

Meeting Minutes 21.Feb

Attended by:

- Mike Dower (HOA Member)
- Matt Goleman (operator)
- Ben Goleman (operator)

1. Effluent Meter

- Did it get moved to the small building? **Yes**
- Did it get hooked up correctly, is it operating? **Yes**
- Any need to recalibrate it? **Done**

2. Chlorine Pump

- New pump installed? **Yes**
- Submit bill to Helen so you get paid back? **Yes**
- Is it connected to flowmeter yet? **Yes, working well.**
- Any calibration to perform on the chlorine pump? To say it another way, how do we conclude whether we're happy with the chlorine flowrate? **Done, mostly. They will continue to monitor closely for the next few weeks to ensure the "gain" is set correctly.**

3. Influent Meter

- Did you receive the new 6-inch flume yet? **No, new influent flume is not yet ordered because the best they could find was \$1,200. I said thanks for not ordering, you did the right thing. Mike will spend time locating a distributor of P-B flumes to see if we can do much better than that. Surely we shouldn't have to pay more than \$200 for a simple plastic assembly with no electronics. Then on 2/23 Mike was able to contact a distributor of flumes. Quote was not issued yet, but Mike will provide some more info to the distributor to enable them to quote the correct size and geometry. This info includes pipe material, ID measurement, length measurement, type/model of transducer, and maybe a photo or two. Distributor is called Gobel-Samson; Sales guy is named Jim Black, 303.770.6418 or jblack@gobelsamson.com.**
- What steps are necessary to get the new flume installed? **Pretty easy to install and fair it in with body compound, earl has done this before several times.**
- Can you schedule Terry to return and help recalibrate once the new flume is in place? **Sure, no problem. We also discussed whether the state really requires us to pay a 3rd-party to calibrate our flowmeters. Mike will investigate this further with the state engineer. It seems pretty simple, and I'm not sure there is great value to paying a 3rd-party for this service, but I will confirm. It sure would be nice if we were able to do this ourselves whenever necessary.**

4. Sludge

- Did the test samples get submitted? **Yes, samples were submitted for testing on 2/18. Expect results by 2/27, then it's just a matter of getting onto their schedule.**

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- What's the name of the hauler who gave you the better pricing (5.9 instead of 9.5)? ***The contractor with better pricing is called "Liquid Waste Mgmt".***
- Next steps, and predicted timing? I need to notify Helen so that she has funds ready to pay the hauler for this. ***Matt and Ben were unable to predict when we might get onto contractor's schedule.***
- Do you plan to empty all the liquid first, before the hauler arrives? ***Yes, the plan is to empty cell 3 first and pump that sludge, then empty cell 2 and pump that sludge.***
- What sort of records should we expect from the hauler? ***Matt and Ben were not sure.***
- Please make sure Mike gets a chance to copy ALL records relating to sludge-hauling, to enable us to report it accurately to the state. ***Yes, they will get and store copies of all relevant documents related to sludge removal for Mike to file with the state next year.***

5. Contract

- Are you guys OK with operating under a contract for the next year? ***OK, no problem.***
- I will prepare a proposed contract and give it to you for review, so that you guys have a chance to add/revise whatever you want before we sign.

6. Future

- Riverglen is counting on Matt/Ben for future years, once Earl retires.
- This is why we paid for the training, and also why Mike encouraged the increased salary for 2009.
- Riverglen asks Matt/Ben to please let us know if you start considering alternate career paths. To be more specific, please give us a few months notice so that we can begin to ask Betsy Beaver to identify some possible alternate operators for us. ***Yes, they understand this clearly. Matt and Ben expressed a clear commitment to continuing the business Earl has built over the years, and to letting us know if they begin to change their career plans.***

7. Safety

- Do you guys have the necessary SCBA tank/mask/etc? ***Yes***
- Do you guys have the necessary sensors (O2, H2S, other)? ***No. They will research pricing for these sensors. Mike will maybe investigate with Berthoud Estates their willingness to share the cost of this item?***
- Do you guys have the necessary winch/cable/harness system? If not, should RG acquire and install a winch to ensure we're in compliance with state and OSAH regulations? ***No. Mike will try to build some permanent structure above the two manholes, and see where we can acquire an adequate winch assembly.***

8. Trash

- Mike will collect a couple other homeowners in early march to haul trash.
- Can you guys finish the concrete demo work by end of February (paid separately)? ***Yes. We agreed on a price of \$550 to break up all the concrete into pieces of about 50 pounds each, and load it into a trailer.***

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- Can you guys move trash to outside the fence (near the trash bags) so that it's clear what you want to keep and what you want to haul off? ***We walked around the facility and identified which items are trash, which to keep, and which Matt plans to recycle.***

9. Operator Certs

- Did Earl finally get an updated copy of his cert? If so, we need a photocopy in our files (state requirement) ***No, Earl has not yet submitted paperwork for his new cert. I asked Matt/Ben to remind him of the importance of this, and ask Earl again to please take this action so that his cert is updated and current.***
- Please include copies of operator certs for Matt and Ben, once issued. ***OK, they expect too receive their certs soon and will file copies in the RG file cabinet.***

10. Flow Meter at RF lift station

- The bank manager told me something was going to be done about it, but never called me back to confirm whether they did anything.
- Have you guys been over there in the past week to check? ***They checked about 2 weeks prior, still no fixes were made over there. Mike then received a message Monday morning (2/23) from the bank manager that they planned to send somebody out there pm 2/23 at 2pm to review the flowmeter and (maybe?) make the changes required to get it running. Mike called Ben and Earl both, and asked them to show up over at RF lift station at 2PM to be part of this meeting.***

11. Log book

- Can you guys describe what sort of info you generally record in that log book? ***Everything gets recorded in the log book, on every visit. These log records get saved for 5 years. I said great, that sounds like just the right strategy.***
- Is it something that gets used on every visit?
- Can you begin storing it in the file cabinet down there?

12. Security

- Some neighbors have asked me a few times to ask you guys to close the outer gate more frequently (they get worried about liability).
- Perhaps good compromise is to close it but not actually engage the lock? ***OK, no problem. They agreed to resume locking the gate more consistently.***

13. Other

- ***Electric motor on the cell-3 aerator crapped out this past week. It's completely seized up and not working. Matt thought we might be able to get warranty service or replacement on it, if they can get some correct claim paperwork filled out by AAA electric. They will update me on progress with this item. For now, cell 3 is not being aerated because the ice is about 2 inches thick. We do still have a spare aerator assembly, fully new and never used, sitting in the building.***