

MINUTES - BOARD OF TRUSTEES MEETING

Date	Jan 14, 2026	Time	1:30 pm
Location	Fire Hall upstairs		
In Attendance	Trustees: Ron Smith RS (Chair) John Colongard JC Jane Waterman JW Gary Friars GF Jennifer Moore Regrets:	Staff: Sandra Haszard (Administration) SH Joseph Scott (Operations Manager, Recorder) JS Marianne Segers (Senior Water Operator) MS Mark Robert (Fire Chief, at 4pm) Regrets: Bernardo Reyes (Water Operator) BR	Public: Chris Stevens Pavan Auman Philip Tidd Roger Hort

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	<p>Welcome Chris Stevens. Present to observe Welcome to Pavan Auman. Roger Hort & Philip Tidd invited to speak at beginning of meeting.</p> <p>Philip Tidd: Questioned recent invoices, noting discrepancies 30 ft³/month at \$879.00 with an extra dwelling at \$659/unit. Why are not using metered rates? SH: It takes extra time to process billing. Rates will be real per meter consumption and will vary by area. If water production is low, why is there a 13% rate increase? Why is there a \$40 administration fee for the payment plan? SH: Administration time is manual to process payments. JC: Time required to track payments. Approximately 30 accounts are on payment plans. JM: We could re-visit the \$40 charge. RS: The meter rental rate will go away once new meters are live for billing in 2027. Meters may be added, with a fee, if leaks on private property are not fixed. A by-law is required but never used.</p> <p>Roger Hort: Congratulations on receiving the meter grant. RH is very happy. Job well done. Communications have greatly improved. VAID's business is to take raw water, treat it and sell it. How is the cost sorted out to deliver the finished water? Rate is <\$0.01/USG. In 2015 the cost per unit of water used to be \$0.77/USG. This is used to estimate the budget going forward. Budget is \$0.78/USG Are the fire hydrants leaking? MS: No. Their valves are turned off until repairs are complete. (RH stated) Consumption is at its lowest ever. Pump hours should be the same or better when meters are installed. Regarding the budget, why are these savings not forecasted in the future? RS: That is not allowed. JC: An example is the Elk's Hall that had a leak causing an increase in water production. One cannot budget as costs may increase. Evaluation is based on 50 years+ in anticipation of major leaks resulting in having to be paid for. A steady budget is required. RH: I do not buy it. Massive increases, over and over without projecting future savings. Everything is going up over the last years.</p>	Info

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		<p>connected or until a meter is installed and is in billing mode. RS: If subdivided there will be three water meters. PA: It will not be subdivided.</p> <ul style="list-style-type: none"> • Meter Project <ul style="list-style-type: none"> ○ Nine meters installed, seven more to follow. ○ Operators have been assembling meters/transmitters to be ready for install. ○ Installation reports and checklists in place. ○ JM uncomfortable with the term “extra money” being required. Should reference “contingency”. • Truck is working well. BR is the only one using it. JS was asked to use it as well. MS looking into used tire purchase. • Petitions from ID’s. SH: What is the Fire Department direction? Follow Sunshine Coast? JW: Ask MR if they want to join the petition or have a separate letter as per Hedley ID. SH: Board member to continue with this while she is away. SH to answer yes, include VAID, and have emails sent to JS. JM: What is the initial email? The Fire Services Act impacts ID’s. MR is OK with the Act. More training is required. Inspections will be required to be handled from PR. Six members required for interior plus six for exterior. We do not have enough members. 	<p>MS Board</p>
10. New Business	RS	<ul style="list-style-type: none"> • Express Lines – SH to submit before leaving for vacation • Cyber insurance as suggested by our insurance company. SH: Risks, human error and being sued for large sums. Access to our online files is very secure. Recommends cyber insurance not required, and monitor going forward. • Van Anda Ave water main at Columbia. Exposed as part of water meter work and large damaging tree roots were noted. JC: Are we able to isolate that section of the main? JS: Should we plan to replace the main as a new capital project? JC: Run a new main parallel to the existing to limit disturbance of the A/C main. JM: Will MOTT pay for the replacement section at first crossing? JC: Should we remove the tree(s)? Yes. Check with John W about work done in front of the Post Office. Prepare budget to replace the main, in sections. • Prepare letter to Larry D. regarding his proposal to locate a sand filter installation at the WTP. Decline his offer citing land, legal, and liability issues. JS to send out letter • Annual invoices have been sent out. • Court of Revision set for Saturday February 7th, 10am to noon. JC, JM and GF to attend. Barb W wants to amalgamate 2 parcels. Advise to bring application to the Board. 	<p>SH submit JC moved JM 2nd JS to prepare JC moved JW 2nd JC</p>

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11. Admin Report	SH	<p>WATER</p> <ul style="list-style-type: none"> • Drawdown times updated with new formula. • Leak contribution explanation. • 6% chlorine research and quotes. More expensive to use than 12%. RS: Should Aaron test before shipping? • Reviewed main repair; attended water shutoff at 1825 BB Rd. • Site reviews at 1837 BB Rd (multiple). • Water reservoir erosion enquiry (Fortis). • UVT information and water system checks. • Imperial rock cost enquiry. • FreshCo salt quote request. • EOCP education/exam enquiries. <p>FIRE</p> <ul style="list-style-type: none"> • AED quote check; confirmed AED order. • Attempted Nonin purchase; follow up with BHSA. • Hydrant maintenance (with MS/BR). <p>CAPITAL PROJECTS</p> <ul style="list-style-type: none"> • WTP foundation and capital work review. • Grant application work (Cooperators – water intake). • Diamond Maps updates; Columbia review. • Mapping updates (multiple locations). <p>MPP (Meter Project)</p> <ul style="list-style-type: none"> • MPP connections, planning, and data updates. • Copper Queen and pressure reading meter locations review. • Cop Qu road cut and service line installation review. • Meter setup work. • Meter install record form created prepopulated w/address & contact info. <ul style="list-style-type: none"> • Most parts received. • New computer for operations; setup for JS and laptop for MS. <p>MEETINGS</p> <ul style="list-style-type: none"> • Board meeting. • Site meetings: Copper Queen, 1825 BB Rd, 1837 BB Rd, Columbia, Boatyard, WTP. • Meetings with MS, BR, TA, AD • Office visits: Pavan, Ryan (Aaron), Ken Jones, Lois • Coordination with EOCP, VCH, Fortis, Imperial, MR. <p>ADMINISTRATION / OTHER</p> <ul style="list-style-type: none"> • Emails & explanations re BB Rd ROW/easement. • Emails with Aaron re statements/invoices. Unresolved. • Email with Pavan for development and certified plan; office visit with plans. • CEC/development explanation document. • Rate increase report and web post. • Annual invoices & newsletters. • Bylaws for water tolls, parcel tax, and CEC spend submitted to LG, posted, and binder updated. • Policy binder and website updates. • Inventory review and planning for inventory check. • Enquiry to VCH re septic plan. • Budget work and budget report. • Audit engagement letter; explanation for fundraising portion of qualified option in LOE. • Cyber insurance review. • Reviewed WTP expenses. • EOCP credits submission. • Summary of transport manual for traffic direction. • New grant application to Cooperators. To extend water intake line and add new pumphouse. 	Info

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12. Financial review	SH	<ul style="list-style-type: none"> • Fire accounts – reviewed • Water accounts – reviewed 	Info
13. Policy & Bylaw	SH	<ul style="list-style-type: none"> • Expenses: Discussion: Education one-time payout if course is completed and passed Is time spent on-line or in class paid for? Is study time paid for? Are course materials paid for? VAID required to have one EOCP Level 1 Operator Staff to report to board regarding costs, pre-approval Tabled until next board meeting 	JS / MS
14. Fire Report	MR	<p>Emergency Responses</p> <ul style="list-style-type: none"> • Medical Calls: 0 • Motor Vehicle Accidents (MVA): 0 • Alarm Calls: 0 <p>Texada Rescue Responses</p> <ul style="list-style-type: none"> • MVA: 0 • Medical: <p>Training & Operations</p> <ul style="list-style-type: none"> • Continuing to review correspondence from smaller departments regarding upcoming changes to the Fire Services Act. • AED pads have been ordered to replace units reaching end-of-life. Expired pads will be retained for training purposes. • Planning a Jaws of Life training session with the Amrize Mine Rescue Team, tentatively scheduled for late January or February. • Developing an improved system for SCBA checks and tracking, with a goal of implementing a new monthly check and documentation process by February. <p>Community Engagement</p> <ul style="list-style-type: none"> • Fire report received • Ladder test with Hall One required every year • MR agreed no funding for high standards. Will call Commissioner in Campbell River for opinion. • Email petition regarding Fire Safety Act • Attend Zoom meeting with Fire Commissioner and VAFD • March fire practice with GBFD • Jaws of life training postponed • WSBC required. Training online. Fee only, not time • Water testing cooperation with Amrize. Are there any changes with the new owner? • Send proposal to Amrize to extend the water intake • Fire money used to go into savings for truck. Now goes into special account to be used for training and generic capital: road signage, road flairs, Scot packs 	<p>Info</p> <p>MR</p> <p>MR</p> <p>SH</p> <p>Board</p>

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15. Next meeting	RS	Monthly Board Meeting – Wednesday, Feb 11 at 1:30 pm Firehall	Info
16. Meeting adjourned	RS	Meeting adjourned to closed meeting – in camera	
17. Meeting adjourned	RS	Meeting adjourned 5:12pm	
<p>Monthly Board Meeting Wednesdays at 1:30pm, Firehall (2nd Wednesday unless before 11th, otherwise 3rd 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>			