

## MINUTES - BOARD OF TRUSTEES MEETING

<b>Date</b>	<b>Nov 15, 2023</b>	<b>Time</b>	<b>1:30 pm</b>
<b>Location</b>	<b>Fire Hall upstairs</b>		
<b>In Attendance</b>	<b>Trustees:</b> Ron Smith RS (Chair) John Colongard JC Jane Waterman JW Jennifer Moore JM Phillip Tidd PT  <b>Regrets:</b>	<b>Staff:</b> Sandra Haszard (Admin, Recorder) SH Joseph Scott (Administrative Assistant) JS Austin Rycroft (Water Operator) AR Marianne Segers (Water Operator Assistant) MS Mark Robert (Acting Fire Chief) MR  <b>Regrets:</b> Mike Craggs (Fire Chief) MC - on leave	<b>Public:</b> none

Agenda Item	Lead	Outcome	ACTION
1. Operators	RS	Pre-meeting discussion on operational changes...weekly employee meeting (ops & admin) on plans for week and what has been accomplished since the last meeting, to be recorded and provided to board. JS in charge of scheduling & tracking. This will help the board learn more about what needs to be done and how to better handle a crisis, as they are ultimately responsible	Ops & admin schedule & track
2. Call to Order	RS	RS called the meeting to order at 1.10 PM.	Noted
3. Welcome to Public Guests	RS	none	
4. Declaration of Conflict of Interest	RS	JW declared conflict of interest regarding Wall St subdivision	Noted
5. Approve Agenda	RS	Agenda was approved with the addition of Garden Club presentation	Moved JW, 2 <sup>nd</sup> JC
6. Approve Minutes	RS	Some typos were noted. JM will recheck and notify SH. Last meetings minutes were approved with typo corrections.	Moved PT, 2 <sup>nd</sup> JW
7. Safety Moment	AR	Have sunglasses for glare conditions from sun low in sky and wet roads. Be aware that going around corner into glare may impact vision. If so, look at road shoulder. Keep windshield clean & drive carefully.	
8. Water Report	AR/MS	<ul style="list-style-type: none"> <li>One of the old pumps being put in well for fire protection while new pump cleaned up. Had power cord patched. Was working when removed. Put in tomorrow.</li> <li>Ion exchange regens are 5 days apart rather than previously every 2 days. Likely from cleaner water.</li> <li>Well – bottom felt like gravel, 6-8” deep from poking with stick. Vacuum pump can pull out gravel. Cannot tell how much crack is leaking. Structural integrity in doubt, but AD says it is ok because surrounded by shot rock. Possibility of sheathing considered again – how to place. Concrete well liner? Pipe liner?</li> <li>Floating pump – will bring in soon to avoid freezing and put back out next summer. Pipe will be unflanged into 50’ sections. Have AD pickup last part with pump using his Manitou. Have logs moved and other cleanup done at same time. Reusing well will be ok as sump pump (from AD) cleaned out muck pretty well so water going into plant will be cleaner than previously. Safety discussed. MR will bring rescue equipment and ropes.</li> <li>Power outage – generator is started by operator when power goes out. An alarm to operator is triggered if problem exists. How would be alarm be received from plant if phone line down? Land line buried. Alarm noise currently unplugged after noise complaints. Generator checked frequently to see if new errors appear. Mark Rousseau</li> </ul>	SH order sensor

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		<p>checked alarm condition and gave part number for sensor to be replaced. Have him replace it when received. Generator fuel 30L lasts 12 hours. Spill kit on location. Can replace kit pads from FD stock.</p> <ul style="list-style-type: none"> <li>• Forsta filters BW solenoid valve failed Oct 23. Delays from shipping &amp; install. Original discontinued, replacement is different voltage – 12 vs 24. Finally received correct schematics from Forsta - never supplied with plant and BiPure did not have. Electrician DV figure out a way to handle this but needs parts first.</li> <li>• Filter cartridges – new batch are faulty -working with BiPure to resolve. They should give big discount. Ion exchanger can handle more use according to Res’eau. Raw water quality excellent.</li> <li>• Viqua schematics are also needed. Check to see if any others are missing.</li> <li>• Hose bib in WTP was poor position, now moved/replaced,</li> <li>• Annual formal dam inspection performed by MS using Prov BC checklist. Small stream of water going around dam and down through tree roots. Video of this was watched. Solution – put rock down in the area and clean up at same time. Do soon. Entrance is very squishy. Blasting mats over marsh for machinery.</li> <li>• Sand filter available free from Parkville plus other items. JS getting more info. Pass on to GBID if we don’t want it.</li> <li>• Blewett – Rick Allen has steel lines. AR to find out schedule for lower Blewett replacement (AD doing this work).</li> <li>• Samples analyzed – some stations have consistently higher copper &amp; iron levels. Flush fully.</li> <li>• Meeting with Rino from MOTI did not happen as he was busy. Meeting was for moving logs for milling and Priest Lake culvert maintenance.</li> <li>• Wall St last house water quality – resident had disgusting brown water with floaties after returning from travelling. Operators went to the house and investigated. Saddle needs replacement – suggested but not acted on one year ago when other work done there. (That work was for low water pressure. Weeping Robar tightened with no improvement. Size of line from previous repair may be the fault.) Flush point added at the time has not resolved water quality issue. Replace saddle and move bleeder. Add 2” flush at end of C900. No restrainers used when main installed means caution needed to not blow out connections. Find best location that’s not on road. Install thrust block &amp; concrete first. Fall job, along with neighboring connection. Hard to flush if not enough water velocity. Use fire truck – can include in fire practice.</li> <li>• Annual flushing to be restarted. Old flushing procedures found from when this was done. Include flush point Waterman/Para. New subdivision in progress has no flush points and 2 dead ends.</li> <li>• Operators can email board members if needing emerg p/u in PR</li> <li>• Meter box install is included in Standard Drawings</li> </ul>	<p>Admin/ops check and obtain</p> <p>SH apply Fortis permit</p> <p>JS research</p> <p>AR check AD schedule</p> <p>SH contact Rino</p> <p>Operators plan job</p> <p>Ops/admin restart annual flushing</p>
9. Fire Chief Report	MR	<p>Calls:</p> <ul style="list-style-type: none"> <li>• Fire -1 - just a BBQ called in as a structure fire.</li> <li>• First responder - 1</li> <li>• Lift assist- 1</li> <li>• Hydro - 1</li> </ul> <p>Two members did a joint training with GBFD on a weekend. Fire tactics.</p>	

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		<p>We have 9 members right now. One is going to take Nov and Dec off and will be off island..</p> <p>November practices:            Nov 6 - small tools, change medical equipment to new bags            Nov 13- no practice            Nov 20 - knots, rope and pulleys, truck checks            Nov 27 - medical</p> <ul style="list-style-type: none"> <li>• Fire call brought to attention that road block at Legion blocks access to the adjacent house. MR is talking to Legion about possible install of a gate instead. A lock can be cut off in an emergency.</li> <li>• Expecting 2 or 3 new member beginning of next year</li> <li>• Joint training with GBFD Saturdays. Hydro line down training in Dec.</li> <li>• Lund got grant for Livefire so RD Fire Halls can do Livefire training at much less cost.</li> <li>• Fortis had approached VAFD about Blubber Bay station walkthrough about a year ago which never occurred. SH will ask about this at meeting with Fortis tomorrow.</li> <li>• New naloxone kits have arrived and will be shared. New medical bags purchased are great with more room.</li> <li>• Mine inspector learned about Lafarge Rescue team assisting at MVA. Award to be given. Water truck will continue to be available for fires. New manager very supportive of community. Can Lafarge team be covered by Fire accident insurance?</li> <li>• 24hr accident coverage available for \$73 annually, confirm that all situation covered. Consider as incentive for Firefighters joining up.</li> <li>• MR working with GB &amp; RD on emergency planning to have more resources. On paper and considering Worksafe.</li> <li>• Joining Fire Departments – Chiefs and Officers agree it is a good move but how to proceed? If LCC, ultimately controlled by RD. ID funding team will ask MLA Simons when they meet if there is other ways to amalgamate. Investigate other LCC's in action. Ask for GBID meeting response to VAID query.</li> <li>• Steel tanks – being send out for checking. Being slowly replaced by fibreglass tanks. Keep all old tanks in case extras needed for large fire with extended firefighting. Large tanks can be used by GB for compressor. The compressor was partly paid for by VA many years ago and is used for refilling tanks after use. Eventually the old steel tanks can be send to Firefighters WO Borders in Sth America.</li> <li>• Fire department orientation for Trustees. SH set date with JM</li> <li>• Forestry unlikely to call on Texada for support cos of 3 ferries</li> <li>• Trustees to meet with firefighters again at beginning of a December practice</li> </ul>	<p>MR arrange with Legion</p> <p>Admin/ops meet @8 am tomorrow Turtle pond</p> <p>SH check 24-hr VFIS insurance</p> <p>RS ask MLA</p> <p>SH/JM set date</p> <p>SH/MR set date</p>
10. Old Business	RS	<ul style="list-style-type: none"> <li>• Wall St engineering – no work yet from engineer after latest pumphouse data provided. Hydrant logger purchased for more data collection.</li> <li>• Handouts reviewed for Residential Leak Found and Excess Water Usage that operators can provide to owner. If used, Ops will report to admin with notes to be made and kept.</li> <li>• Letter partially written to swimming pool owners. Importance to coordinate filling dates. All pools being filled on first hot day overloads the plant. Explain problem and set schedule.</li> </ul>	<p>SH update &amp; provide to ops</p> <p>SH update</p>

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		<ul style="list-style-type: none"> <li>Action regarding ID funding meeting with MLA – to take place in December. RS arranging.</li> <li>Main St water connection – no response from owner. AD was to do cost estimate for loop. On hold till owner decides what they want and contacts us again. CEC applicable? Looked at maps with watermains, property lines, actual road, loop possibilities.</li> </ul>	SH let AD know
11. New Business	RS	<ul style="list-style-type: none"> <li>Express Lines – send after edits.</li> <li>Will do presentation to Garden Club as invited. RS &amp; JM to set up.</li> <li>Operational change – motion by JC that VAID request Sandra and Joseph to immediately draft up and implement a new job description for Joseph's new position. This will authorise the role of Operational planner, coordinator, and supervisor. With full authority to assist and monitor water system operators, set work tasks and hours of work, and supervise their productivity and job performance. 2<sup>nd</sup> by JM. Discussion on supervisor vs coordinator. Supervisor needed in hierarchy but should be able to do the job themselves. Alternative to this is just do as discussed immediately before the meeting. Wording considered a bit harsh by some. Ops and admin working well as team. Approved after removal of last sentence.</li> </ul>	Admin update job description
12. Admin Report	SH	<ul style="list-style-type: none"> <li>Concern over Priest Lake Culvert, not as having jurisdiction but as being aware there is risk. Highway acts as dam without being classified as one. Difference in lake &amp; pond level shows there is a problem. No response from Capilano. Info shared with engineering firm doing Texada drainage study for MOTI. 2015-2017 never resolved until highway flooded. Signs that this may reoccur. Measure properly – AR has access to building level.</li> <li>FD measuring delay for ordering turnout gear. Suggestion that Barb McCormack can measure. Trying to purchase with this year's funds and then another set from grant.</li> </ul>	AR measure water levels JS arrange
13. Financial review	JW	<p>Water Budget – staff hours amended, capital percentage discussed, with overall 6% increase for small lot + water tolls. Included Bulk Water prices - raise rates. Increase fire admin for next year.</p> <p>Budget approved as edited – moved by JW, 2<sup>nd</sup> by JC.</p> <p>Bylaws 178 Water Tolls and 179 Parcel Taxes approved with adjustment to reflect approved budget, moved by JW and 2<sup>nd</sup> by JC</p> <p>Fire Accounts – transfer to be made to water account shortly for Admin, Operator labor, and any other costs from fire.</p>	SH submit Bylaws SH transfer funds
14. Policy & Bylaw	RS	<p>Reimbursement Policy approved as presented – addition regarding hotel rates – moved by PT, 2<sup>nd</sup> by JC</p> <p>Emergency on-call rates – still to be created. For both employees and contract. Also tool rental rates.</p>	SH create contract and Policy
15. Next meeting	RS	<p>Water Budget &amp; new hires formal meeting – Tues 31 1.30 MS 1.30, JS 2 pm</p> <p>Monthly Board Meeting – Wednesday, Nov 15 at 1:30 pm Firehall</p>	Information
16. Public meeting adjourned	RS	Public meeting adjourned at 4.55 pm	Information
17. In camera	RS	Not held – no items	
		<p>Monthly Board Meeting Wednesdays at 1:30pm, Firehall</p> <p>2023: Dec 13. 2024: Jan 17, Feb 14, Mar 13, Apr 10, May 15, June 12, July 10, Aug 14, Sept 11, Oct 16, Nov 13, Dec 11</p>	Information