

DBLA – Meeting Minutes
Targeted Work Session – Septic/Drainage Project
Thursday, September 8, 2012, 10:00am
Radclyffe Hall

Active Participants

BOD Board of Directors

President – Kate Higgins

Secretary – Linda Enger

Director at Large – Lynn Brem

Committee Chairs

ALRC – Lin Makela

Finance – Susie Thrune

Green Team – CJ Stevens

Safety – Mary Harrison

Facilities Management

Facilities Manager – Barb Gilger

Northwestern Territories, Inc.

Bob Leach, Principal Engineer

Observing Leaseholders – 9

Opening Statement

Targeted Work Sessions are for the purpose of zeroing in on a single issue. To better manage time, we limit discussion to the “active participants”. Today we have three members of the BOD, the Facility Manager, and Chairs from ARLC, Finance, Green Team, and Safety Committees. It is important to note that, while discussion is limited to the people at the table, if other leaseholders have questions or concerns, you are encouraged to ask an active member to bring your questions/concerns to the meeting. Targeted Work Sessions are not intended to shut out leaseholder input, we are simply trying to manage the meeting time more effectively.

Introduction: Bob Leach from NTI is here to answer our questions about the proposed engineering project budget.

- Q&A on proposed engineering project budget from NTI Engineering
 - Susie – how would you fit us into your schedule if we choose to go with your estimates? When do we get into your queue?
 - Bob – if we begin the process, we will decide how big a bite we will take. We believe we need to start with Phase One. Back-up is important
 - Susie – what about the other phases?
 - Bob – it depends on when you want to do that. We started this knowing we would need to fit into your budgeting. Phase 3 for example may not start till 2018.
 - CJ – is it pay as you go?
 - Bob – Well, yes. We choose which bite to take on until we’ve eaten the elephant. We’ve already got elements for Phase One. Our company would do some work to arrange and file the records.
 - CJ – have we already incurred costs?
 - Bob – we have incurred some costs which we would like to recover. If you decide not to go with us, oh well.
 - Mary – Is the current work from years ago?
 - Bob – Yes, we have an employee who has his own plane and took these pictures. We might want to do some more photographic work for a few reasons, time has marched on. What I envisioned for Phase Two is a map similar to the one here but three or four times the size of this one. It would be available to

help you identify “hot spots”, in this case drainage issues. You can identify them with push pins. It would help manage ongoing work. It would also be good for identifying meeting areas, etc. The same pilot now has a drone to take site pictures of locations, particularly projects we are working on. If we could have a custom shot, we would have a timely, and more clear picture of the property to use as a planning tool for deciding what we want to do and where. The video is also very valuable to show people what sort of views you have, etc. That certainly is optional. The only real need is for management. This file is from 2013. If we do a custom shot, it would be right now. The cost for the photo with mounted picture and digital files would be under 500.00. Google earth is free, but you have to deal with the last time they took a photo. This is 2013.

- Lynn Brem – for most parks promotional is attractive. For us, we have a waiting list of people wanting to purchase so it is not that important.
- Bob – I just suggest we do a video while he’s up there. In reality, you can work with the 2013 picture. It is dated but google posts them as they take them.
- CJ – have we already paid for this?
- Bob – No

- Notes regarding timeline

- Kate – you said we should do the storage plan right away and then focus on the drainage program, could you walk us through that?
- Bob – what I envision is a manual and an action board with projects that need to be done. The written manual would be 8 to 24 pages containing an action plan for how the community wants to approach drainage problems. In recent past you did a project on down the hill. That seems to be working
- Michele – no, not on our street
- Kate – we’re talking about 6th street
- Bob – what I would like to do for you is a program, basically a self-help program which would allow you to do projects yourself and not hire the project out. The manual would contain instructions for how to do a catch basin as an example. The manual would develop standards for how to manage drainage, water, and sewage. It will save you money by limiting the number of contractors that you need and help you prioritize. Second, it helps you by developing “maintenance projects”, so the county stays out of it. As long as you are maintaining, you do not need permits. The manual would include ways to avoid pushing unwanted water onto the neighbors’ properties. The manual would identify “red projects, green projects”, etc.
- Kate – would you recommend what type of project to do where?
- Bob – yes, you would have a decision tree that would help you decide which projects require attention first. The manual would give a common expectation.
- Susie – I like the overall look of the plan. I like your statement about maintenance VS something new for the County to come in.
- Barb – so if we put in curtain drains, etc. we have no place to store the water, won’t the county need to be involved?
- Bob – yes, once you move water onto county property, they need to be involved. That is why we need to look at how to mitigate the water by detaining it on sight until you can release it at a lower rate. The county defines “before” as prior to European occupation, when all of this was just forest. You want to keep the county out of your drainage plan if at all possible.
- Kate – so it is best to keep it in house
- Jackie C. – what about ponds?
- Bob – Ponds have been used but they are an attractive nuisance for children, pets, and wildlife. I prefer underground storage, like burying some underground pipes, out of sight.
- CJ – are we going to deal with septic at the same time
- Bob – we can but we would need to throw more hours at it. The state and county health department will be involved with septic.
- CJ – doesn’t drainage impact septic?
- Bob – as long as you route drainage properly, it will not impact septic
- Kate – should we have plans for the drain fields?

- Bob – yes, you should have a record of where the drain fields are and what they are for. One comprehensive plan that has all the utilities on it. Then you would know the relative location of everything.
- Kate – I’m thinking one big overview would be helpful.
- Mary – the proposal refers to existing plans. Has anyone at the table besides Bob seen those plans?
- Barb and Kate – yes, we have
- Mary – if we already know what those plans say, do we really need new plans? Second question, I don’t see any place where we will gather data about what is happening on the property.
- Bob – the collection of data is part of this. It isn’t articulated but you can’t propose to do something without planning to collect data as you go through the project. For example, we can look at the map and identify areas that need to be rerouted due to low output and low capacity. If you have all of that documented when you go to the state with your plan, you will be in better stead.
- Bob – For drainage, you need to identify the routes the water takes to get to the lowest spot. One of the primary needs of the management plan is to move the water off the hotspots. It is kind of kicking the can down the road, as you rectify one hot spot, you may create another.
- Mary – so we would be the ones collecting the data
- Bob – yes, in the program, you would collect data and enter it into the plan
- Kate – What should be the plan for septic?
- Bob – Local example: in 1980, we were hired to deal with the redevelopment of what is now Worldmark. It was a private developer that was going to build condominiums, replacing a hotel and restaurant. They wanted a phased development replacing the motel with a 52 unit condominium. Times got bad for them and they sold out to Trendwest who finished the project. At the time, there were three drain fields uphill so septic was pumped up to it. Time marched on and the department of health inspected the drain fields. They were looking for three drain fields, the third drain field was down the street and hadn’t been visited in many years. There was raw sewage on the land with trees growing in it. We got involved and determined that there was a case of “deferred maintenance” not “failed drain field”. “Deferred maintenance designation does not require permitting and new code compliance. We came up with an action plan for “deferred maintenance”. We took the trees out and left the stumps, pulling out the tiny trees. We lost about four lengths of pipe and were able to put the drain field back into service like the day it was built. We updated all the cast iron valves with plastic valves and wrote the manual for maintenance. Once we got it rebuilt, we had to monitor it.
- Kate – are we “replacing” or enhancing the “maintenance”?
- Bob – That is where analyzing and moving the flows to enhance the life of the system comes into play. We need to be proactive in making sure tree saplings are discarded, keep the grass really short, etc.
- Bob – Mobile units VS “In Place” units. Mobile units are not directly connected to the system. Standard practice is to pour a bottle of retardant into the tank, let it fill up, flush it and replace the retardant. The problem is that the retardant is not good for the septic system. We need to figure out how to deal with this issue. Maybe develop a “peatrap” unit for RVs, or a flush schedule to spread out the rate at which the RVs are putting chemicals into the system.
- Lynn Brem – have you looked into the enzyme products? That is what I use for my RV.
- CJ – there are products that would be safe.
- Bob – A septic system consists of two ecological systems that are incompatible with each other. Anaerobic VS Aerobic.
- Mary H. – Are there ways to identify the issues
- Bob – there are visual indicators. The system is intended to digest the bad stuff and let the water get away. If you see pooling water, there is a problem. The water needs to be detained on sight for a period and then pumped away. If the system over perks, the bad stuff doesn’t get digested.
- Barb – I monitor water detainment and the grass growth.
- Bonnie – how about grease?
- Bob – The system can handle some, but not a lot. City systems have a real issue with grease. It is best to keep grease out of the system.

- Timeline
 - Bob – I recommend we do Phase One immediately – 1700.00 plus 500.00 for the drone
 - As soon as funding is available, do the drainage next budget it for 2016/2017
 - Do the rest in 2018
 - Susie – We can do Phase One now. We'll know by the end of the month what we have available for Phase Two. I think it is essential to do Phase Two as quickly as possible. This manual sounds like something we could really use – identifying issues and correcting them ourselves.
 - Bob – We will work with DBR on the contract. You tell us what you are ready to do and I'll construct the contract accordingly.
 - Susie – What the BOD can do now is approve Phase One because we already have that in our budget. The rest we can address at the next BOD meeting after Bob gets a contract to us.
 - Mary – Once we get Phase One, then we'll be collecting data over the wet months over the winter and spring. It is up to us to collect the data.
 - Bob – We have a new engineer who can work with you on documenting data.
- Discuss funding plan
 - Tabled till next BOD meeting

Meeting Adjourned – 11:30AM

Respectfully submitted
 Linda Enger
 BOD Secretary
 9/9/16