



MINUTES BOARD OF TRUSTEES MEETING

Date	March 13, 2024		Time	1:30 pm	
Location	Fire Hall upstairs				
In Attendance	Trustees: Ron Smith RS (Chair) John Colongard JC Jane Waterman JW Phillip Tidd PT Regrets: Jennifer Moore JM		Staff: Marianne Segers (Water Operator) MS Joseph Scott (Operations Coordinator) JS Mark Robert (Acting Fire Chief) MR Regrets: Sandra Haszard (Admin, Recorder) SH		Public: none
Action Item	Lead	Outcome		Action	
1. Welcome Public Guests	RS	None		Noted	
2. Call to Order	RS	Meeting called to order at 1:33pm		Noted	
3. Declaration of Conflict of Interest	RS	None		Noted	
4. Approval of the Agenda	RS	Approved as amended		PT moved JC 2 nd	
5. Approval of Last Meetings Minutes	RS	Approved		PT moved JC 2 nd	
6. Safety Moment	MS	What we learned from the Earl St leak / WTP alarm. Do not attend an alarm at the WTP alone. Call a team member to join. Existing policy for Working Alone needs to be amended to include emergency situations.		JS	
7. Water Report	MS	Earl St. water leak repair. Serious leak resulting in an alarm at the WTP. The service connection to the water main appeared to be some sort of hand made setup. The existing copper line to the house was replaced with black muni. Dan Fudge assisted. Follow-up to check for chlorine present in the ditch. Continue with Grant Roberson from HomePlus as an advisor. No report from Jeff Spencer. Was told it would be sent "soon". Resin is likely in the wastewater tank. No update of Forsta filters		Info MS JS	

		<p>Para St. to be shut off for Mrs. Fudge. Gate valve is broken and new squeeze tool did not work. Ken S located valve. That area to include a group of meter boxes in the future.</p> <p>Assistance from Ken S. very helpful.</p> <p>Replace parts as used. Learn what parts are necessary and keep on hand. Suggest Al Davis to advise MS.</p> <p>Accountant's inventory audit was very limited.</p> <p>New service request from Mrs. Duker on Duker Rd. She wants to know cost. She is offering a water tank on Duker road for FD use. MR to look at it and report.</p> <p>Mystery live water line near water tank. Do trial shut off and see what occurs.</p> <p>Sylvia's assistance has been most helpful.</p>	<p>MS</p> <p>MS</p> <p>MR</p> <p>MS</p>
8. Residents Speak	RS	None	Info
9. Old Business and Extended	RS	<p>New Wall St connection. Appears unresolved not compliant with MOTI specs. Water remains turned off.</p> <p>Wall St Engineers report. Table for now until SH returns.</p> <p>Vehicle acquisition. Service trailer available from Fudge Contracting.</p> <p>Arcona / Imperial land reclamation. Review of dam site with Sarah B and consultant. Noted the road is acting as a dam. Culvert is partially blocked. Letter from VAID to qRD to request province to deal with it.</p> <p>Meter installation a low priority at this time. Begin with spring installation at Trustee's homes.</p>	<p>Info</p> <p>SH</p> <p>MS PT</p> <p>SH</p> <p>MS JS</p>



MINUTES BOARD OF TRUSTEES MEETING

		Letter to contractors re new connections. DF did not show to discuss.	Info
		Infrastructure planning grant. JM signed-up for seminar. SH to coordinate with JM	SH
		Trustees' visits to WTP. JW next once plant issues are resolved.	Info
		Smelter / Blewett proposed development application. JS to issue revised letter from VAID.	JS
10. New Business	RS	Express Lines for April: Notice of AGM, thank-you to community, public gathering prior to AGM.	JS SH
		Mid-month pay to employees, every month to avoid going over max limit set bi Interac. \$1500 to SH, MS, JS	JW moved JC 2 nd
		Nominating committee required as Trustees terms are coming due at the AGM.	Board
		Trespassing noted at the WTP. Contact the RCMP	JS
		Coastal Water Suppliers Association – Annual Conference. MS not able to attend. JS to attend	JS
		Court of revision. One person attended. Sample station on private property. Resident wanted reduction in tax rate. JS to draft letter and offer \$150 for rite of occupancy in lieu of tax reduction.	PT moved JW 2 nd JS
MOVE TO IN CAMERA	RS	3:45pm	
RETURN TO MEETING	RS	4:15pm. JC excused from meeting	
11. Administration Report	JS	SH returning on March 25 Heidie G was a great help with admin assist	Info
12. Financial Report	RS	Received. JW noted all in a good state	Info
13. Policy & Bylaw	RS	Update Policy for Working Alone to include emergencies.	JS



MINUTES BOARD OF TRUSTEES MEETING

14. Fire Report	MR	<p>Fire report received as submitted.</p> <p>MR presented a benefits plan as part of member Recruitment and Retention. Information to be forwarded to trustees for review.</p> <p>GB training date: TBA</p> <p>Forestry 2-day training every weekend</p> <p>“Front Country” training is new this year</p> <p>Merging the two FDs not liked by the Province as in two IDs sharing one FD. SH to update</p>	<p>JS</p> <p>SH</p>
15. Next Meeting		<p>Regular Board Meeting April 10. 1:30pm</p> <p>AGM April 20th</p>	Info
16. Adjournment	RS	Meeting adjourned 5:50pm	