

## MINUTES - BOARD OF TRUSTEES MEETING

|                      |  |  |                                  |
|----------------------|--|--|----------------------------------|
| <b>Date</b>          | <b>Nov 13, 2024</b>  | <b>Time</b>  | <b>1:30 pm</b>                   |
| <b>Location</b>      | <b>Fire Hall upstairs</b>  |  |                                  |
| <b>In Attendance</b> | <b>Trustees:</b><br>Ron Smith RS (Chair)<br>John Colongard JC<br>Jennifer Moore JM<br>Phillip Tidd PT<br>Jane Waterman JW<br><br><b>Regrets:</b> | <b>Staff:</b><br>Sandra Haszard (Admin, Recorder) SH<br>Mark Robert (Fire Chief) MR (at 4 pm)<br>Joseph Scott (Operations Coordinator) JS<br>Trevor Morrison (Water Operator) TM<br><br><b>Regrets:</b><br>Marianne Segers (Water Operator) MS | <b>Public:</b><br>Rodger Hort RH |

| <b>Agenda Item</b>                     | <b>Lead</b> | <b>Outcome</b>   | <b>ACTION</b>                |
|--|-------------|--|------------------------------|
| 1. Call to Order                       | RS          | RS called the meeting to order at 1.30 PM.   | Noted                        |
| 2. Welcome to Public Guests            | RS          | Welcome to MP  |                              |
| 3. Declaration of Conflict of Interest | RS          | None   | Noted                        |
| 4. Approve Agenda                      | RS          | Agenda was approved with additions - ionex media replacement   | Moved JW, 2 <sup>nd</sup> JM |
| 5. Approve Minutes                     | RS          | Last meetings minutes approved with edit to clarify RJ SS filter not VAIDs   | Moved JM, 2 <sup>nd</sup> JC |
| 6. Safety Moment                       | TM          | Work related car crashes stats. Use extra caution in winter months. Need lights for WTP during power outage; ensure ready to use.  | JS to arrange                |
| 7. Residents Speak                     |             | <p>RH asked if tank had nighttime monitoring recently as it is the best way to see leak rate (this is scheduled). Data from the treatment plant recorded to a USB drive is analysed periodically to determine tank drawdown time, which also shows leak rate.</p> <p>RH also suggested that a dollar value is assigned to leak amount for more public impact.</p> <p>Progress enquiry for private property leak detection – this as been delayed by other issues. Finding shutoffs still an issue.</p>   |                              |
| 8. Water, Dam, & Operations Report     | TM /JS      | <ul style="list-style-type: none"> <li>Dam inspected, looks good</li> <li>New Wall St connections complete</li> <li>Midas work - RVs removed by MOTI, temp connections to be installed shortly. Consider temp connection to neighbouring house rather than hydrant. 4 replacement connections to be installed, working with AD.</li> <li>Recent repairs needed parts to be borrowed – do a restock twice a year.</li> <li>Main St alley – 3<sup>rd</sup> leak repaired, previously poorly repaired with clamps (not recent). Lots of experienced people attended. Dirt removed with pumping out water from 6' hole means refilled hole soft and mucky; needs work – has caution tape barrier. Resident regularly driving over line; needs more protection.</li> <li>Local water shutoff for Main repair also shutoff water to School.</li> </ul> | Ops provide list to SH       |

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|------------------|------|--|---|
|                  |      | <ul style="list-style-type: none"> <li>• Para St planning for next loop – valves need sorting out first. Para &amp; Coleborn. Machine needed for valve work.</li> <li>• Wall St pumphouse pressure tank upgrade – getting quotes and will present to developer who previously agreed to cover costs. AD project.</li> <li>• WTP Wi-Fi operational – can now call, text, and email from plant; previously no cell reception.</li> <li>• Forsta housing seal failure caused water jetting onto controller, UPS, auto dialler, phone, with plant flooding and power failure. UPS bypassed brought power back to Controller, which does not appear to be damaged. Electricians also dealt with pump switch failure. (Contactor too old to find parts; electrical panel to be replaced.) New UPS purchased. Forsta preventative maintenance (PM) added to regular maintenance schedule with all PM to be logged. Forsta PM parts ordered.</li> <li>• Spare pump for wastewater tank will cost \$2,900 and has 10 weeks lead time.</li> <li>• Discussion of whether 2” meter needs to be installed for Wall St subdivision. Valve at Wall St main protection complete. Residences will have meters for info only.</li> </ul> | <p>JS arrange machine for valve work</p> <p>JS continue</p> <p>Ops install meters</p> |
| 9. Old Business  | RS   | <ul style="list-style-type: none"> <li>• Vehicle acquisition &amp; fundraising letters - fundraising was primarily for vehicle. RS will donate his van after receiving new vehicle.</li> <li>• Increased volume of water treated has not lessened since summer. Leak detection contractor will provide dates shortly. Testing can be done during rain.</li> </ul>  |   |
| 10. New Business | RS   | <ul style="list-style-type: none"> <li>• Express Lines – work put in by employees lately, thanks all who participated, brown water (run outside tape after local repair), invoices coming with moderate increase, insulate pipes, leak detection contracted with leak amount \$ cost</li> <li>• Ionex media replacement – needed for water quality &amp; full UVT treatment. Quotes and process not voted on yet. 4 quotes requested with 2 received. Current cost \$50k includes labor; media cost has increased significantly. MOU vs contract. Specific resin type as per Res’eau project. Process: roof hatches opened, valve heads removed, shop vac out old media, wash and drain vessels, add layer of gravel then new resin. Riser and other parts considered. Estimated life of resin is 5 years, sand filter (summer) and less leaks increase lifespan. Also use treated unchlorinated water to brine tank – previously used untreated. Media cost added to budget 3 years ago. Ionex currently offline as media is no good. Life shortened by mistreatment – intensity of backwash, excess salt, pipe direction labelled wrong way. Ensure</li> </ul>   | <p>SH submit</p> <p>JS add to list</p>  |

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|                      |      | correct treatment in future including correct programming of controller & annually test media by manufacturer (Purolite). JW moved to accept MOU & quote, JC seconded.   | JW moved,<br>JC 2nd             |
| 11. Admin Report     | SH   | <p><b>WATER</b></p> <ul style="list-style-type: none"> <li>• Cuvette replacement</li> <li>• Parts and cleaning</li> <li>• Morning testing</li> <li>• WTP upgrade planning</li> <li>• Bypass valve check</li> <li>• Install shelving</li> <li>• Ionex review</li> <li>• Forsta &amp; Harmsco cleaning</li> <li>• Main screen issue</li> <li>• Forsta filter issue</li> <li>• Wall St connection review</li> <li>• Pressure tank study</li> <li>• EOCP</li> </ul> <p><b>FIRE</b></p> <ul style="list-style-type: none"> <li>• Rescue gear wish list</li> <li>• Ventilation (exhaust)</li> <li>• 24hr accident coverage</li> <li>• Update Fire Underwriters Survey info</li> <li>• Duty Officer Call Out form</li> <li>• New SOG for probationary period</li> <li>• Grant report</li> </ul> <p><b>LEGAL</b></p> <ul style="list-style-type: none"> <li>• Fire Taxation Bylaw</li> <li>• Fire Regulation Bylaw</li> <li>• SRW procedure</li> </ul> <p><b>MEETINGS</b></p> <ul style="list-style-type: none"> <li>• Water Ops Coordination</li> <li>• Reg board meeting</li> <li>• Ops planning meeting</li> <li>• AD planning</li> <li>• Rino Parise, MOTI</li> </ul> <p><b>COMMUNICATIONS/CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>• Answer public water queries</li> <li>• Forsta re corrosion on filter</li> <li>• To VCH re boil/advisory/UV specs</li> <li>• BC1C query from Imperial Oil</li> <li>• Query to WorkSafe re ventilation</li> </ul> <p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Prepare signs order</li> <li>• “Admin Fix” policy</li> <li>• Employee benefits queries</li> <li>• New contractor possibility</li> <li>• WorkSafe (new 1<sup>st</sup> aid regulations)</li> </ul> <p><b>FINANCIAL</b></p> <ul style="list-style-type: none"> <li>• Discount for chlorine order</li> <li>• Fire term deposits</li> <li>• Budgets</li> <li>• Capital Cost annual estimate</li> <li>• Meter billing</li> <li>• Term deposits</li> <li>• SRW cost estimate</li> </ul> |                                 |
| 12. Financial review | RS   | <ul style="list-style-type: none"> <li>• Water budget – benefits quotes not all received yet. Acera, UBCM, ask Phoenix too (provider of VFIS). Contractor leak detection is capital. Add estimated benefit costs, equivalent to \$1 per hour wage. Keep commercial water rate same. Increase infrastructure repair to \$20k. Typical property increase 5.5%</li> <li>• Fire unspent funds from 2022 &amp; 2023 totalled 48,857.83. JW moved and JC 2<sup>nd</sup> to move to separate capital account, unspecified. Sufficient funds in account till mid Feb 1<sup>st</sup> instalment. 2<sup>nd</sup> half of grant funds coming any day (\$13k).</li> <li>• Water monthly account totals at 85% with 85% of year passed. Some (labor, admin) will be reclassified as Capital.</li> </ul>   | JW moved,<br>JC 2nd             |
| 13. Policy & Bylaw   | RS   | <ul style="list-style-type: none"> <li>• Water Conservation Bylaw 181 amended after LG input no fines. Moved by JW, seconded by PT to approve bylaw as amended.</li> </ul>   | Moved JW,<br>2 <sup>nd</sup> PT |

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|                  |      | <ul style="list-style-type: none"> <li>Admin Fix Policy – a policy to allow Administrator to make minor corrections to bylaws such as spelling mistakes without the need for further board approval. Moved by JM, seconded by JC to approve Policy with the addition that Admin reports to board at next meeting if corrections made.</li> <li>Fire Regulations Bylaw – as per GBID for fire bans and previously removed sections added back. Moved by PT, seconded by JW to approve as presented.</li> </ul>  | <p>SH submit to LG</p> <p>Moved JM, 2<sup>nd</sup> JC</p> <p>Moved PT, 2<sup>nd</sup> JW<br/>SH submit to LG</p> |
| 14. Fire Report  |      | <p>Calls for the month:</p> <ul style="list-style-type: none"> <li>Fire - 2 - Both were burning complaints, the second one we started using the new duty office call form where we track the address, type of call, what the call was for, and other details</li> <li>Medical - 4 calls</li> <li>MVA - 0</li> </ul> <p>Avg people for practice is 4.<br/>2 new members for a total of 12-14.</p> <ul style="list-style-type: none"> <li>2 practices with GBFD, both to do with live fire training coming up with them in the end of Nov. We have 3 members signed up.</li> <li>Some new gear came in. New first aid kit to replace the old one, a new O2 tank, and gear also for 602.</li> <li>3 sets of new bunker gear for members have been paid for in advance with grant funds.</li> <li>We need a 3-sign spot on the outside of the hall - one dedicated for the burn ban when in place.</li> <li>Fire ban for 2025 - I understand it was brought up in a meeting from the public to make it the same as Gillies Bay, which I believe is a good idea.</li> <li>Insurance purchased for 601.</li> <li>Still need to get gate for Legion, ship with Texada Transfer. SH to order from Top Shelf. Will ensure pedestrians can get around it.</li> <li>Car donated for Jaws of Life training – will do in Dec/Jan and invite GB.</li> <li>Discussed FD removal of trees down on roads. MR to check if covered. Put cones down and call dispatch.</li> <li>Worksafe inspector visited after SH enquiry about necessity of saving for ventilation system. Ventilation Program had been provided to Worksafe and informally agreed it was sufficient. A bit more info required. Report to be received shortly. Wait for report before spending saved funds.</li> <li>Culvert project at Prospect/Van Anda Ave – need to know if road will be closed for emergency planning. SH to enquire.</li> <li>Brown water complaints yesterday coincided with Boat Club hydrant use. Hydrant water was not dirty. Dirty water prob results of previous days repairs.</li> </ul> | <p>SH get gate</p> <p>SH ask MOTI</p>  |
| 15. Next meeting | RS   | Monthly Board Meeting – Wednesday, Dec 11 at 1:30 pm Firehall  | Information  |

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|------------------------------|------|--|-------------|
| 16. Public meeting adjourned | RS   | Public meeting adjourned at 4.20 pm.   | Information |
| 17. In camera                | RS   | See separate minutes   |             |
| 18. Meeting adjourned        | RS   | Meeting adjourned 4.40   |             |
|                              |      | Monthly Board Meeting Wednesdays at 1:30pm, Firehall<br>2024: <i>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 |