

# STEP Association Regular Board Meeting

## AGENDA

Sept 29, 2016 1:00 PM

Canterwood Commercial  
5727 Baker Way, Ste. 101

### Attendees (Board):

- Ed Caudill
- Chuck Pruitt
- Ken Sadoian
- Brice Bledsoe
- Dan Lott

### Attendees (Others):

- Russell  
Tanner
- Eva Hill

### ***Board Business***

1. Additions to the Agenda
2. Introduction of New Board Members
3. Approval of minutes of the meeting on April 21, 2016
4. Financial
  - Review of Monthly Financials for August 2016 (Ed Caudill)
5. Review of Delinquent Accounts and Actions
6. Orenco Visit & Presentation October 13 & 14
7. Operations
  - Exercising of Valves by DrainPro
  - Sampling of System for Corrosive Gases
8. Administrative
  - Ballots for Election of Board Members
  - Review of City of Gig Harbor Billings
9. Annexation Update
10. Other Business

***Next meeting; adjournment***

# CANTERWOOD STEP SYSTEM ASSOCIATION

## Minutes of Regular Meeting of the Board of Directors

Date: September 29, 2016  
Present: Ed Caudill, Brice Bledsoe, Dan Lott and Ken Sadoian (Chairman)  
Absent: Chuck Pruitt

The meeting was called to order at 1:00 pm by Mr. Sadoian.

The minutes of the meeting held on July 21, 2016 were included in the handouts at the meeting and had been previously approved by email by the Board.

**New Board Members:** Brice Bledsoe and Dan Lott were welcomed to the Board as new members (in lieu of the election by mail in progress) to replace the seats occupied by Mike Williams and Alan Weiss.

**Financials:** Mr. Caudill reported that the Association's financial report for the month of August 2016 is in order. The Board again decided to take no action with regard to the Association's Reserve Account at least for the near term. It was decided to wait until after the evaluation of our system by Orenco next month and potential costs of any recommendations they may make before deciding on a reasonable amount for the Reserve Account.

**Orenco Visit & Presentation:** Orenco will be here on October 13 and 14 to start an evaluation of our system and make a presentation on the operation and maintenance of STEP Systems. Orenco is a recognized leader in the design and operation of STEP Systems. Steve Miles of Orenco will be here in the afternoon of October 13 to tour the system and then make a 1-2 hour presentation on Friday, October 14 at 9:00 AM.

### Operations:

Mr. Sadoian reported that DrainPro exercised the valves on September 1. Cost was approximately \$750. We will get input from Orenco on how often this task should be done.

Parametrics has not gotten back to us with a proposal for sampling our system for corrosive gases after our meeting of September 6. As a result, it was decided to hold off on sampling until after the Orenco visit in October.

### Administrative:

Ballots for the election of new Board members Brice Bledsoe and Dan Lott and the reelection of Ed Caudill went out in the mail Wednesday evening. Ballots are due back by October 7.

The City of Gig Harbor billing for the period April 21 – June 24 was handed out at the meeting. It shows that our sewage effluent rate is remaining in an acceptable range. No timing has yet been set for the next water intrusion test. Any decision on this will wait until after the Orenco presentation.

Requirements and protocol for change of ownership for a home in Canterwood on the STEP System will be reviewed at the next Board meeting. Objective will be to get something in writing and also to coordinate with requirements used by Division 12 STEP.

**Annexation:** Conclusions of the Exploratory Annexation Committee were briefly discussed (Mr. Bledsoe and Mr. Sadoian served on the committee). The committee basically took a neutral position and concluded based on conversations with City staff that annexation of Canterwood was not a priority for the city at this time. We briefly discussed impacts of annexation on those of us on STEP and justification for the city charging us a 50% surcharge on our sewage flow rates. It was decided this would be discussed in more detail at future Board meetings

The next meeting of the Board will be held after the Orenco presentation on October 14.

The meeting was adjourned at 2:30 pm.