

MINUTES - BOARD OF TRUSTEES MEETING

Date	Sep 17, 2025	Time	1:30 pm
Location	Fire Hall upstairs		
In Attendance	Trustees: Ron Smith RS (Chair) John Colongard JC Jennifer Moore JM Jane Waterman JW Gary Friars, GF Regrets:	Staff: Sandra Haszard (Admin, Recorder) SH Joseph Scott (Operations Coordinator) JS Mark Robert (Fire Chief) MR (at 4 pm) Regrets: Trevor Morrison (Water Operator) TM Marianne Segers (Water Operator) MS	Public: none

Agenda Item	Lead	Outcome	ACTION
1. Call to Order	RS	RS called the meeting to order at 1.30 PM.	Noted
2. Welcome to Public Guests	RS	No public	
3. Declaration of Conflict of Interest	RS	JW for Wall St subdivision discussion.	Noted
4. Approve Agenda	RS	Agenda was approved with 2 additions	Moved JW 2 nd JM
5. Approve Minutes	RS	Last meetings minutes approved .	Moved JM 2 nd GF
6. Residents Speak		No residents present.	
7. Safety Moment		No operator present	
8. Water, Dam, & Operations Report	SH/ JS	<ul style="list-style-type: none"> • Main pump volume down after summer. Data shows use drops after rain then gradually increases. Large increase on long weekends. • Continued issues with chlorine balancing. Reasons: <ul style="list-style-type: none"> ○ Pump had seized roller. Should be cleaned every tube change and has not been done. ○ Degraded chlorine 6% instead of 12% – most likely due to extended high heat during shipping or storage before delivery. Test one bottle from each box when opening and check dates on boxes when receiving. ○ Future plans are to purchase by the drum once we have new cl2 bldg. Will save on shipping ○ Powder is explosive and not recommended • Dam was checked Sep 5, is good • Generator serviced and inspected. Functioned well for power outage. • UV254 tester no longer functions after water damage at plant. Need a new one to monitor Ionex media function to determine best maintenance. MS took to city to see if repair possible. Consider inline monitor for planned WTP upgrades. • Wall St pumphouse upgrades of new pressure tanks and valves are expected to be complete next week. AD is disposing of the old tanks. Electrical work is planned to be able to change over to backup pump with a switch instead of needing electrician for wiring work. Electrical work not included in the amount received from the subdivision developer. 	SH include in future newsletter Ops test frequently & check dates SH check logs for results

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9. Old Business	RS	<ul style="list-style-type: none"> ● Meter Project <ul style="list-style-type: none"> ○ SH took part in Community of Practice meeting this morning. Items of interest were Bylaws, data integration, MOTT permits. ○ Letter of intent will be sent tomorrow for proposals accepted. Emails of congratulations were sent on Sep 3 and other proposal submitters informed the next day after confirmation received. ○ Nothing new heard in the community by Trustees about public opinion on Meter Project. ○ Organise meeting for community for when construction starts. Try for Oct 9 at the Legion at 6.30. Ask Dave to do coffee & tea. Provide dessert. ○ Meter box lid inserts for antennas have been ordered. ○ Meters will come with contract ○ Fence – both the proposal and the quote are too high. Ask AD if he can do the post holes with his new equipment. ● Wall St subdivision Statutory Right of Way Agreement. Complete at last. Checks have been received from developer to cover cost of pressure tanks replacement. ● Truck – heater problem fixed – only \$200 - not complicated electrical issue as feared. JC will purchase headache rack for safety - \$75. Service plan discussed – JS to set up. Tony will service. Key with fob not returned by other mechanic. SH will visit his shop to ask for key. 	<p>JS send letters</p> <p>SH contact Legion & publish date</p> <p>JS ask AD about holes</p> <p>JS plan truck maint</p> <p>SH visit</p>
10. New Business	RS	<ul style="list-style-type: none"> ● Express Lines – Meter Project Proposals awarded – come to meeting for progress report. Dessert will be provided. Water restrictions lifted. Keep it brief. ● New Bulk Water Agreement in place for person who fills up cube on their truck and has done so in previous years. \$100 covers 20 cubic meters. Add to white board for operator info. ● WTP design/build investigation opportunity. Personal contact who is Airport Construction Project Manager and needs to do free legal work as a job requirement has offered to investigate the design and build of the water treatment plant to see if steps can be taken to address the ongoing problems that were present from the start. Things that should be automatic are taking many extra hours of labor, adequate documentation and training was never received, and commission never completed. It was noted that Trustees at the time were not willing to pay for more planning so contracted KWL to oversee tendering using Res’eau Pilot Program which resulted in BiPure building the plant. Relationships with both BiPure and KWL are important for current and planned work and purchasing so it is unwise to jeopardise these, so hold for now. ● Some WTP systems not available even from manufacturer e.g. Hurricane will not provide an exploded diagram of the cartridge housing, which we requested to ensure it is being fully cleaned. Instructions on their website are not sufficient – ops can see that deeper cleaning is needed. Ask GR for ideas on cleaning these. 	<p>SH submit</p> <p>SH add to board</p> <p>JS ask GR about cleaning Hurricane housing</p>

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11. Admin Report	SH	<p>WATER</p> <ul style="list-style-type: none"> • UV254 repair enquiry • High chlorine Water Quality Advisory • Mapping • Pumphouse upgrade planning • WTP waste tank pump issues • Chlorine level fluctuations • Ionex screen issue • WTP repairs review • Chlorine testing • WTP issues • EOCP updates <p>FIRE</p> <ul style="list-style-type: none"> • Purchase masks, extinguisher brackets • Sort personnel file cabinet • Moved member info send to GBFD • Order lights for 601 • Mental health resource • CEPF grant funding available <p>METER PROJECT</p> <ul style="list-style-type: none"> • RFPs published to website and BC Bid • Create connections map PDF for website • RFP addendum for meter sizes • RFP addendum for SaaS • RFP publish questions and answers on website • Meters setters & parts purchase counts • Meter setter etc. suppliers contacted • MMCD request CAD files to edit drawings • Site review with interested parties as part of RFP • RFP evaluations & report & notifications • MPP wage calcs • Apply for Highways permits <p>FINANCIAL</p> <ul style="list-style-type: none"> • Penalties applied for overdues • Fire account new term deposits • Email contractor no payment till issue resolved • Redeem MPP term for wages & transfer <ul style="list-style-type: none"> ○ Aggregate bin details still being discussed. Get 6 additional blocks when shipping to use at WTP. ○ Waste tank floats in heavy rain weakening connections to pump and sensors. Plan to repair and deepen or bury. Alternatives – anchor, 	<p>MEETINGS</p> <ul style="list-style-type: none"> • Water Ops Coordination • Reg board meeting • Ops planning meetings • AD re pumphouse • Conference call with Grant Robertson • Newport for electrical works • RFP Evaluation Committee <p>COMMUNICATIONS/ CORRESPONDENCE</p> <ul style="list-style-type: none"> • Benefits claim query • Notify ClearTech defective product • Notify Wall St residents of outage • Letter to Arnolds re SRW • Reminders to owners with missed payments • 24-hr cut off letter • EOCP request info & update accounts • Letter to resident with leak re meter install • Before You Dig responses • BiPure emailed about 5yr parts for Forstas (new rep) • Letter to owner sample station blocked • Investigate privacy complaint • Inform supplier of degraded chlorine • Letter to contactor detailing invoicing issue <p>LEGAL</p> <ul style="list-style-type: none"> • In camera rules emailed to requestor • SRW agreement interpretation • Clearance to lawyer for SRW • One conveyance request <p>OTHER</p> <ul style="list-style-type: none"> • Benefits setup for Bernardo • Evaluation forms to employees • Update contact lists for email/text residents • Website new pages for RFPs • Setup Wifi calling at WTP • VAID org structure update • Safety meeting app

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		<p>different size. Should be buried and covered – about 18” deeper. Discuss with AD</p> <ul style="list-style-type: none"> ○ Letter to WTP contractor re invoicing issues had no reply or invoice adjustments yet. 	
12. Financial review	SH	<ul style="list-style-type: none"> ● Fire accounts look good ● Water <ul style="list-style-type: none"> ○ Over budget in several areas and overall. Notably water treatment cost and wages. ○ New cleaning techniques extend life of filter cartridges ○ Chlorine imbalances causing higher labor costs ○ Backwash timing & frequency taking many labour hours ○ Revisit Capital & MPP costs to ensure all amounts have been transferred ○ Maintenance of 6” pipe can be rationalized at fire cost as without fire protection, 2” line would be sufficient. Can a percentage of water system maintenance costs be designated as support for fire protection? Other organizations have done this. ○ Limit work on water system to essentials for rest of year. Other work such as Meter Project, hydrants and firehall will be covered by MPP & Fire funds ○ Backwash frequency of alternate days recommended to maximize lifespan of resin. Need UV254 to monitor water quality to determine if more time between. If meter not fixed, discuss with GR if backwashes can be decreased because of labor expense. See if we can borrow GB meter. ● Fire budget – first draft. Final to be submitted by Oct 31. Discuss further when Chief arrives. 	<p>JS ask GR about backwash frequency</p> <p>SH ask to borrow GB UV254</p>
13. Policy & Bylaw	SH	<ul style="list-style-type: none"> ● Bylaw 190 Capital Reserve Disbursement 2025 No.2 <ul style="list-style-type: none"> ○ Many overlapping Capital projects in last 2 years so calculations included on Bylaw to clarify. JW moved and JM seconded to approve Bylaw 190 as presented. 	<p>JW move, JM 2nd</p>
14. Regular Meeting Adjourned	RS	<ul style="list-style-type: none"> ● At 3:30, until Mark arrives 	
15. In camera	RS	<ul style="list-style-type: none"> ● Minutes in separate document 	
16. Regular Meeting resumes	RS	<ul style="list-style-type: none"> ● At 4:10 	
17. Fire Report	MR	<p>Calls for Aug:</p> <ul style="list-style-type: none"> ● Texada Rescue calls: We had two medical calls outside our fire district. <ul style="list-style-type: none"> ○ 1 in Crescent Bay area ○ 1 on Bell Road. We paged out GBFD for assistance because they were closer and it was just outside their fire district ● VAFD calls: <ul style="list-style-type: none"> ○ 2 medical calls ○ No other calls 	

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		<ul style="list-style-type: none"> • Sandcastle <ul style="list-style-type: none"> ○ 601 and 602 were in the parade. ○ At the pancake breakfast, we had 3 members helping. ○ Event raised about \$1,000 for Texada Firefighters Association • Average number of members on all calls for Aug was 4 • Average number of members for practice was 4 also • New sign to be put up inside hall • Individual regularly burning garbage – report with time, place, photo • Campfire ban lifted at noon today • Contact info for 603 needs updating • MR will get 602 insurance next time in PR • Recycling bins requested by member for downstairs – MR will pick some up • Member requested better training tracking • Request BC Wildfire warden for fire ban season next year. Local person used to do it, not sure why not now. • Fire budget <ul style="list-style-type: none"> ○ MR requests <ul style="list-style-type: none"> ▪ 6 sets of fireproof coveralls – same as those purchased with last CEPF grant ▪ Officer training ▪ Include more important items in budget, others in new CEPF grant ○ MR will meet with SH next week to discuss further ○ Admin could be higher ○ Small equip & repair – generators and water pumps need service ○ Consider if water system costs can be charged to fire. If so, how does this change budget? ○ Add line item for operations & maint of fire protection infrastructure using percentage of infrastructure costs from water budget ○ Finalize budget at next meeting Oct 15 	<p>SH update sheet</p> <p>SH check & update existing records</p> <p>SH get quote</p> <p>SH start grant appl</p> <p>SH edit budget</p>
18. Regular meeting adjourned	RS	<ul style="list-style-type: none"> • At 4:45 	
19. In camera		<ul style="list-style-type: none"> • Minutes in separate document 	
20. Next meeting	RS	Community Meeting at Legion Oct 9 6.30 to be confirmed Monthly Board Meeting – Wednesday, Oct 15 at 1:30 pm Firehall	Info
21. Meeting adjourned	RS	Meeting adjourned 5:10 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>			