

## MINUTES - BOARD OF TRUSTEES MEETING

<b>Date</b>	<b>Nov 12, 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 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 Bernardo Reyes (Water Operator) BR Mark Robert (Fire Chief) MR (at 4 pm) <b>Regrets:</b> Marianne Segers (Senior Water Operator) MS	<b>Public:</b>

<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	No public. Formal welcome to new employee Tyler Andres.	
3. Declaration of Conflict of Interest	RS	none	
4. Approve Agenda	RS	Agenda was approved with 2 additions	Moved JM 2 <sup>nd</sup> GF
5. Approve Minutes	RS	Last meetings minutes approved .	Moved JW 2 <sup>nd</sup> JM
6. Safety Moment	BR	Internal – housekeeping – always keeping plant tidy and clean. Recent deep clean and reorg for efficiency. External – hunting season. Discussion of very old steel pipes & fittings stored at plant. Wait for JC or AD to confirm as junk before moving to local metal waste pile.	
7. Residents Speak		None present	
8. Water, Dam, & Operations Report	BR/ JS	<ul style="list-style-type: none"> <li>Testing – extra required for chlorine level fluctuations.</li> <li>Dam is now spilling. Debris has been removed.</li> <li>Training – this is Tyler’s 2<sup>nd</sup> week. He is doing well and is a fast learner.</li> <li>Water production is down, lowest for a long time.</li> <li>Generator – now doing monthly test run of 30 mins. Fuel gauge not working. Surround with spill kit before filling and make a dipstick. All employees attended generator operating instructions.</li> <li>Ion exchanger – UV254 tester still 3 weeks until repair complete. It is needed to provide info to GR for backwash specifics of volumes of water &amp; salt, and timing. Carefully monitoring UVT numbers which will show if ionex develops issues. UVT readings were mid twenties when ionex down, now at mid forties. Need at least 39 to pass. Over backwashing wastes salt and shortens media life. Change to every 3 days, from every 2, and continue to monitor UVT numbers.</li> <li>Check that rate increase report includes that decreasing backwash frequency is to optimize, not just save on labor hours. Also have blurb from letter about chlorine fluctuations required extra hours.</li> <li>It was noted how many more hours are worked at the plant in recent months than at the beginning of the year. Hours first increased after the ionex came back on online and continued as chlorination fluctuations have become more</li> </ul>	SH check report

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		<p>frequent. OT &amp; mileage in Oct are from power outages requiring op at plant unscheduled.</p> <ul style="list-style-type: none"> <li>• Met with Stirling re automation work to be done at plant. He has not left Texada permanently yet. He has an engineering contact who may be able to help for a better rate than the \$6k quoted by BiPure for one day of work.</li> <li>• Request for contractors for WTP upgrade concrete footings work brought 2 replies, of which one is interested and has had 3 site visits. Exploratory groundwork is being done. Bourne Construction quoted \$9,400 with some additional machine work to be done by Davis Ventures. JW moved and JC seconded that Bourne Construction proceed with this work.</li> <li>• Wall St pumphouse now has 2 connected motors and pumps that can be switched without the need for plumbers or electricians. Pump does not operate in power outage. This doesn't affect firefighting as mains are inadequate anyway and portable tanks needed in this area – engine sucking on these pipes would collapse them. No more work is planned this year for the pumphouse. There are future plans for a generator for power outages.</li> <li>• Brush clearing contractor for Capilano Highways took out the 2" standpipe at end of Wall St. No success yet with attempts at recompensation. They said it was covered by brush however VAID provided a picture that showed it was not.</li> </ul>	<p>Moved JW, 2<sup>nd</sup> JC</p>
9. Old Business	RS	<ul style="list-style-type: none"> <li>• Meter Project <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> shipment of meter boxes &amp; lids received, and some valves</li> <li>○ Teams meeting Fri with Flowsystems (meter &amp; software provider)</li> <li>○ AD did 12 test holds on Copper Queen and will go ahead with new line; is waiting for rock saw to arrive.</li> <li>○ Discussion on how many days notice for residents for planned outages. General notice – work on CQ, avoid – 1 week. Individual notices – 2 days. Include notice in Express lines – pay attention – website, facebook, email, phone. Door knocking for contact info.</li> <li>○ Feedback – people asking for cost of metered water. This depends of cost of treatment.</li> <li>○ MOTT permit for entire project received.</li> </ul> </li> <li>• Truck – is in shop again – died at tank – suspect starter as problem previously identified. Also has electrical issue where radio and heater go on when truck turned off. JM moved and JW seconded that once repair is done, sell truck and cut losses. Discussion – that there is less likely to go wrong, now that some repairs have been done. No one knows. Some think its worth keeping, others don't. Have told Richard to go ahead with repair if it is the starter. Operators like having a truck. Needed for transporting tools and parts. Table vote until more info available.</li> </ul>	<p>SH create list of those with no phone number.</p> <p>Staff confirm with Richard</p>
10. New Business	RS	<ul style="list-style-type: none"> <li>• Express Lines – Welcome Tyler. Thank Bob (JM will send blurb). Meter Project work coming, stay posted, get your contact info to VAID. You should have received a letter. Rates increase coming.</li> <li>• New auditor – JW reported on range of prices shared by GBID. Additional budget increase as all are higher cost than DMD, who have retired from auditing. SH &amp; JW to meet on Fri to discuss further. There are 3 levels of</li> </ul>	<p>SH submit</p> <p>SH &amp; JW Fri 10 am discuss</p>

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		financial statements – letter, engagement, and audit. Full audit gives better chance for funding and is best for 1 <sup>st</sup> year with new auditor. <ul style="list-style-type: none"> <li>• Discuss at next operations meeting whether experimental system can be set up at the plant, being moved from GB.</li> </ul>	
11. Admin Report	SH	<p><b>WATER</b></p> <ul style="list-style-type: none"> <li>• Water Emergency Plan update</li> <li>• Dam Emergency Plan update</li> <li>• SWS course</li> <li>• Source food grade grease</li> <li>• WTP upgrade planning – concrete work</li> <li>• Inn water use</li> <li>• Wall St electrical work</li> </ul> <p><b>FIRE</b></p> <ul style="list-style-type: none"> <li>• Quotes</li> <li>• Order jacket &amp; hose</li> <li>• Submit CEPF grant</li> <li>• Accident coverage renewal with roster updates</li> <li>• Update emerg. contact lists for FD vehicles</li> <li>• Hydrant training</li> <li>• Maintenance forms</li> </ul> <p><b>METER PROJECT</b></p> <ul style="list-style-type: none"> <li>• Community meeting at Legion</li> <li>• Update web pages – progress, meeting, questions</li> <li>• Zoom meeting Neptune 360</li> <li>• Lists for AD</li> <li>• Mail 180 letters to owners w/flat tolls</li> <li>• Plans – Public Outreach, Change Management</li> <li>• Quotes &amp; planning</li> <li>• Order setters and parts</li> <li>• RFP review</li> <li>• Drawings</li> <li>• Permit</li> </ul> <p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Recover missing sent emails from backup</li> <li>• Update Ops policy agreement form</li> <li>• Review resumes and arrange interview for water op</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>• Al Davis re pumphouse &amp; sitework</li> <li>• Interviews</li> </ul> <p><b>COMMUNICATIONS/ CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>• Notify property owner of high use from info meter</li> <li>• BiPure programming coordination</li> <li>• Wall St outage for elect work</li> <li>• UV254 serial no</li> <li>• Victor re employee termination not processed</li> <li>• Respond to EI re employee termination reason</li> <li>• Request night helicopter landing at school</li> <li>• Salt quotes</li> <li>• BYDP</li> </ul> <p><b>LEGAL</b></p> <ul style="list-style-type: none"> <li>• Bylaw &amp; Resolution for CEC spend</li> <li>• Submit Fire Protection Tax Bylaw &amp; Budget to LG</li> <li>• Conflict Resolution Policy</li> <li>• Bylaws 189 &amp; 190 to LG (Capital spend)</li> </ul> <p><b>FINANCIAL</b></p> <ul style="list-style-type: none"> <li>• Penalties &amp; notifications for overdues</li> <li>• Term deposit letter to FCU</li> <li>• Increase credit limit at Sheret to 100k</li> <li>• Water budget</li> <li>• 2025 plant costs report</li> <li>• Setup EFT for corp payment</li> </ul>	
12. Financial review	SH	<ul style="list-style-type: none"> <li>• Fire accounts look good. Include line item for water infrastructure for 2027 budget. Add to May Agenda. Resolution recommended. Ensure it is well documented.</li> <li>• Water accounts – CEC term matured and transferred to chequing account for amount of Velocity leak testing – should make it to end of year.</li> <li>• WTP 2025 expense report to back up higher WTP budget for 2026. Unknown if tariffs will have effect. Some Canadian distributors are importing directly from China now instead via US.</li> </ul>	SH add to calendar for May

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		<ul style="list-style-type: none"> <li>Water budget – several adjustments made to bring increase down, waiting for insurance quote and a couple more calculations before voting. SH resend with adjustments. Include notice in Express Lines that increase is coming.</li> </ul>	SH resend with adj.
13. Policy & Bylaw	SH	<ul style="list-style-type: none"> <li>Resolution for Board approval that CEC funds used for Velocity leak detection – moved to accept by JW, seconded by JM.</li> <li>Bylaw for CEC Disbursement for same - moved to accept by JW, seconded by JM.</li> <li>Policy – Code of Conduct – updated to cover more issues as discussed at last meeting. Moved by JM, seconded by JC to approve Policy as presented.</li> </ul>	JW move, JM 2 <sup>nd</sup> JW move, JM 2 <sup>nd</sup> JW move, JC 2 <sup>nd</sup> SH update binder and web..
14. Fire Report	MR	<p>Calls for Oct:</p> <ul style="list-style-type: none"> <li>Medical calls – 3. All were for VAFD. Nothing for Texada Rescue this month</li> <li>Fire - 5 calls to the school for the fire alarm going off. The problem was a broken wire in the system. We did full building search looking for any type of fire, smoke, or heat. Never found anything each time. The school is going to get me a key that I can shut off the fire alarm system if this ever happens again. It started at 10:30 pm and didn't stop until 11 am the next day, going off every couple of hours. The 3rd time I just got dispatch to call me on my phone instead of getting the crew out of bed to come to a false call. The only problem we found is we couldn't search the museum. It hooked up to the same fire alarm system.</li> <li>MVA – 0</li> <li>Helping other agencies - 0</li> </ul> <p>Members at practice nights in October's average were 4.5            2 calls last night – 1 med and 1 MVA.</p> <p>Discussion on need for community engagement regarding GBFD situation. Texada Firefighters Association (TFFA) discussions are ongoing as are GB Board. Letter in mail from ex-chief was from him personally. TFFA discussed a response letter but chose not to. Wait and see what happens.</p> <p>A couple of people in TFFA are working on recruitment.            Some of our members are planning on being more active in the dept.            MR will complete inspections on SCBA equipment after doing course.            Hand signals chart was printed on ledger size paper; SH print more on letter size to include in FD vehicles.            More signs need to be ordered, MR will let Admin know which.            Meeting planned for Friday with school regarding medivac helicopter landing there at night – currently cannot land in Van Anda at night and pilot prefers school to ballpark.</p>	SH print
15. Next meeting	RS	Monthly Board Meeting – Wednesday, Dec 17 at 1:30 pm Firehall	Info
16. Meeting adjourned	RS	Meeting adjourned 5:00 pm	
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 11, Dec 16; AGM April 28			