

MINUTES - BOARD OF TRUSTEES MEETING

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| Date | Apr 10, 2024 | Time | 1:30 pm |
| Location | Fire Hall upstairs | | |
| In Attendance | Trustees: Ron Smith RS (Chair) John Colongard JC Jennifer Moore JM Phillip Tidd PT Jane Waterman JW Regrets: | Staff: Marianne Segers (Water Operator) MS Trevor Morrison (Operator in Training) TM Sandra Haszard (Admin, Recorder) SH Joseph Scott (Operations Coordinator) JS Regrets: Mark Robert (Acting Fire Chief) MR | Public: Al Davis |

| Agenda Item | Lead | Outcome | ACTION |
|--|------|--|---|
| 1. Call to Order | RS | RS called the meeting to order at 1.32 PM. | Noted |
| 2. Welcome to Public Guests | RS | Al Davis and Trevor Morrison (new operator) welcomed | |
| 3. Declaration of Conflict of Interest | RS | JW regarding Wall St subdivision | Noted |
| 4. Approve Agenda | RS | Agenda was approved with change of Al Davis to beginning | Moved PT, 2 nd JC |
| 5. Approve Minutes | RS | Last meetings minutes were approved after some discussion | Moved JW, 2 nd PT |
| 6. Davis Ventures water application | RS | <p>Application for water to 12 strata lots. Water line down to boatyard installed with this in mind. VCH and engineers on site. Needs letter stating VAID can accommodate 12 new connections, or what is required to do so. Common septic. CEC exempt due to previous work done; VAID letter prev supplied. Water to connect to existed tee. Blanket easement to come for line crossing his property. Strata regulations to be checked by admin. Bare land strata doesn't have to meet MOT road standards. AD has control until fully developed. Will have bylaws: conditions for bldg., no junk, max 3 bdr. Each lot will be metered. Would like to handover individual service lines to VAID. Plans for hydrant but hydrant not metered. 6" meter v. costly. Alternative to run smaller line parallel to hydrant feed line. Prepared to assist in increasing WTP capacity. AD confirmed that other BB Rd lot fed from that main has 1" line. VAID will respond in about a week with conditions if needed.</p> | <p>SH check strata regs</p> <p>SH prep letter</p> |
| 7. Safety Moment | MS | Injury prevention by body awareness – lifting, digging – correct posture, acknowledge if activity may be leading to injury. Asses early before injury occurs. Tailgate meetings. Suggestion – handout for new employee – check WorkSafe website. Get 2 WS manuals. | <p>SH handout</p> <p>SH order manuals</p> |
| 8. Water Report | MS | <ul style="list-style-type: none"> Earl St leak continues with cl2 detected even after repair. Repaired connection showed prev shoddy work, suspect all connections along that line are similar. Start at top and uncover each to check. Get year of blue brute assets doc. Ditch across from MK is empty since big repair. Columbia is highest priority leak to fix. Water on road, high cl2. Repair needs vehicles moved. MS to email with dates. SH check with MOTI on how to deal if owner unresponsive. Jeff Spencer report – remaining media is totally caked. Only way to break it apart is continuing treatment with sodium hydroxide (v. harsh). Needs to be broken down to remove from tanks. Maybe pressure washer from top. Inside of tank is HDPE and if scoring occurs, will not likely have any effect. Fabricate waste pipe from bottom flange – 4" flange, AD has parts. Calculate costs of replacing resin after high historic costs for this unit. Ask BiPure and Grant R. | <p>SH call Rino</p> <p>Admin get costs</p> |

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| | | <ul style="list-style-type: none"> • Alternative to ionex, industry moving away from this type of treatment. Sand filter cannot replace, need something to get rid of dissolved. One alt is charcoal. Ask Res'eau & Bipure. Bipure info may be free with possibility of purchasing from them. (Last request for advice would be billed to their engineer if proceeded.) • For system changes with new sand filter, drawings being made & proposal to VCH. • Still waiting on resin analysis • Have list of items to discuss with Grant R of HomePlus before next Ops mtg. • Para St shutoff not needed. Valve reported to be leaking and needing servicing. • Duker application – applicant has been informed that their costs will be high due to length of line installation needed as well as easements, surveying, etc. They will get back if deciding to proceed. • Cartridge filters still unreliable. HS said nothing wrong. 20 microns lasted a month, next set 9 days, then 5 days. 10's lasted 4 days. Harmsco 20's now in place looking like they'll last 3 weeks. HS that don't function well are mottled. Recently, one normal & one mottled. Run in parallel so must be filters. Harmsco's are designed to be cleaned and re-used. HS not marked so no id after unpackaging. Contact BiPure again. • Raw water sample results received from Lafarge for 2029-2023. No significant differences noted. Put on website and send link to all. • Deep water samples to be taken; tool to be purchased as Lafarge doesn't have. • UVT controller warranty acknowledged by manufacture for non-working fan, get thru supplier. SH to contact BiPure. • UVT SD card needed to analyze UVT amounts, more data is available than Pass/Fail. Finally found the right one and its ordered. • Wall St flow control to be installed. Instead of running 24/7 with little control of volume, water can run for certain periods at intervals. Water needs to run to keep cl2 levels up. • Workshop now heated and properly lit. Tools being marked. Lighting to be improved in chlorinator bldg. – which will eventually be elect bldg. – as well as pumphouse. • New operator training – TM started last week, accompanying MS on rounds. Testing with supervision. Finds that system is larger and more involved than expected. PPE really important. • Water data is all over the place from WTP USB – needs calibration. Flow meters don't match main screen. Where is data from? | <p>Admin inquire</p> <p>JS has list</p> <p>SH email BiPure</p> <p>SH post & email</p> <p>Ops purchase</p> <p>SH request replacement</p> <p>JS to purchase</p> <p>JS arrange technician</p> |
| 9. Old Business | RS | <ul style="list-style-type: none"> • Wall St engineering –engineer report discussion – refers to 5 new connections instead of 6 and includes Treat St as part of issue. Summer data missing (logger on way) and totalizer data provided unreliable. Not ready to know what changes are needed for the new connections. Ask Grant. • Action regarding ID funding – continue forwarding emails RS, JW, and Roger Kimmerly. Panel to be included at AGM for CWS. JW to provide SH with website updates. • Vehicle acquisition – no follow up by PT due to health issues. Planned to phone then visit. Asked for other Trustee to do visits, can do some | <p>JS add to Grant list of questions</p> <p>JW send list</p> <p>PT & JM make some calls</p> |

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| | | <p>calls only. Will be on leave till AGM & willing to stand again. JM can do some phoning but no visits till May. No timeline regarding acquisition.</p> <ul style="list-style-type: none"> • Smelter/Blewett development application – developer advised that engineering is needed to determine number of connections available. Will contact us if deciding to proceed. • Smelter easement completed for 2022 connection where easement was a requirement. • CWSA conference attended by JS, who is now a director. Attended sessions: Ops best practices for distribution systems, Drought and seawater intrusion planning (ministry forecast with investigation, report expected fall), Forest fire recovery for water systems. Would like to present the last to Ops and Firefighters. • Grants – CWSA person who was grant writer getting a presentation together for IDs, JS will connect JM with her. • AGM – to do – Agenda, chair report, elections officer, spread word for Trustees. Info for old business regarding number of trustees, post link to minutes on website, • RCMP on trespassing at plant – best to install cameras. | <p>JS provide info</p> <p>SH AGM prep</p> |
| 10. In camera | | 3.27 to 4.20, Separate minutes | |
| 11. New Business | RS | <ul style="list-style-type: none"> • Express Lines – content for May – thanks for attending AGM, water restrictions, additional water connections, submit after AGM • Update office phone message, still has AR • Operations Committee – as last operations meeting, decided not a committee. JS taking lead sharing info, for planning, capacities, etc. • Genset came with sand filter – what to do with this? Trade? Not useful for VAID. Switches will be used for new elect bldg. • Jonina doing CAD drawings for plant changes • Meeting with AD at WTP to point out line locations from 2019 install • JC elect calcs show WTP has capacity to double • Next capital project for mains is Columbia • Operations every 2 weeks. Next is 24th. Meetings cost extra wages. Valuable right now but reconsider when things are back to routine • Meters from GB – pass on this. Don't need wand and software. Unit has 20 yr battery life with unreplaceable battery. Already 5 years old and if not used for another 5, only 10 yrs left. • WorkSafe coverage is available for contract labors if meeting WS specs – mostly labor, don't have own business | <p>SH submit after AGM</p> <p>SH update ph</p> <p>SH let GB know</p> |
| 12. Admin Report | SH | <ul style="list-style-type: none"> • SH back late March, Lots of catching up • Audit was usual timing, but more notice requested of auditor for gathering audit docs. | |
| 13. Financial review | RS | <p>High percentage noted for insurance, wages, and plant. Insurance is annual, plant costs unusual, wages too.</p> <p>No application needed for Rescue funding – RD bylaw in place for operating costs, not a grant.</p> | |
| 14. Policy & Bylaw | RS | <ul style="list-style-type: none"> • Policy for working alone in process, looking at apps that work in low cell coverage areas | SH continue |
| 15. Fire Report | SH | <ul style="list-style-type: none"> • MR unable to be present • Our calls were very low for the month. • Fire - 0 , MVA - 2 , Medical – 0, Duty officer - 0 • March 15 did a joint training with GBFD. We did a practice run on a front-line forest fire. We had 3 pumpers and gillies bay tanker. | |

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| | | <ul style="list-style-type: none"> • March 17 there was a regional chiefs meeting in Powell River. Talked about some training that's coming up in the region. • March 24, we did a control live fire burn with GBFD. • Avg personnel at a practice 5 for the month of March. <p>No response from LG about LCC asset ownership. RS would like to talk to GB firefighters about it after making some enquires from other LCCs.</p> | |
| 16. Next meeting | RS | AGM Apr 20 Monthly Board Meeting – Wednesday, May 15 at 1:30 pm Firehall | Information |
| 17. Public meeting adjourned | RS | Meeting adjourned at 5.07 pm. | Information |
| | | Monthly Board Meeting Wednesdays at 1:30pm, Firehall <i>2024: Jan 17, Feb 14, Mar 13, Apr 10, May 15, June 12, July 17, Aug 14, Sept 11, Oct 16, Nov 13, Dec 11</i> | Information |