

CANTERWOOD STEP SYSTEM ASSOCIATION

Minutes of Meeting of the Board of Directors

Date: January 17, 2019

Board Members Present: Ed Caudill, Dan Lott, Ken Sadoian (Chairman)
Chuck Pruitt (via phone)

Other: Eva Hill, Consultant

The meeting was called to order by Chairman Ken Sadoian at 11:00 AM

Additions to the Agenda: None.

Approval of Minutes: The minutes of the meeting held on December 6, 2018 were approved as submitted.

Financials: Mr. Caudill reported that based on his review of the Financials from November 2018, the Association's finances remain in good order.

- **Treasurer's Report:** Mr. Caudill confirmed that the financial status of the STEP System remains sound.
- **Reserve Study:** Efforts are in progress to locate the Reserve Study done when the Board took over operation of the STEP System from Canterwood Development Company. Mr. Sadoian will contact our attorney (Mark Roberts) as to our legal requirements for periodic reserve studies.
- **Draft Budget:** The draft 2019 budget was reviewed in detail and marked up. Mr. Sadoian will provide a marked up copy to Kalles for preparation of the final 2019 budget for the Board's approval.

Administrative:

- **Review of Delinquent Accounts:** the long term delinquent accounts list continues to be made up of the same recurring names. We will invite Scott Alexander to one of our upcoming meetings to review the legal status of these accounts. We also need to consult with Kalles again as to the basis for who should be included on this list.
- **Quality of Kalles Service:** we are continuing to monitor the quality of service being received from Kalles since the departure of Debbie Rench.

Operations:

- **Repair of Manholes:** Request for Proposals will be requested from Parametrix and Orenco for repair of the manhole issues identified by Parametrix in their report.
- **RFPs for Inspection Tank, Pump and Flow Meter Refurbishing/Upgrade:** Request for Proposals will also be solicited from Parametrix and Orenco for required

repairs and upgrades to our existing chemical injection system to setup for the injection of hypochlorite solution.

- **Mag Meter:** Mr. Sadoian has contacted Nathan Stout to check out the Mag Meter for proper performance. The City reported that the last reading they took was way out of line high. Our latest billing will be based on our normal winter average.

Transition from Canterwood Development Corporation (CDC):

- **Susan Anderson role:** Susan will be continuing her current role with CDC for at least one more year and as a result we will also continue to retain her services for STEP. The new rate which the Board approved will be \$350/mo that will cover filing, customer service, file maintenance and storage of records at the Baker Way office as well as provision of a place for the Board to meet.
- **Russell Tanner:** due to his health conditions, Mr. Tanner has relinquished his position with Canterwood Development Co. At this time, Greg Parker is acting as representative for CDC. The CDC Board has not officially elected a new president to replace Mr. Tanner.
- **Easements from Canterwood Development Co.:** not discussed

Other Business:


- **Muir Woods Issue:** the blocked outlet flow issue was finally identified as a closed valve where their 1" discharge line connects with the 4" STEP line that runs along Old Stump. This valve is mismarked as a water valve and was inadvertently closed by the Club Homes landscape contractor in trying to shut off the irrigation system to the common ground along Old Stump Drive. A tag has been put on the valve indicating it is a sewer valve. The box that encloses the valve should also be replaced with one labeled "Sewer". This should be the responsibility of the Muir Woods HOA.
- **Updating STEP System Drawings:** the Board agreed we need to have an updated, accurate drawing of the entire STEP system lines and valves. Ms. Hill will enquire with Dowl Engineering and an independent contractor she knows to help get the effort started and obtain cost estimates.
- **New Board Member:** we are still looking for someone to replace Brice Bledsoe on the Board. Our preference is to have someone with a financial background to take over the Treasurer's position

New Business:

- **Succession of CDC STEP Property:** the Board and Ms. Hill discussed the exposure and liability of the STEP System Board members if we were to take over complete

ownership of all the STEP System property now owned by Canterwood Development Co. This is coming to the forefront as CDC is setting up to cease operations over the next year and the apparent preferred option by CDC is for the STEP system to take over ownership of the STEP System property they still currently own. Ms. Hill is going to locate any contracts that been executed in the past between CDC and the STEP System on this subject so we can determine the current status. The Board will discuss this subject in more detail in the coming months to discuss options available to the STEP System and then to decide our best path forward.

The meeting was adjourned at 3:00 PM


Ken Sadoian, President