

## **Dower, Michael [PROCESS/MMI/BOUL]**

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**From:** Dower, Michael [PROCESS/MMI/BOUL]  
**Sent:** Monday, January 12, 2009 9:09 PM  
**To:** 'McGee, Mark'; sheardc@comcast.net; 'Smith, Tom'; lynndh53@yahoo.com; 'khuson@comcast.net'  
**Subject:** Meeting Minutes

Topic of Meeting: Sewer Committee for Riverglen

Date of Meeting: Today

Attendees: Mike Dower, Tom Smith, Mark McGee, Lynn Hargrove, Craig Sheard (unable to attend were Ken Huson and Earl Sterkel)

### Details:

1. The meeting was primarily focused on finalizing the response letter to the state inspection report dated 16.Dec.2008
2. All agreed we should caution Earl NOT to permit anybody down the manholes without adequate safety equipment. Period. Further, we should write him a letter stating that as well, so that we have a permanent record of that communication.
3. We agreed that we should find a new flowmeter calibration provider, based upon apparent accuracy of current provider and the need for better accuracy.
4. When Mike visits the bank tomorrow, to talk about getting their flowmeter running, Mike should bring copies of the state correspondence, as well as a copy of the WW agreement between us and RFDG, in case they do not yet have one.
5. We (Riverglen and Earl both) should not do any repairs on the RF facility. This is to avoid liability ourselves for the accuracy or function of their facility.
6. We agreed that it is OK for us to fill cell 1 and begin using it even before we have reached final resolution on the RF flowmeter issue. This is because their flow is so small when compared with our own that it can be considered negligible currently.
7. We discussed contacting the homeowners directly, but did not (I think) formally resolve to do so, or at least what the details should be. Fellas, if this was clear in your minds then please accept my apologies, because it was not clear in my mind. I do not plan to contact those homeowners directly, until this group gets a chance to discuss once again.
8. We agreed to create a job description document for our operator that we can use for selecting long-term replacement for Earl. This is to ensure that the replacement decision is made equitably, and that we consider other possible providers as well as Matt/Ben.
9. We agreed that bullet number 4 in our response letter should be rewritten by Mark/Mike tomorrow morning. We need to phrase it more carefully and avoid taking more responsibility than necessary for our neighbors' lift station at RF.
10. It was suggested that we prepare a quarterly checklist for system health. This checklist will include several measures and assessments by which the sewer committee leader can report to the board the health and condition of the overall system.
11. After the meeting, Mike played the voicemail. It was from Ken H, who had to travel out of town tonight (thanks for calling Ken, sorry I didn't answer!). Ken said he would send off the repair report tomorrow. Ken, easiest for me would be email. If I get it before 1pm, then I can print it at work on a nice color printer. If after 1pm, I will only be able to print B/W at home.
12. Mike's stated goal is to get this response letter in the mail by Tuesday evening, 13.Jan.