

MINUTES - BOARD OF TRUSTEES MEETING

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|----------------------|--|---|---------------------------------|
| Date | April 12, 2023 | Time | 1:30 pm |
| Location | Fire Hall upstairs | | |
| In Attendance | Trustees: Ron Smith RS (Chair) John Colongard JC Jane Waterman JW Regrets: Neale Berjer NB George Childress CG | Staff: Sandra Haszard (Admin, Recorder) SH Austin Rycroft (Water Operator) AR Michael Smith (Water Operator) MS Regrets: Mark Robert (Acting Fire Chief) – in Mexico Mike Craggs (Fire Chief) MC - on leave Heidi Sorichta (Admin Assist) HS | Public: Andrew Turner |

| 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 | | |
| 3. Declaration of 4. Conflict of Interest | RS | None | Noted |
| 5. Approve Agenda | RS | Agenda Approved. | Moved JC, 2 nd Jw |
| 6. Approve Minutes | RS | Last meetings minutes were approved | Moved JW, 2 nd JC |
| 7. Safety Moment | AR | Safety working with electrical equipment – use breaker first, use test pen to check if live. Lock out breaker | |
| 8. Public | RS | Andrew Turner attended after learning a meter will be installed. He explained his business and its expected water use. Board to decide which rate structure to use. Details of discussion in camera minutes. | Add to Agenda for next meeting |
| 9. Water Report | AR | <ul style="list-style-type: none"> - UVs are working well after taking apart and cleaning. Decreased WTP flow helps too. - Decreased WTP flow – now 295 litres per minute, prev 410. Plant recommendation is 318. Adjustment next step up from 295 is 360. <ul style="list-style-type: none"> a. Regens after flow rate decreased down to once a week instead of twice. b. Daily pump hours now average 14.5 hrs, prev 14.5, for same volume of water. - Leak chart provided to operators detailing amount of loss for various holes @ 125psi & leaking appliances. - Will be concentrating on private property leak detection after Legion Rd repair complete. - New chlorine mixer barrel in place. Compare 1 gallon vs 5-gallon chlorine containers for cost. If switching, use pump. Safety gear currently use for cl2 mixing is gloves and face shield. Apron also available. - Legion repair – road cuts made, waiting for AD. Poor weather postponed prev plans. Water will be out for several hours. Main part of job should be done in one long day. AR has noticed ready for handout and will let people to they can come to Firehall to fill water containers. Area affected: lower part of RV Park, Dunsmuir lots, lot next to CU, RV park by recycling, gas station. - Resident was replacing service line with PEX, AR supplied him with HDPE line to meet VAIDs standards, which resident purchased from VAID and installed. - All new water connections will have lines inspected by VAID water ops, no exception. For VAID records, and for present and future owners. | SH check costs |

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| | | <ul style="list-style-type: none"> - Gracemere old la farge line capped. - Church trail leak fixed, and 2 shutoffs located with meter box added. - Discussion on how to proceed when poor quality lines are found on private property: if leaks found, repair must be made to current VAID standards. If no leak, log details for future checking. Hose clamps are commonly used and bolt rusts. - Private property leak detection/pressure testing to be publicised – Express Lines/Facebook TMB/website. - Marble Bay Rd hole next to new 2” connection – dug by property owner, has been present for some time. SH to notify owner to fill in. AR temp cover with plywood. 6 homes there now. - Meter reads completed Apr 6, new data added to water report. SH combine multiple meters of one property in report. - New meter & setter ordered to replace non-functioning meter on GB Rd. Ordered from supplier in Courtenay, waiting for credit appl to go thru. - Ongoing standpipe locations. Notify FD, although standpipes have been previously disregarded in fire fighting. - Engineers report on Wall St flushing – get ready for summer flushing. Will need water truck to get enough flow. Air release valve located by pump house | <p>SH notices</p> <p>SH update chart</p> <p>AR prep</p> |
| 10. Fire Chief Report | SH | <p><i>From Call Out/Task Report log and phone conversation with Paul Nilson - SH</i></p> <p>Mark in Mexico week starting Apr 9 Paul out of town starting Apr 12 Michael Marini is Duty Officer from 12th till Mark gets back. Very experienced fire fighter.</p> <p>Calls to date for March up to Apr 11:</p> <ul style="list-style-type: none"> • Rescue - 0 • Medical - 5 • Fires - 1 • Members - 11 <p>Fire on Apr 9 in Oasis area. Chimney fire spread to structure. 1st auto aid response and went very well. Did shuttle with tanker. 6 VAFD members attended:</p> <ul style="list-style-type: none"> • 2 fire fighters • 3 traffic control • 1 tanker assist <p>Training included medical, ropes & pulleys, SCBA, forestry. 4 members attended S-100 (forestry) training at GBFD Donation of Firefighters manual from Angela Beaumont. Rescue funding qRD legal expense report received from qRD after request from Clayton (Auditor). Limited information. Precede further requests with Sandy McCormick.</p> | |
| 11. Old Business | RS | <ul style="list-style-type: none"> - Residential water install standards handout revisited. This if for owners where private property leaks are identified & includes responsibilities. Add line that owner is responsible for understanding and abiding by bylaw. - Rescue Funding options – no changes requested from FD. Wait for Ryan to request decision. Discuss in fall. - Wall St Engineer – has been on vacation - phone call scheduled for next week. | SH edit handout |

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| | | <ul style="list-style-type: none"> - Kelly B recommended by resident as knowledgeable on VAID system. JC inquired – Kelly does know lots about water systems but not VAID's. - Summer Student for mapping – application is in process, both RS and SH have info requests from the application processor. How to hire? Heidi may know of some. Do they have to be student, or just youth? - Received notification of grant application turned down, RS told more ecofriendly details may have helped. UBCM has policy not to fund IDs. - Ask SMC about dispersal of recent funds to RDs. | <p>SH inquire</p> <p>SH email SMC re funds</p> |
| 12. New Business | RS | <ul style="list-style-type: none"> - Express Lines – Burn ban – GBFD will have detail. Leak detection private property beginning. - Facebook comments about new development. Perception of water services, need to address telling people to conserve when new connections are being added. Water restrictions are to keep water use within plant limits, not because there is a lack of water. Will be discussed at AGM. - When to increase flow at WTP – currently flow is 290 liters per minute. Next notch up is 360 l/min. Increase at pump 21 hours. - Should the pump on sensor be restored to previous level? (adjusted down at BiPure recommendation during Ionex tank issue). Leave for now. - Can the top level (pump off) be raised to store more water? SH investigate if there is a reason the tank is not filled to the top. - AGM modified Agenda to have Financial first <ul style="list-style-type: none"> o Using Annual Newsletter for Fire Report. Clarify callout procedure re liability and insurance. o Parcel tax structure – if no change voted in, narrow tax rate classes gradually over time. o Facebook message board & website post on Thursday with Financial Statement link and info | <p>SH Express Lines</p> <p>SH find info on tank fullness</p> <p>SH edit report</p> <p>SH post notice</p> |
| 13. Admin Report | SH | All going well. Lately busy with audit. Penalty letters about to go out. | |
| 14. Financial review | SH | <p>Leave savings till fall to combine with other term deposits.</p> <p>No new account needed at bank for media savings, keep in capital.</p> <p>Fire truck accounts are separate from other savings due to stricter regulations. Vent account kept separate for Worksafe.</p> <p>\$18k on payment plan, \$31k overdue</p> <p>Monitor labor wages – at 26% end of 1st quarter</p> <p>Capital plan – use Econics worksheet</p> | SH assets worksheet & capital plan |
| 15. Policy & Bylaw | SH | - New policies – Hiring, Employment Equity, Discrimination – minimized – one small edit - JW motion to accept, JC 2 nd . | JW moved, JC 2nd |
| 16. Next meeting | SH | - AGM: April 22, 2023 – 9:30 am - Legion Monthly Board Meeting – Wednesday, May 17 at 1:30 pm Firehall | Information |
| 17. In Camera Meeting | RS | | |
| 18. Public meeting adjourned | RS | Public meeting adjourned at 3:30 pm | Information |
| | | Monthly Board Meeting Wednesdays at 1:30pm, Firehall 2023: May 17, Jun 14, Jul 12, Aug 16, Sep 13, Oct 18, Nov 15, Dec 13 | Information |