

MINUTES - BOARD OF TRUSTEES MEETING

Date	Dec 11, 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: Sandra Haszard (Admin, Recorder) SH Mark Robert (Fire Chief) MR (at 4 pm) Joseph Scott (Operations Coordinator) JS Marianne Segers (Water Operator) MS Regrets: Trevor Morrison (Water Operator) TM	Public: none

Agenda Item	Lead	Outcome	ACTION
1. Call to Order	RS	RS called the meeting to order at 1.33 PM.	Noted
2. Welcome to Public Guests	RS		
3. Declaration of Conflict of Interest	RS	None	Noted
4. Approve Agenda	RS	Agenda was approved with additions	Moved JW, 2 nd JM
5. Approve Minutes	RS	Last meetings minutes approved	Moved PT, 2 nd JC
6. Safety Moment	MS	Stretching before heavy lifting, esp in cooler weather	
7. Residents Speak			
8. Water, Dam, & Operations Report	MS	<ul style="list-style-type: none"> Chlorine analyser is erratic – changes without touching. Causes chlorine levels to raise and lower. Manufacturer no longer in business. Unknown cause of fault – no longer produced so no parts avail. JS is getting quotes – replace – 2 so far \$6k and \$9k, waiting for 3rd from Grant @ Homeplus. Is it possible to bypass this? Can chlorine still be injected is analyser turned off? Have notes with map sketches. Delivery date of new analyser higher priority than price – major safety issue. Resolution that staff purchase best choice moved by JW, second by JC. Consider if equip is sensitive to environmental variable e.g. humidity, water spraying, chlorine gas. Water production amount still increasing with no reported leaks. Currently pumping at peak summer volume. Leak detection outfit coming Jan 6-9 Columbia/Midas main replacement complete with service connections except for meter setters which are being delivered shortly. Setters in stock too tall - standard 15" high, need 7" high for rocky areas. No noticeable water savings since repair. Daily variable means a couple of weeks needed to see difference if not major. Water Treatment Plant flood caused by blown Forsta filter seal destroyed UPS and phone, both have been replaced. 	JS investigate bypass Moved JW, 2 nd JC Resolution

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		<ul style="list-style-type: none"> • Forsta maintenance parts shipment stalled, should arrive soon • Ordered spare pump for wastewater • Computerised Maintenance Management System installed – all equip has unique number. System will spit out regular Work Orders (daily, monthly, etc) for maintenance and all work will be logged against each item so history easily accessed. • Ion exchange resin will be here any day – job may be completed as soon as next week. Find out max flow for ionex - previous resin possibly damaged by high flow rate. Plant currently at 500 liters/minute. With current leaks, plant may not be able to keep up if flow needs to be reduced for ionex. Contract includes getting ionex up and running. Bypassing ionex after new media installed may damage media. Partial bypass possibility? Unlikely. • Need ball valve for better WTP rate control – currently butterfly valve. Start plans for valve change. • Ryan of Aaron Service very knowledgeable and informative and explains well. Advised screen at top of ionex tank to avoid loss of media during backwash. Our units did not come with top screen. Screens are being made. • Construction dumpster now at WTP for resin disposal – resin will be drained in “fish cages”. • Mains valves need discovery • Dam – debris noted – variable water flow washes away small debris. Weekly inspection by TM – has log sheet, photos requested. 	<p>JS get max flow rate</p> <p>JS/MS valve change plan</p>
9. Old Business	RS	<ul style="list-style-type: none"> • Organisational structure – previously all employees report to board with no hierarchy. New: Admin, Ops Coordinator, & Fire Chief all report to Board. Op (TM) now reports to Senior Op (MS), who reports to Ops Coord (JS). JS & MS agree with this change. Add sideways arrows to chart and regular contractors. Incorporate into Job Descriptions. 	SH update chart and Job desc
10. New Business	RS	<ul style="list-style-type: none"> • Express Lines – leak detectors coming, how to pay bill, check website, contact us for invoice amount if PO strike still, next years meeting dates, media replacement contract sign • Next years meeting dates – no objections to Jan 15, Feb 12, Mar 12, Apr 16, May 14, Jun 11, Jul 16, Aug 13, Sep 17, Oct 15, Nov 12, Dec 17, AGM Apr 19 • Annual newsletters – add firefighter names to Fire, ask Mark if ok. Water newsletter small updates suggested by Trustees. Will send for approval before printing. • Invoice delivery plan if strike still on – many customers have only mail address contact info. SH provide customer list to Trustees for contact info. Email if possible, can pickup at office to be published. Trustees hand delivery. 	<p>SH submit</p> <p>SH edit & get approval</p> <p>SH send list if needed</p>

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		<ul style="list-style-type: none"> • MLA meeting – RS & Roger (GBID) ready to revisit ID funding, meet with new MLA. 2 other IDs would like to take part. See if Policy Analyst can attend. Possible March? • Aggressive Pump Credit Appl – need 3 guarantors – RS, JW & JC agreed • All board meetings must be advertised – a motion was passed in a meeting after Operations meeting. Will not do this again in future. • qRD Area Directors pushing for change in how Federal funds (Canada Community-Building Fund - previously called Federal Gas Tax) are distributed. Currently qRD decides which large regional project they will go to – directors would like the funds distributed to each Area instead. If this change is made, Areas would receive a percentage based on population. (2024/5 total amount for qRD was \$406,373) • Possibility of Lafarge diversion of 1/3 water entering Priest Lake. Cost savings for them to avoid treatment with settling pond. 4 abandoned gold mines in watershed. Sticklebacks, trout stream. • Development Bylaw requirement to install hydrants to meet FUS standards, lowering property owners insurance. SH add to bylaw 	<p>SH create letter</p> <p>SH update bylaw</p>		
11. Admin Report	SH	<table border="0"> <tr> <td style="vertical-align: top;"> <p>WATER</p> <ul style="list-style-type: none"> • WTP flood and power issue • Purchase new UPS • Investigate brown water issue • Columbia/Midas • Wall St pumphouse review • DV new connection • Main St alley leak • WTP filter cleaning • Waste tank pump quotes • Duker Rd cl2 tests • Columbia/Van Anda Ave leak • EOCP Webinar • Water main marking for hydro pole dig • WTP drawings • Ionex media exchange planning <p>FIRE</p> <ul style="list-style-type: none"> • Fire regulations bylaw • Temporary Fire Protection Agreements • Fire Underwriters Survey Report <p>LEGAL</p> <ul style="list-style-type: none"> • MOU/Contract for Aaron • 2 conveyances • Tolls & Taxes Bylaws </td> <td style="vertical-align: top;"> <p>MEETINGS</p> <ul style="list-style-type: none"> • Water Ops Coordination • Reg board meeting • Ops planning meetings • AD planning • WorkSafe Inspector • Dylan (Newport) • VCH officers visit at WTP <p>COMMUNICATIONS/CORRESPONDENCE</p> <ul style="list-style-type: none"> • Worksafe re ventilation • Benefits queries • VCH re BWN remove • LG re Boundary Amendment • Resident’s concerns re towing & accounts • Last minute sand delivery • Service notices for Midas/Columbia • CWSA conference call <p>OTHER</p> <ul style="list-style-type: none"> • Texting notification system • Org chart • Prep new mapping tablet, add better map • Inventory <p>FINANCIAL</p> <ul style="list-style-type: none"> • Budget • Arrange DMD inventory date </td> </tr> </table>	<p>WATER</p> <ul style="list-style-type: none"> • WTP flood and power issue • Purchase new UPS • Investigate brown water issue • Columbia/Midas • Wall St pumphouse review • DV new connection • Main St alley leak • WTP filter cleaning • Waste tank pump quotes • Duker Rd cl2 tests • Columbia/Van Anda Ave leak • EOCP Webinar • Water main marking for hydro pole dig • WTP drawings • Ionex media exchange planning <p>FIRE</p> <ul style="list-style-type: none"> • Fire regulations bylaw • Temporary Fire Protection Agreements • Fire Underwriters Survey Report <p>LEGAL</p> <ul style="list-style-type: none"> • MOU/Contract for Aaron • 2 conveyances • Tolls & Taxes Bylaws 	<p>MEETINGS</p> <ul style="list-style-type: none"> • Water Ops Coordination • Reg board meeting • Ops planning meetings • AD planning • WorkSafe Inspector • Dylan (Newport) • VCH officers visit at WTP <p>COMMUNICATIONS/CORRESPONDENCE</p> <ul style="list-style-type: none"> • Worksafe re ventilation • Benefits queries • VCH re BWN remove • LG re Boundary Amendment • Resident’s concerns re towing & accounts • Last minute sand delivery • Service notices for Midas/Columbia • CWSA conference call <p>OTHER</p> <ul style="list-style-type: none"> • Texting notification system • Org chart • Prep new mapping tablet, add better map • Inventory <p>FINANCIAL</p> <ul style="list-style-type: none"> • Budget • Arrange DMD inventory date 	
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12. Financial review	RS	<ul style="list-style-type: none"> • Fire funds transferred to water accounts – VISA and other fire purchases paid thru water account 1,625.28, Admin 8,166.04 & labor hrs 1,736.28. Total 11,527.60 transferred Dec 3 • Benefits – 4 benefits packages were compared. JS & MS prefer BCCA, SH ok with whatever everyone else wants, no feedback from TM. JM moved and JC seconded that BCCA health and dental benefits start Jan 1, 2025. • Water budget – minor changes in d3 to keep average property (house on small lot) increase around 6% as published. Benefits \$500 more than estimated, plant budget increase, decrease chlorine. Plant heater will be capital as part of WTP upgrade project. New properties from subdivisions not completed – Parcel tax from current owner, Tolls from new owners. JW moved and PT seconded to approve Water budget. 	<p>JM moved, JC 2nd</p> <p>JW moved, JC 2nd</p>
13. Policy & Bylaw	RS	<ul style="list-style-type: none"> • Bylaw 185 2025 Water Tolls approval moved by JW, seconded by JM • Bylaw 186 2025 Parcel Taxes approval moved by PT seconded by JW • Resolution for Capital spending approval with addition of chlorinator to WTP upgrades moved by PT, seconded by JM • Bylaw 187 Disbursement of Capital Funds 2024 of \$48,668 for approval moved by PT seconded by JW after spreadsheet explanation of: <ul style="list-style-type: none"> a) Lower Blewett water main replacement b) Columbia/Midas water main replacement c) Water Treatment Plant sand filter addition and new chlorination system d) Ion exchanger media replacement 	<p>Moved JW, 2nd JM</p> <p>Moved PT, 2nd JW</p> <p>Moved PT, 2nd JM</p> <p>Moved PT, 2nd JW</p> <p>SH submit to LG</p>
14. Fire Report		<p>Calls for the month:</p> <ul style="list-style-type: none"> • Fire - 0 • Medical - 3 • MVA – 0 • Other - 0 <p>Avg people for practice is 5.</p> <ul style="list-style-type: none"> • 3 VAFD members and GBFD did live fire training in Lund. Everyone involved greatly enjoyed and appreciated the training. F1000 tickets • Dec 7 plans to do a live house burn on Gillies Bay RD with both departments involved. • January plans for jaws of life training with both departments. We had a local person donate a car to cut up. It will be in house training. • one new member signed up and another is transferring in from Gillies Bay FD. There also another person asking about the FD. • Couple of major medical incidents last month • 601 going to PR for annual inspection Dec 18 • Lights parade Dec 17 starting in GB 5.30 • SCBAs ordered a while back, JS to track. Old tanks will be donated to South America 	<p>JS track</p>

