

## MINUTES - BOARD OF TRUSTEES MEETING

<b>Date</b>	<b>Jun 11, 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, late) John Colongard JC (Acting Chair first 20 mins) Jennifer Moore JM Jane Waterman JW Gary Friars, GF <b>Regrets:</b>	<b>Staff:</b> Sandra Haszard (Admin, Recorder) SH Joseph Scott (Operations Coordinator) JS Trevor Morrison (Water Operator) TM Mark Robert (Fire Chief) MR (at 4 pm) <b>Regrets:</b> Marianne Segers (Water Operator) MS	<b>Public:</b> none

Agenda Item	Lead	Outcome	ACTION
1. Call to Order	JC	JC called the meeting to order at 1.30 PM	Noted
2. Welcome to Public Guests	JC	No public	
3. Declaration of Conflict of Interest	JC	JW for Wall St subdivision discussion. NOTE to public: No one from VAID has a conflict of interest regarding Zyrox.	Noted
4. Approve Agenda	JC	Agenda was approved.	Moved JW 2 <sup>nd</sup> JM
5. Approve Minutes	JC	Last meetings minutes approved .	Moved GF 2 <sup>nd</sup> JM
6. Residents Speak		No residents present.	
7. Safety Moment	TM	Appropriate PPE – displayed new helmet with earmuffs and face shield.	
8. Water, Dam, & Operations Report	TM /JS	<ul style="list-style-type: none"> <li>Dam inspected weekly, no issues.</li> <li>50 work orders issued, 35 completed.</li> <li>Locating connections and collecting info for meter installs – 61 complete, 104 in progress, 66 not yet located. Metal detector has helped. Ask Kirk at Econics for ideas. Previous operator knowledge? KS has helped, AR not interested.</li> <li>Leak on Gracemere is not private property. Do temp fix and fully repair with meter install.</li> <li>BB Rd leak yesterday – temp repair made after 1 ¼” line driven over by excavator.</li> <li>Brine tank isn’t always filling up after backwash. Ryan from Aaron was here yesterday – thought issue was system not recognizing that pump is off. Do not pay until resolved.</li> <li>UVT – excellent for a while then dropped back down to usual. Possibly when brine tank manually filled with untreated water. Add extra flush w/treated water?</li> <li>Stirling Wilson work completed: chlorine meters were cleaned – these were black. Gave tutorial on monthly cleaning.</li> <li>Spare pump needed for pressure in chlorination system. Existing pump has very little use but is needed to maintain water pressure for chlorine devices.</li> <li>About ¾ of chlorination equipment has been replaced in last 6 months.</li> <li>Wall St pumphouse rebuild – all parts on hand. Newport to do electrical, together with Al Davis. Ready to schedule date.</li> </ul>	SH email Kirk  SH hold off payment  JS find spare pump  JS schedule

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		<ul style="list-style-type: none"> <li>Storage tank floats replaced (levels not changed). SW recommends ultrasonic instead of mechanical, provides much more info. Consider for future.</li> <li>VAID truck has engine troubles. Richard to inspect. Ask Tony if Richard unable.</li> </ul>	JS arrange
9. Old Business	RS	<ul style="list-style-type: none"> <li>Zyrox – JS, JW, JM had site tour – looks like everything that needs to be done is being done. No flags. Email cc’ed from Ministry of Environment recommending the addition of two groundwater monitoring wells on the groundwater drainage divide along with reporting water quality monitoring to VAID. Ron will thank her.</li> <li>Meter Pilot Project (MPP) – Community of Practice meeting held last week attended by JS &amp; SH regarding Communications (with community). FAQ and other templates provided for our use. TM reports overwhelming positive attitude from community members while he is out locating connections. Letter to all owners suggested by SH – wait till tentative schedule for installs. Not ready to do Request For Proposals (RFPs) yet – still need more info. Tracking hours for ops and admin. Mapping updates shown.</li> <li>Wall St subdivision Statutory Right of Way Agreement still in progress. Portion stating VAID has sole responsibility for mains on Common Area needs to be removed. Lawyer emailed &amp; left phone message to discuss but never replied to our reply.</li> <li>Wall St developer stated they will arrange payment plan for pumphouse tank replacement.</li> <li>Services with concerns: 1. Copper Queen property with no house but 2 RV’s being lived in – bill for 2 additional but no residence connection next annual invoice. 2. RVs Sturt Bay Rd property – lots of work being done here. Pex installed by local individual who was unaware of VAID standards. Currently charged SF. Consider introducing new tolls rate for seasonal RVs. Check standards are obvious on application form and specify in email when providing.</li> <li>Well pump now connected by chains.</li> <li>Filter cartridges – will the purchase in January last the whole year? Discussion on washing schedule &amp; procedure to extend life. Consider cost of labor vs cost of new cartridge. Cartridge washer exists but not available to purchase. GF will make one.</li> </ul>	<p>SH add to customer</p> <p>SH add to budget doc</p> <p>SH edit form</p> <p>SH calculate</p>
10. New Business	RS	<ul style="list-style-type: none"> <li>Express Lines – Meter Pilot Project updates. – about to go to tender, good progress finding connections, thanks for keeping dogs in house, thanks for cooperation, we welcome all questions and comments, as always welcome at meetings. Website info in general. Stage 2 July 1. New emergency water op number. Move contact info to top. Link for fire danger rating with comment many in BC.</li> <li>Gillies Bay joint Trustee meeting - JM will contact again.</li> <li>Add GF as signer and remove PT. JW moved and JM seconded.</li> <li>New phone number for emergency contact water operator as MS not always in town. Forwards to op on duty. Ops/admin determine how.</li> <li>Provincial Budget consultations – invited every year. JW invited from previous input. Discussion as to whether more effective from group of ID’s or response from each. qRD director previously advised that individuals emails are better</li> </ul>	<p>SH submit</p> <p>Moved JW 2<sup>nd</sup> JM SH send docs to FCU Admin arrange</p>

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		<p>than a petition. SH will sign up to see process. Anyone can respond. JW will talk to DN GBID.</p> <ul style="list-style-type: none"> <li>Priest Lake use – new webpage created after discussion on Facebook. Don't add anything about swimming. Gas motoring can be reported to police for quickest action. Sign at WTP entrance possibly invites public by stating non-allowed activities - to be moved to public access of Priest Lake Rd, replacing very old sign.</li> </ul>	SH do input
11. Admin Report	SH	<p><b>WATER</b></p> <ul style="list-style-type: none"> <li>Forsta filter cleaning, repair, &amp; review</li> <li>Mapping</li> <li>Sampling</li> <li>Work orders</li> <li>Field review w/trustees</li> <li>WTP leak</li> <li>Coordinate with Stirling Wilson for WTP</li> <li>Chlorine system review</li> <li>Create connection location &amp; notes list for ops, using maps export merged with customer list</li> <li>MPP procurement guide now available</li> </ul> <p><b>FIRE</b></p> <ul style="list-style-type: none"> <li>Purchase gear &amp; gloves</li> <li>Check in new Fire Act needs Trustee attention</li> <li>Add "Small Campfires" to Fire Ban sign (says Firepits allowed)</li> <li>Forestry reimbursement</li> </ul> <p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>Policies for Operators</li> <li>Arrange meeting at Legion</li> <li>Add MPP to timesheets and payroll calcs</li> <li>Update Policy binder and online docs</li> <li>Water chemistry results to web</li> <li>MPP webpage</li> <li>Research virtual phone number for Water emerg contact</li> <li>Put 2024 in a box</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 meetings</li> <li>Meter Pilot Project public meeting</li> <li>Zyrox by zoom/teams</li> <li>Ken Soles</li> </ul> <p><b>COMMUNICATIONS/ CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>Posted notices</li> <li>5 reg. letters for overdues (13 letters total)</li> <li>Letter to Arnolds Wall St tanks</li> <li>Announce MPP online &amp; bulk text with meeting</li> <li>Meter vendor enquiries</li> <li>Request report &amp; testing from Zyrox</li> <li>Blurb for Randene</li> <li>Answer SP email questions</li> </ul> <p><b>FINANCIAL</b></p> <ul style="list-style-type: none"> <li>Setup EFT Telus</li> <li>Overdues final notices</li> <li>Overdue customers history</li> <li>Renew Fire terms</li> <li>Letter to FCU for changed signers</li> <li>Bounced pay plan check</li> <li>Update ongoing Capital amounts</li> </ul> <p><b>LEGAL</b></p> <ul style="list-style-type: none"> <li>1 conveyance</li> </ul>	
12. Financial review	RS	<p>MPP – 4 new accounts – parts, labor, admin, contractors. SH create spreadsheet and apply amounts to date, taking out of regular water accounts.</p> <p>Water Labor – SH add formula to include contract labor</p>	SH create & move  SH edit
13. Policy & Bylaw	RS	<ul style="list-style-type: none"> <li>Vehicle Use Policy updates – change "truck" to "vehicle". JW moved to approved as amended, JM seconded.</li> <li>Purchasing Policy updates – added VAID credit card and etransfer as payments, and RFPs if suitable. JC moved to approve updates, JW seconded.</li> <li>Tailgate Safety Meetings – keep previous (not just unfamiliar). Edit log/form for routine or new complications. SH look for app.</li> </ul>	Moved JW 2 <sup>nd</sup> JM Moved JC 2 <sup>nd</sup> JW SH process SH edit or find app
14. Fire Report	JS/ MR	<ul style="list-style-type: none"> <li>Mark not here yet ... hydrant leak at boat club after fire practice use. Missing thrust block, as in other hydrants with leaks.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Hydrant training – Victoria trainer very keen - \$2,000 for 10 people/8 hrs. GBID has backed out; they are having KS show 2 people only. SH ask JW why. VAID has 5 participants, 6 with deputy chief. See if other small water systems nearby are interested, or GB firefighters.</li> <li>To be continued when Mark arrives.</li> </ul>	SH ask
15. In camera		<ul style="list-style-type: none"> <li>Minutes in separate document 3.45 – 3.55</li> </ul>	
16. Fire continued		<p>Calls for the month:</p> <ul style="list-style-type: none"> <li>Fire - 1 wildfire - to support GBFD at Spragge Rd</li> <li>Medical - 0</li> <li>MVA - 0</li> <li>Texada Rescue               <ul style="list-style-type: none"> <li>Medical - 3</li> <li>Two calls in Crescent Bay, one at Blubber Bay ferry terminal.</li> </ul> </li> <li>602 brake repairs are finished.</li> <li>604 is back from Powell river after getting the base radio installed.</li> <li>Fire fighter Zack has left the department.</li> <li>We have a new member. Tom Read has joined the department</li> <li>We now have a couple of cars in lot 6; just working on a date to set up a jaws of life training with both fire departments on the island. The 4 women that did the jaws training on Vancouver Island (3 from GB, 1 from VA) will run the training day here.</li> <li>Some Jaws of Life and Ropes training will be held with Lafarge Rescue Team.</li> <li>Lafarge has asked the department to bring out 603 on their safety day to show of some of the safety and life support systems - it's some time in late June.</li> <li>The Texada school has asked us to bring up the fire truck and spray water for their last day of school on June 13, for the kids to play in.</li> <li>Bear last seen at airport around 6 am. Was at Lafarge yesterday evening.</li> <li>Shortage of Paramedics means many more medical calls.</li> </ul>	
17. Next meeting	RS	Monthly Board Meeting – Wednesday, Jul 16 at 1:30 pm Firehall	Info
18. Meeting adjourned		Meeting adjourned 4.15 pm	
<p>Monthly Board Meeting Wednesdays at 1:30pm, Firehall 2025: Jan 15, Feb 12, Mar 12, Apr 16, May 14, June 11, July 16, Aug 13, Sept 17, Oct 15, Nov 12, Dec 17, AGM April 26</p>			