Website. Steve requested that every Board Member come up with as many Questions and Answers to pre populate the page for our members.

### **Organization:**

Research was done on the cost of increasing the Boards D&O insurance from \$1 Million to \$2 Million, The cost to increase is \$971 per year. A motion was made and approved that we raise our D&O insurance be increased to the \$2m level.

**New Business:** none

**Adjourned:** 5:47 pm,

Next meeting will be held January 24<sup>th</sup> at 4PM in Russell Tanners Office