

## MINUTES - BOARD OF TRUSTEES MEETING

<b>Date</b>	<b>Dec 17, 2025</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 Gary Friars GF <b>Regrets:</b> Jennifer Moore JM	<b>Staff:</b> Sandra Haszard (Admin, Recorder) SH Joseph Scott (Operations Coordinator) JS Marianne Segers (Senior Water Operator) MS <b>Regrets:</b> Bernardo Reyes (Water Operator) BR Mark Robert (Fire Chief) MR (usually at 4 pm)	<b>Public:</b> Larry Dawes Pavan Auman

<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 Larry & Pavan. Invited to speak at beginning of meeting	
3. Declaration of Conflict of Interest	RS	none	
4. Approve Agenda	RS	Agenda was approved	Moved JW 2 <sup>nd</sup> GF
5. Approve Minutes	RS	Last meetings minutes approved .	Moved JC 2 <sup>nd</sup> GF
6. Residents Speak		<p><u>Larry Dawe</u> presented the sand filtration system he is testing and provided an info package with text, a diagram, and a photo. He is seeking a new testing site, previously located at GB. His presentation covered the 200-year history of municipal sand filtration, details of the sand and material layers, and the living biolayer required for effective treatment. Filtration must be slow, but can achieve ~99% removal of cysts, bacteria, and even viruses through naturally occurring “good bugs” between the sand grains. It does not remove organic carbons or dissolved minerals. The public health 4-3-2-1 framework supports this method as one possible stage. It requires minimal training, maintenance, or specialized consumables.</p> <p>Larry would like to continue his testing at VAID’s treatment plant. He would need site access, space to set up the column, a source of lake water, power for heat tape, and inclusion in regular analysis. He plans to compare coliform levels in vs. out over a year. Sand samples were circulated; the beneficial microbes are already present in the lake. When asked why he wished to test here given VAID is unlikely to adopt the method, Larry explained that he simply needs a location and is doing this for personal interest. He will share results and cover power costs. JC and MS will review the site. Preliminary setup costs to provide water and power are estimated at ~\$1,000. Larry has been invited to submit a proposal.</p> <p><u>Pavan Auman</u> introduced himself as a new property owner here. He is building cabins for family and friends, with the possibility of short-term rentals. He expressed interest in learning more about the community. RS provided an overview of how the metering project will change the current toll structure.</p>	
7. Safety Moment	MS	Fire prevention - xmas decorations and seasonal cooking. Ensure smoke alarms working and flashlights accessible. Weather – dressing appropriately for outside cold wet conditions.	

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8. Water, Dam, & Operations Report	MS	<ul style="list-style-type: none"> <li>• Ion exchanger backwash now every 6 days for each unit.</li> <li>• UVT tester is back – filter tests to be done and results to be shared with GR for best timing of backwash brine tank refill, as well as brine mix proportions. Less backwashes will extend media life, but too few will shorten it.</li> <li>• Dam is good, lake level gradually increasing.</li> <li>• Old cast iron parts (moved many times) have been disposed of. Most were 4” pipe fittings. Kept the 3 clog valves and partial hydrant</li> <li>• Foundations being poured today at plant for new container that will house sand filter and chlorination equipment. This part of a capital project “WTP Upgrades”. Sand filter was donated and will save costs on filters and other consumables, and chlorination equipment is too close to lake.</li> <li>• Blewett leak found were it comes to surface (not the origin). Map shows old water line to Van Anda Ave. AD could dig up at Smelter to shut off.</li> <li>• West Coast Earthworks now has Worksafe coverage. A good first job for them is the repair at the end of Wall St where Highways maintenance took out the flush hardware.</li> <li>• Serious erosion at the storage tank being caused by rainwater run off from the Fortis access road. This may have happened in the past, and Fortis repaired it. SH check history and contact Fortis.</li> <li>• Wall St pump hours have decreased following replacement of pressure tanks. Tanks were beyond service life and the check valve had failed. Totalizer data is now meaningful, as it aligns with pump hours. Consider a 2" flow meter at the pump house, with the current meter potentially redeployed elsewhere in the system. SH will check with JW on updated population estimates to provide more accurate per-household/person data. A resident reported improved pressure compared to before, similar to when the system was new.</li> </ul>	<p>JS arrange with AD</p> <p>JS contact WCE</p> <p>SH history and Fortis</p> <p>SH check pop. w/JW</p>
9. Old Business	RS	<ul style="list-style-type: none"> <li>• Meter Project               <ul style="list-style-type: none"> <li>○ New line on Copper Queen complete, as are some connections there with the rest to be completed in the next week. Pics from Diamond maps displayed. Area to be finished by Xmas.</li> <li>○ Operators have been assembling meters/transmitters to be ready for install.</li> <li>○ Installation reports and checklists in place.</li> <li>○ Estimate of \$150k remaining after expected expenses.</li> </ul> </li> <li>• Explanation to guest of Blewett properties that are very small and not connected to water. Ownership of these blocks has changed several times with development planned then dropped. Current owner is selling lots with no services for 25-30k. One new owner requested water connection decided against it due to estimated cost (connection costs plus Capital Expenditure Charge).</li> <li>• Truck is working well. Motion to sell when fixed was tabled last month and will remain tabled until mover (JM) back. Go ahead with used tire purchase if options available (get on local supplier’s list).</li> </ul>	<p>MS join list</p>
10. New Business	RS	<ul style="list-style-type: none"> <li>• Express Lines – Invoices coming, rate increase report intro and link, payment plan, meter updates, check w/us before making changes to waterlines on property as recent cutoffs experienced when people didn’t check. Add trustees needed to Feb lines.</li> </ul>	<p>SH submit</p>

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		<ul style="list-style-type: none"> <li>• Change meeting date for Nov 2026 from 11 to 18 in newsletters and everywhere.</li> <li>• New auditor – Board email discussion with selection report resulted in choice. JW moved to appoint Crowe McKay for 2025 audit, JC seconded. Main differences in engagement letter from DMD’s was standards of accounting – non-profit (DMD) vs municipal (CMK) and CMK included items from last financial statements. Check about qualified opinion area of letter regarding fundraising. Inventory check will be able to be done remotely/electronically – site visit not required.</li> </ul>	<p>SH change date</p> <p>JW moved JC 2nd</p> <p>SH check fundraising section</p>
11. Admin Report	SH	<p><b>Water</b></p> <ul style="list-style-type: none"> <li>• Leak detection and drawdown calculations; pinpointing leak times.</li> <li>• Copper Queen water main work; valve installation; service mapping.</li> <li>• WTP generator starts, wastewater handling, filter changes, chlorine testing.</li> <li>• Emergency plan review and updates.</li> <li>• High-use notifications, meter charge calculations, Neptune360 setup.</li> </ul> <p><b>Fire</b></p> <ul style="list-style-type: none"> <li>• Fire vehicle emergency contact lists updated.</li> <li>• Organised fire files, saved email attachments</li> <li>• CEPF generator quote, fireball research.</li> <li>• Fire budget line-item report, annual newsletter prep.</li> <li>• Hydrant training and maintenance forms carried forward.</li> <li>• Officer job descriptions.</li> </ul> <p><b>Capital Projects</b></p> <ul style="list-style-type: none"> <li>• Sand filter foundation and ground testing.</li> <li>• BYDP drawings, meter orders, automation work.</li> <li>• Bourne Construction quotes, site meetings.</li> <li>• WTP automation and building hours (carry-over noted).</li> </ul> <p><b>MPP</b></p> <ul style="list-style-type: none"> <li>• Wage transfers, budget updates, MPP connections and data.</li> <li>• Meters, setters, &amp; hardware received.</li> <li>• Sheret &amp; Flow invoices processed.</li> <li>• Flow Systems meter training.</li> </ul> <p><b>Other / Administration</b></p> <ul style="list-style-type: none"> <li>• Org chart updates, trustee/staff contact lists.</li> <li>• Ops policy agreement form.</li> <li>• Recover missing emails from backup.</li> </ul> <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>• Regular board meeting, ops planning meetings.</li> <li>• School coordination for helicopter landing.</li> <li>• Multiple site meetings (Copper Queen, WTP, Bourne Construction).</li> </ul> <p><b>Communications / Correspondence</b></p> <ul style="list-style-type: none"> <li>• Property owner notifications (high use, overdue payments).</li> <li>• Planned outage notices, customer phone number requests.</li> <li>• Email DMARC compliance settings.</li> <li>• Finance info to auditors.</li> <li>• Coordination with BiPure, Sheret, Flow, Victor, Aaron.</li> <li>• Requests for helicopter landing at school.</li> </ul> <p><b>Legal / Policy</b></p> <ul style="list-style-type: none"> <li>• Annual submissions to LG.</li> <li>• Bylaw &amp; Resolution (CEC spend, Fire Protection Tax, Capital spend).</li> <li>• Conflict Resolution Policy</li> </ul> <p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• Penalties, notifications for overdue accounts.</li> <li>• Budget 2025 plant costs report.</li> <li>• Credit limit increase at Sheret, EFT setup for corporate payments.</li> <li>• Auditor search and selection report.</li> <li>• Zoom meetings, auditor queries, insurance quotes.</li> <li>• Budget &amp; increase reports</li> <li>• EFT setups.</li> </ul>	
12. Financial review	SH	<ul style="list-style-type: none"> <li>• Fire accounts – consider using surplus for future chief training, mini jaws.</li> <li>• Water accounts – 5% of budget left for December.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Water Budget has been updated with insurance invoice less that estimate – JW moved to accept budget as presented, JC seconded.</li> <li>Report on rates increase - is thorough, make available on website. Too much information? Only those who want lots of info will access it. Already requested by one person after notice of increase last month.</li> </ul>	<p>JW move, JC 2<sup>nd</sup></p> <p>SH publish &amp; link report</p>
13. Policy & Bylaw	SH	<ul style="list-style-type: none"> <li>Bylaw 191 Water Tolls 2026 – JC moved and JW seconded that Bylaw 191 be approved as presented.</li> <li>Bylaw 192 Parcel Taxes 2026 – JW moved and JC seconded that Bylaw 192 be approved as presented.</li> </ul>	<p>JC move, JW 2<sup>nd</sup></p> <p>JW move, JC 2<sup>nd</sup></p> <p>SH submit to LG</p>
14. Fire Report	MR	<p><b>Emergency Responses</b></p> <ul style="list-style-type: none"> <li>Medical Calls: 7</li> <li>Motor Vehicle Accidents (MVA): 0</li> <li>Alarm Calls: 1               <ul style="list-style-type: none"> <li>Responded to a residential fire alarm activation.</li> </ul> </li> </ul> <p><b>Texada Rescue Responses</b></p> <ul style="list-style-type: none"> <li>MVA: 1</li> <li>Medical: 1 (assistance provided to BC Ferries)</li> </ul> <p><b>Training &amp; Preparedness</b></p> <ul style="list-style-type: none"> <li>Powell River Training: Two confirmed seats for EVA car fire tactical training.</li> <li>Mine Rescue Collaboration: Efforts underway to schedule joint training with the Amrize Mine Rescue Team, focusing on jaws of life and rope rescue techniques.</li> </ul> <p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>Santa Light Drive-Through:               <ul style="list-style-type: none"> <li>Date: December 16, 2025</li> <li>Location: Starts at Gillies Bay Fire Department (GBFD)</li> <li>Time: 5:30 PM</li> </ul> </li> </ul> <p>Firefighter recruitment – have skeleton crew – can’t pressure other members or they won’t come at all. Included in newsletter about tax credit and 24/7 accident coverage for attending.</p> <p>CEPF grant application – was notified that generator quoted was not as specified and to resubmit budget. Did so. Appreciate chance to do this rather than have item dropped from grant.</p>	<p>SH update newsletter</p>
15. Next meeting	RS	Monthly Board Meeting – Wednesday, Jan 14 at 1:30 pm Firehall	Info
16. Meeting adjourned	RS	Meeting adjourned 4.30pm	
<p>Monthly Board Meeting Wednesdays at 1:30pm, Firehall (2<sup>nd</sup> Wednesday unless before 11<sup>th</sup>, otherwise 3<sup>rd</sup> Wed) 2026: Jan 14, Feb 11, Mar 11, Apr 15, May 13, June 17, July 15, Aug 12, Sept 16, Oct 14, Nov 18, Dec 16; AGM April 28</p>			