

# STEP Association Regular Board Meeting

## AGENDA

July 21, 2016 3:00 PM

Canterwood Commercial  
5727 Baker Way, Ste. 101

### Attendees (Board):

- Ed Caudill
- Chuck Pruitt
- Ken Sadoian
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### Attendees

#### (Others):

- Russell  
Tanner
- Eva Hill

### ***Board Business***

1. Additions to the agenda
2. Approval of minutes of the meeting on April 21, 2016
3. STEP Effluent Treatment
  - Impact of no treatment
4. Maintenance and Operation of Main Sewer Line
  - Russell & Eva
5. New Homes STEP Connection
6. Insurance Policy Renewal – Liberty Mutual
7. Financial
  - Review of monthly financial report for June, 2016 (Mr. Caudill)
8. Legal
  - Discussion of legal matters (liens, collection efforts). Update on non-compliant members.
  - Review & Update by Scott Alexander
9. Operations
  - Exercising of Valves by DrainPro
  - Maintenance Agreement (Meet with Jeremy of DrainPro at next meeting).
10. Administrative
  - Letter to Members
  - Review of the last City of Gig Harbor Billing
  - Kalles Contract
11. Other Business, if any

### ***Existing Projects/Pending***

*Next meeting; adjournment*

CANTERWOOD STEP SYSTEM ASSOCIATION

Minutes of Meeting of the Board of Directors

Date: July 21, 2016

Board Members Present: Ed Caudill, Charles Pruitt, Ken Sadoian

Also Present: Russell Tanner, Eva Hill, Larry Fleming <sup>(CONSULTANT)</sup> (DIVISION 12 STEP)  
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The meeting was called to order at 3 pm by Mr. Sadoian.

The minutes of the meeting held on April 21, 2016 were approved.

A discussion was held concerning the "off-gassing" and corrosion caused by raw effluent and the options available for treating the effluent handled by the STEP system. Mr. Sadoian undertook to investigate the issue further and will report back to the other board members.

Mr. Tanner would like for the City to assume responsibility for maintaining the last segment of the main sewer line to the City's treatment facility beginning at a point where the system is gravity operated. For that to happen the Association will need to assure the City that the line is in good condition. Mr. Tanner and Ms. Hill will continue to study this issue. *FEED TO THE CITY SEWER LINE.*

Mr. Tanner will soon begin constructing a group of new homes near Baker Way and expects that the new homes will need to connect to the STEP system in about a year.


The board <sup>AS</sup> will need to evaluate and determine what amount of money to charge the new homes for the connection. The board also needs to evaluate whether it should impose fees and/or other requirements in conjunction with transfers of title ~~by members~~ *TO NEW HOMEOWNERS IN THE STEP SYSTEM.*

The board approved the payment of the premiums now due for the renewal of the Association's two liability insurance policies. *THE BOARD WILL CONDUCT A MORE THOROUGH REVIEW OF OUR INSURANCE COVERAGE AND REQUIREMENTS OVER THE NEXT FEW MONTHS.*

Mr. Caudill reported that the Association's financial reports for the last several months are in order.

The Board reviewed delinquent member accounts with the Association's attorney, Scott Alexander, and determined that Mr. Alexander should continue to pursue regular ongoing collection matters, but to be mindful of whether certain debtors are worth pursuing in light of their financial condition, the amount owed to the Association and other practical considerations.

The meeting was adjourned at 4:45 pm.



Charles J. Pruitt, Secretary