

STEP Association Regular Board Meeting

AGENDA

Dec 01, 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. Approval of minutes of the meeting on October 14, 2016
3. Financial
 - Review of Monthly Financials for September/October 2016 (Ed Caudill)
4. Review of Delinquent Accounts and Actions
5. Letter to Tacoma Public Utilities
 - a. Russell Tanner/Eva Hill
6. Administrative
 - a. Review of Delinquent Accounts
7. Operations & Maintenance
 - Review of Proposal from Orenco
 - MAP Engineering, Roesburg, OR (Recommended by Orenco)
 - Parametrics Proposal Status
8. Other Business

Next meeting; adjournment

CANTERWOOD STEP SYSTEM ASSOCIATION

Minutes of Regular Meeting of the Board of Directors

Date: December 01, 2016

Present: Ed Caudill, Brice Bledsoe, Dan Lott, Ken Sadoian (Chairman), Chuck Pruitt (via phone) and Eva Hill (part time)

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

There were no additions to the Agenda prepared for the meeting.

The minutes of the meeting held on October 14, 2016 were included in the handouts at the meeting and were approved by the Board.

Financials: Mr. Caudill reported that the Association's financial report for the months of September and October 2016 are in order. The plan is to keep the reserve account at the current level (~\$200K) for contingencies and upcoming inspections and testing of the STEP System by Orenco (and others). Per Mr. Caudill, the Operating Account is sufficient in the current \$40 – 60K range. A higher balance is currently not justified as our operating expenses are very predictable that mainly consists of the bi-monthly billing from the City.

Mr. Sadoian is to request the proposed budget for 2017 from Kalles that will reflect a 4% increase in sewer charges from the City starting January 1.

Late Fee Waiver Protocol: based on some recent requests from members for a waiver of late fees, it was decided to develop a protocol for late fee waivers. A one-time waiver will be granted if there are no late payments within the last two years. It was also suggested to put the late payment notification on the billing invoice as was done in the past. Mr. Sadoian will prepare the protocol and follow-up with Debbie at Kalles regarding the member billing invoices.

City Surcharges

Mr. Pruitt will draft a letter to the City manager (Ron Williams) requesting legal justification for the 50% surcharge we are charged by the City on the volume of sewage treated from the STEP System. In parallel, Mr. Caudill is to contact Seattle law firms for a legal opinion on the matter.

Letter to Tacoma Public Utilities (Eva Hill)

The letter regards transfer of ownership and/or maintenance and operation of the sewer main that connects Canterwood to the City sewer line on Canterwood Blvd. TPU is requesting

that ownership/maintenance responsibilities for this line be taken over by a public entity. The sewer line is located on TPU property and Canterwood currently has a permit/easement for the sewer line. The letter describes actions to be taken by the involved parties for eventual turnover to the City. The Board agreed that we would sign the letter. Division 12 STEP will also need to sign. Ms. Hill is to follow-up with Division 12 STEP.

Orenco Proposal

The Board reviewed the Orenco proposal in detail. The Board recommends that the Orenco proposal should be expanded and include the following scope:

1. Perform inspections on cross sections of homeowners' STEP systems for the purpose of developing guidelines for periodic inspection and maintenance of homeowner systems unique to Canterwood. Board to provide list of homeowners to Orenco.
2. Propose an approach where Orenco would provide ongoing assistance to train, certify and possibly select service providers to work on Canterwood homeowners STEP systems.
3. Provide information on periodic maintenance intervals and standards for the main STEP system components (pipes, valves, vaults, etc.)

Other comments to the proposal discussed were:

- Note to Orenco that detailed as-builts do not exist for most of the homeowner systems and quality of the drawings/sketches varies from home to home.
- Review exclusions with Orenco with objective to minimize/eliminate.

Eva will check on an old list she has with information when homes were built, the builder, etc. and provide to Dan. The list would be used as a basis to screen homes for inspections by Orenco.

Mr. Sadoian will prepare the revised proposal request to Orenco and circulate for comments before sending to Orenco.

Next Board meeting will not be until March 2017. Mr. Sadoian will be in Southern California after mid December till the end of February. In the interim pertinent business will be carried out by phone and email.

The meeting was adjourned at about 3:00 pm.



Ken Sadoian, President, Canterwood STEP System Association