

## MINUTES - BOARD OF TRUSTEES MEETING

<b>Date</b>	<b>Mar 16, 2022</b>	<b>Time</b>	<b>1:30pm</b>
<b>Location</b>	<b>Mary Mary Cafe</b>		
<b>In Attendance</b>	<b>Trustees:</b> Ron Smith RS (Chair) John Colongard Jane Waterman JW George Childress CG <b>Regrets:</b> Neale Berjer NB	<b>Staff:</b> Ken Soles (Senior Water Operator) KS Austin Rycroft (Water Operator) AR Sandra Haszard (Admin, Recorder) SH <b>Regrets:</b> Mike Craggs (Fire Chief) MC	

<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	Will have a chance to speak at beginning of meeting	
3. Declaration of Conflict of Interest	RS	None	Noted
4. Approve Agenda	RS	Agenda Approved, with addition of Conservation Chart review	Moved JC, 2 <sup>nd</sup> JW
5. Approve Minutes	RS	Previous meeting minutes were approved.	Moved JW, 2 <sup>nd</sup> GC
6. Safety Moment	AR	PPE – safety glasses all the time– only one pair of eyes	
7. Leaks	KS, AR	<ul style="list-style-type: none"> <li>2 leaks on Smelter within a week &amp; a half. 1<sup>st</sup> leak drained tank in 1.5 hrs – blown out pipe. 2<sup>nd</sup> leak reported when water running into residents yard. Blewett near Gracemere. Both repaired – consider for future capital project Smelter from 2300 to Gracemere. Main is under road – relocate to side of road.</li> <li>Leak under investigation at Legion, possibly under woodchips. AR will assist on his days off as it is on private property.</li> <li>Loyal/Alladin leak fixed with T replacement.</li> <li>Concern for mains on lower part of Legion Rd – with shortcut to Prospect through parking lot now closed, more traffic will travel this road which is very potholed, and avoiding the potholes causes driving directly over the mains.</li> <li>Inventory completed (required for Audit)</li> <li>Wall St high point – intermittent lack of pressure. Many operator visits and monitoring of pumphouse with problem not occurring during observation. Neighbouring house also have lowered pressure. Get Vanzella to check electrical in pump house. Contact Vanderkemp to investigate if nothing found. Suspect mercury switch needing replacement – is 30 yrs old.</li> <li>Tank mains burying – waiting for part (AD ordered)</li> <li>Wall St terminus with dirty water – AR did flushing, water ran clean. SH email resident to check if improvement, cc AR. AR flush from house and collect sample.</li> <li>Wall St house sharing water line with neighbour. 2” line crosses road to service both houses but had 1” repair in the past.</li> </ul>	SH add to list  SH email Rino (Hways)  KS arrange investigations  SH email AR continue  Add to Ops to do list
8. Dam & Lake	KS	Dam good.	
9. Water Treatment Plant	KS, AR	Turbidity meter needs new lamp – on order through Bipure Dehumidifier fan also needed UV – water not getting enough contact time. Time to replace bulbs and sleeves. Bipure quote \$800 each set – total \$2400. JC may be able to get cheaper. Provide part/model numbers to JC Pump hours down – 14.5 today	KS order  SH get part numbers, email JC

		<p>Ionex units being monitored more closely by ops, as temp rises, flow needs to be slowed          Cartridges lasting 2.5 wks ea          Forstas still awaiting gasket &amp; seal replacement.          Have not tried Teflon screens before, Consider for spring clogs          Trustees agreed with AR to do flagging 2 day course at VIU</p>	SH submit
10. Fire Report	RS	<ul style="list-style-type: none"> <li>• Mikes report is Annual Report for the AGM</li> <li>• No questions.</li> <li>• Water ops gave info on the 2 recent fires. 1<sup>st</sup> fire - Tank going down 1 meter per hour with 2 fire engines in use. Tank was down to 2.7 meters before WTP bypassed. Boil Water called as precautionary measure. Health officer notified – said only 1 clean sample needed. 2<sup>nd</sup> fire – 2” standpipe used. WTP bypassed for 1 hour, to be prepared for heavier water use. Less water used so no boil water called.</li> <li>• Fundraiser for Mike &amp; Christie @ Mary Mary’s in the next 2 weeks</li> <li>• Bystanders who criticized the firefighting methods told by Trustee to put it in writing, will be passed on to Fire chief</li> </ul>	
11. Old Business & extended	RS	<p>Action list:</p> <ul style="list-style-type: none"> <li>• WTP Surge protection – under investigation with Dave V</li> <li>• Wall St last house – see above</li> <li>• BC Ambulance – letter not needed re new connection and use of FH facilities</li> <li>• BG connection charge – waiting for WO</li> <li>• Commercial metering – gas station meter located. Store meter still needed.</li> <li>• Bulk water – individual agreement – lawyer recommended revisions in process. Other people filling at pump house. Turn off water from inside.</li> <li>• Worksafe BC – SH checking safety requirements being met. Met with GBID Admin to discuss this and other things, Working Alone app recommended. AR will ask Ken Taylor’s opinion. Consider type of activities that need monitoring.</li> <li>• BC Assess roll &amp; invoicing – current method vs recommended. Include with Parcel Assessment possible change. Special meeting pre AGM for info to present.</li> <li>• 5 year Capital plan – change to 10-year and add everything. Include ‘robar city’. Use Econics report. This also provides list for Area Director.</li> <li>• Add media replacement cost to budget - \$34,000 every 5 year (or less)</li> <li>• Trailer park water use – costs calculated. Water rates charged this year equal metered amount if charged at ave. residential rate of .004 per gallon. Commercial rates .02 per gallon. Revisit when overhead screen available for calculations during meeting</li> <li>• Dam updates – DEP edits received back for safety officer, in progress. Sign ordered &amp; ready for pickup. Also WTP sign.</li> <li>• Old water tank currently being dismantled. Sample available in office. Wait for pipe bury to complete.</li> <li>• THM tests – Lafarge will pay for quarterly tests</li> <li>• Road repair between tank and plant – is this necessary? JC still to look. Material possible donation, other costs to consider. Do with burying?</li> <li>• Water meter test residential homes – need reading clarification from Ops</li> <li>• Website – DCEC blurb approved for addition to New Connections page</li> <li>• Lower Blewett – neighbours request for update - Board will communicate directly with owner</li> </ul>	<p>on Ops to do</p> <p>on Ops to do</p> <p>SH continue, Ops turn off water</p> <p>SH continue AR ask KT</p> <p>SH compile info</p> <p>SH continue SH put in budget</p> <p>Keep on agenda</p> <p>SH do edits, pickup sign</p> <p>JC go look</p> <p>SH/ops clarify SH add to page</p> <p>SH email requestor</p>

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		<ul style="list-style-type: none"> <li>Survey for Crown Tenure – Polaris noted pipes from new tank are on Fortis area. Need actual location for filing. They will meet with AD next time on island to mark accurately. Trustee noted that as-built map was promised.</li> </ul>	
12. New business	RS	<ul style="list-style-type: none"> <li>Express Lines – AGM – date, trustee positions, discussions include Parcel Assessment</li> <li>Annual report – Ron to do</li> <li>TV Assoc agreement – this is needed, not just letter of permission. Use emails &amp; previous documents for deetz. Was together with internet. Agreement for internet provider also.</li> <li>Water conservation chart – odd &amp; even dates make it confusing, flowers &amp; veg gardens missed in chart. Debra Gill has ideas – will mark chart an provide. SH see if simplification possible.</li> </ul>	<p>SH submit</p> <p>SH make agreement</p> <p>SH review</p>
13. Administration Report	RS	<ul style="list-style-type: none"> <li>see all of above</li> <li>Admin &amp; Trustees satisfied with situation</li> <li>Water Ops also satisfied with their distribution of hours</li> <li>LTO not notifying on all title changes – VAID not always listed as Tax Authority on title. Waiting for reply on how to ensure VAID is included.</li> </ul>	
14. Financial review	SH	<p>Fire accounts – check with Mike to clarify contingency/capital/firetruck accounts.</p> <p>Water tank amount information needed – not budgeted for – check with auditor best account to use</p> <p>Milage amount questioned – higher in Feb from KT</p>	<p>SH check w/ MC</p> <p>SH Check w/auditor</p>
15. Next meeting	All	<p>AGM – Sat April 9 10 am Legion</p> <p>Regular - Wed Apr 13<sup>th</sup> 1:30 pm at Firehall</p>	
16. Public meeting adjourned	RS	Public meeting adjourned at 3.30pm	
17. In camera			
18. Meeting adjourned	RS	Meeting adjourned at 4:15 pm	
Upcoming Meetings		<p>Monthly Board Meeting Wednesdays at 1:30pm, Firehall</p> <p>Apr 13, May 18, June 15, Jul 13, Aug 17, Sep 14, Oct 12, Nov 16, Dec 14</p> <p>AGM: Sat April 9 2022</p>	