

MINUTES - BOARD OF TRUSTEES MEETING

Date	Mar 12, 2025	Time	1:30 pm
Location	Fire Hall upstairs		
In Attendance	Trustees: Ron Smith RS (Chair) Jennifer Moore JM Jane Waterman JW John Colongard JC Regrets: Phillip Tidd PT	Staff: Sandra Haszard (Admin, Recorder) SH Joseph Scott (Operations Coordinator) JS Marianne Segers (Water Operator) MS Trevor Morrison (Water Operator) TM Regrets: Mark Robert (Fire Chief) MR (at 4 pm)	Public: Tom Read TR Jordan JJ

Agenda Item	Lead	Outcome	ACTION
1. Call to Order	RS	RS called the meeting to order at 1.20 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 addition	Moved PT 2 nd JM
5. Approve Minutes	RS	Last meetings minutes approved with minor edit	Moved PT, 2 nd JM
6. Safety Moment	MS		
7. Residents Speak		<ul style="list-style-type: none"> JJ looking at property/s for sale with no water connection. Would like cost of new connection/s. Discussed placement of existing mains, previous connection to house abandoned due to poor condition, which lots might be purchased, how many connections, possibility of one 2" line (would need to be strata development), cannot apply until owner. Will provide request for cost in writing for 2 scenarios, showing connection locations and use. TR enquired status of Fire Protection from Boundary Amendment – this is still in progress, waiting for BC Govt action. Meanwhile, Fire Underwriters and 911 have info for fire response/insurance rates. 	
8. Water, Dam, & Operations Report	MS/JS	<ul style="list-style-type: none"> Ion exchangers – backwashing on alternate days as recommended while waiting for test results Dam inspected weekly, no issues. Work orders being auto generated leading to better organisation and tracking. Generator issue resolved in time for power outage. Scheduling twice a year tech visit. Starts but has error codes which do not clear on reset. Solar powered trickle charger coming. Pressure testing – about 25% have leaks, info provided to owners. 	

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		<ul style="list-style-type: none"> Leaks – Sturt Bay Rd repaired, new line to house replaced old steel line. 3 hydrants have water off and bagged to visibility – can be opened for firefighting. Copper Queen service from behind cutoff by Columbia/Midas repair has new service from Copper Queen. Smelter leak at service connection being repaired today. Much less water being used huge dip on graph and reflected in pump hours. Diamond maps working well. Has app for when offline, changes update when back online. Photo records being added to mapped items. New chlorine analyser expected to arrive soon. Have 2 chlorine pumps – one needs small repair to have on hand as spare. RV park checked for reported leak, but none found. Likely repaired – report from previous resident. Water is shut off to Coleborn house where big leak started first thaw. Wall St very high water use on several occasions during cold snap. Much time spent looking for leaks that spontaneously resolved. One anonymous admission but otherwise no notice of what happened. Listening device needs new headphones; does not need to be sent away for repair. JM may have suitable connectors. Hydrant maintenance/teardown training – no longer trying to organise local training after lack of response from trainers. MS will attend Terminal City training when in city. KS has offered to help. 12 people want to attend if training held here. 	SH invoice
9. Old Business	RS	<ul style="list-style-type: none"> VAID vehicle – PT brought in transfer papers and sent odo & vin pics. JC will insure tomorrow. Repairs to be done once purchased. Benefits – will start Apr 1 then calc backpay for 1st 3 months of 2025. 	SH calc backpay
10. New Business	RS	<ul style="list-style-type: none"> Policy – water operator to carry phone at all times if on duty. Amendment for approval at next meeting. Smartball for leak detection – incredibly expensive. Provider recommended we do what we just did with Velocity. Satellite phones – Marine VHF handheld radios are an option – work by line of sight. Website – hard to find info – prominent search boxes added lately, also phone number reportedly didn't work – SH will test Emergency notification for town such as siren when water needs to be conserved (GB has "siren on, water off".) Check with RD Emergency notification. Could have firetruck go round with announcement. Future capital project. Meeting time – starting later so working people can attend? Have asked for public requests several times with no response. Meeting times must suit employees and trustees. Could ask again at AGM. 	SH amend policy SH test website

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		<ul style="list-style-type: none">Express Lines – AGM mostly. JC now wants to continue with progress being made Only RS term is up – willing to run. Also include progress in leaks, new VAID truck, leaks found on private property, chlorinator coming.AGM planning – don’t need nominating committee/officer. Ask Terry Hollo to be election officer again. Legion booked. Using newsletters as start for report. Have reports and draft financials on website one week ahead. Remind folks we are looking for historic info. Let DMD know date. Can Heidi cater? Present mapping program and website. Ask if tour interest.Joint meeting with GBID Trustees, here Mar 18 1.30Standard Procedure for Waterline Installation – amended to include Repair and Alteration. Discussion on what types of repairs and changes should be included. Add definitions? To have on hand for when needed, not everyone will be aware. Form also created for record of inspection – copy to be given to owner (add to form).	<div>SH submit</div> <div>SH arrange</div> <div>SH edit and bring back</div>
11. Admin Report	SH	<div><div><div>WATER</div><ul style="list-style-type: none">Annual water survey (StatsCan)Review garbage @ WTPSturt Bay Rd leakLeak reportEarl St capitalNicholas leakMappingCapital plansColeborn leakEmergency contact listArrange generator serviceIonex backwashChlorine leak<div>FIRE</div><ul style="list-style-type: none">Rescue funds for new vehicleFSWBC membership infoPurchase hoses & boots<div>LEGAL</div><ul style="list-style-type: none">Capital disbursement bylaw1 conveyanceBylaw 188 Development<div>OTHER</div><ul style="list-style-type: none">Meter grantOrder generator starter</div><div><div>MEETINGS</div><ul style="list-style-type: none">Water Ops CoordinationReg board meetingOps planning meetingsAl Davis planningCourt of Revision<div>COMMUNICATIONS/CORRESPONDENCE</div><ul style="list-style-type: none">Bulk text re high chlorineCourt of Revision info for each caseCourt of Revision letters to ownersRequest qRD for street numbers for mappingLafarge Mat K re Priest LakePheonix re benefitsBipure re WTP software<div>FINANCIAL</div><ul style="list-style-type: none">Worksafe annual premium reportPayment plan setupAaron invoice adjustCapital spend calcsT4sCredit applicationVehicle cost vs mileageInsurance quote for VAID truckInfo to DMD for auditTransfer fire funds to savings accounts</div></div>	
12. Financial review	RS	<ul style="list-style-type: none">\$318k invoiced, \$87k unpaid (incl. \$22k payment plan) on Mar 12Operating funds (check account + tolls & taxes account) = \$176k.	

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		<ul style="list-style-type: none"> Fire account for truck supplies very high due to 8 new hoses. Is there a better account? None bought for several years but has always been budgeted for some (not all) to be replaced each year. Water account cartridges budget limit close. One set now last a month so the pallet full bought in Feb should last the full year. <ul style="list-style-type: none"> Sand filter will save on cartridges – was scheduled to be in place this summer but now looking more like end of year. Need to break plant upgrade project into parts. Will tendering make it quicker? JS & JC to discuss further. 5012 WTP waste pump in Feb can be considered capital. Make note for end of year when budget gets tight. 	SH consider
13. Policy & Bylaw	RS	<ul style="list-style-type: none"> none 	
14. Fire Report		<ul style="list-style-type: none"> Calls for Jan - Fire – 0, MVA – 1, F/R medical – 5, Duty officer – 0 Had an average of 5 members for practice. We have had an average of 4 people responding to calls in Feb. New bunker gear received for 3 members. Also received 400 feet (8 x 50') of 1.75-inch attack hoses and some other equipment. The new rescue truck from Qualicum is locked down for us. On my way home from my trip, I'm going to try to stop by QBFD and pick up the transfer papers then get the truck insured in Powell River and have QBFD fire bring it up to Comox. They have already offered to bring it there. Check is ready but will pay online if possible, so paid for when Mark goes there if he doesn't come here first. Have an email from qRD re new Fire Act that I will talk to Ryan Thoms about. I believe I have the same one already from the fire Commissioner. He just wants to talk about it, so we are both on the same page. It's just about fire reporting. New member transferred from GBFD – willing and young 	SH pay online
15. Next meeting	RS	Meet with GBID Trustees – Tues Mar 18, 1.30 at VA Firehall Monthly Board Meeting – Wednesday, Apr 16 at 1:30 pm Firehall	Info
16. Public meeting adjourned	RS	Public meeting adjourned 3.25 pm	
17. In camera		Minutes in separate document	
18. Meeting adjourned		Public meeting adjourned 4.30 pm	
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			