

Date	Aug 11, 2021	Time	1:30pm
Location	Mary Mary's Café inside		
In Attendance	Trustees: Ron Smith RS John Colongard JC George Childress CG Jane Waterman JW Regrets: Neale Berjer NB	Staff: Ken Soles (Senior Water Operator) KS Austin Rycroft (Water Operator) AR Sylvia Praught (Admin Asst, Recorder) SP Regrets: Sandra Haszard (Admin Asst) SH Mike Craggs (Fire Chief) MC	Public: Karen May

Agenda Item	Lead	Outcome	ACTION
1. Public Guests	RS	Karen May	
2. Call to Order	RS	Ron called the meeting to order at 1:38 PM.	Noted
3. Declaration of Conflict of Interest	RS	No conflicts.	Noted
4. Approval of the Agenda	RS	Agenda Approved Additions: Karen May to speak.	Moved GC 2 nd JW
5. Approval of the Minutes	RS	Previous meeting minutes were approved. Noted that JC hasn't read/received yet. July 28 th Special Meeting minutes with VAVFA to be approved at next meeting.	Moved GC 2 nd JW
6. Safety Moment	AR	WorksafeBC awareness, reviewed hydration, gloves, slivers when working with wood.	
7. Public		KM would like public to be more aware of Board meetings. Shared that recent Express Lines post did not make it into paper due to error, full page was prepared. Use more than social media, post about town, ensure folks know they can attend. Pointed out Stewardship role of Trustees, page 7 of Improvement District handbook. KM believes Board is not to direct employees(?), appropriate employee relations need to be made. Requested Trustees review ID book.	Trustees to review
8. Election of Chair		GC nominated RS, no others standing, JP & JW voted - Yay. Carried. Thanked Ron for accepting and standing again.	RS Chair motioned
9. Waterworks	KS & AR & Board	<u>Leak detection:</u> AR to start going out at night again with listening device. Wear appropriate clothing and let residents and police know in advance. Concentrate on areas around 2" galv pipe. Keep written record. Household leak detection: starting in Sept, to be done in an organized fashion with lists from admin. Will be noted in coming Express Lines. <u>Elks leak</u> is fixed, still to do is sample station & backfill. <u>Sedlak connection</u> – add box, meter, and invoice. Noted that puddle near post office has dried up, must have been where water was going from Elks Hall leak. <u>Summary of Elks Hall repair costs requested.</u> <u>Wall St pumphouse</u> – discussion about clap on meter, totalizer readings since July 21 st , averaging 5000 US gallons per day.	ALL STAFF - ONGOING No change – WOs WOs then AD AD

		<p>Admin to share Wall St serviced and empty lots numbers again. Meter on loan from BIPure.</p> <p>Suggested to install meter at <u>Log B&B house</u>, query if a business, charge new owner. Changing category from SF to Business?</p> <p><u>Water Meter pros and cons</u> package to be created and send to Board of Trustees and then online and to interested ratepayers.</p> <p><u>Storage tank pipes</u> covering discussed – ongoing.</p> <p><u>Tour of Water Treatment Plant</u> to be set up for new Trustees.</p> <p><u>Sensaphone</u> has been sent for repairs. No work yet on timeframe for repair</p> <p><u>Lake pump problem</u> with wiring fixed by DV. Test it later this week. Saved \$4200. Vulcanizing wires to do yet.</p> <p><u>Meters</u> – all businesses have meters, and some residences. Home owner can get meter if they like. We are nearly out of meters; KS to order more.</p> <p><u>Lake Level 4 1/2 inches</u>. Not sure if/when lake intake will need to be moved. 10 inches below top of dam.</p> <p>Another temp solution – use/build raft. Ask AD</p> <p><u>Marble Bay Coleborn</u> supplies arriving both at Davis Ventures and at Water Worksyard. Hydrant parts have been sorted out. WOs and AD to begin asap.</p> <p><u>Freight charges</u> discussed – noted looking into sharing Oceanside Charters costs with others.</p> <p><u>Lower Blewett</u> needs to be after Marble Bay Coleborn as some folks still without water and others on temp services. <u>Letter to Nicholas</u> from VAID asap.</p> <p><u>Injector changing</u> - replacing with saddle to make easier to change.</p> <p><u>Terminal City representative</u> discovered on Vancouver Island, will be easier to locate parts.</p> <p><u>Filters, tubes, reagents</u> all received.</p> <p><u>Metals & mercury samples</u> for LaFarge/Dillon completed.</p> <p><u>25mg Forsta screens</u> changed differential from 3psi to 7psi – working better with ion exchange.</p> <p><u>Salt Softener</u> – going through a pallet a week, 63 bags.</p> <p><u>Water charts</u> to be 2yrs on top of each other – consumption and lake level.</p> <p><u>Stage 4 water conservation consideration</u></p> <p><u>Main & Selletin</u> leak repair cost summary requested.</p> <p><u>Bulk Water Sales</u> – 2 grandfathered ratepayers, assess each time, cannot do in Stage 3 and 4. It is theft if unauthorized and RCMP should be called. Query Blubber Bay if they have water to share? Revisit Bulk Water sales in January 2022.</p>	<p>WOs and AD</p> <p>AD</p> <p>WO</p> <p>WO, GC&JW</p> <p>No up date</p> <p>WO & DV</p> <p>KS to order meters</p> <p>WO & AID have plan</p> <p>WOs & AID asap</p> <p>WOs to note</p> <p>AD asap</p> <p>WOs</p> <p>WO noted</p> <p>AD</p> <p>ALL</p> <p>AD</p> <p>Revisit January 2022</p>
<p>10. Fire chief report – MC on vacation, SP read report</p>	<p>SP</p>	<p>Fire Calls – 0, 1st Responder – 2, Rescue - 0</p> <ul style="list-style-type: none"> • VAFD has gone into summer water usage mode (drafting only, no hydrant usage) 	

		<ul style="list-style-type: none"> • All 3 VAFD units annual mechanical services completed, turbine issues with unit 603 unanticipated expense, awaiting parts for unit 601 equipment door • VAFD did approximately 60 wellness checks on our at-risk citizens, water, ice-pops - general well-being checks done daily during the heat emergency – over 28 degrees • Weekend of Wildland Fire Protection S100 Fire Suppression and Fire Line Safety and S185 Fire Entrapment Avoidance and Structure Protection training with GBFD, 4 VAFD members attended. • Focus on this summers training will be setting and deploying our Forestry supplies, we need to know how much more equipment we need to get acceptable coverage in the event of a forest fire • Extrication tools should be arriving in August with training in September or October • Road Rescue guidelines being reviewed by Chiefs & Captains with estimated issue June 2022 • with the Forest Fire season upon us, Fire service focus has shifted to structure protection for the next few months • In process of transitioning from COVID19 Safety Plan to Communicable Disease Prevention Plan for September 1st • July and August’s membership growth was/is our indigenous community and members • Noted to investigate Kathy Kirk Hanson for chair upholstery 	AD
11. Old Business		<p><u>Link to old Lafarge to be cut-off.</u> Last year brought many potential connections. No bylaws specifically deal with this. Using bylaw 34 for now, which states developer pays upgrade costs. <u>CEC development, latecomer, maintenance agreements to be sent to lawyer for review.</u> <u>HR</u> – waiting for job description inputs, WOs content will job descriptions that were shared. Move forward with evaluations and review. SP shared draft of Administration job descriptions. Performance review late Sept Oct, self evaluation, meeting Board, then staff, how to evaluate.</p>	WO AD ALL
12. New business		<p><u>Van Anda (Texada) Rescue</u> – attempt to differentiate expenses from Fire, percentage use by Rescue and First Responders. Review funding with qRD. <u>Facilitator</u> meeting booked Aug 26th 10am. ‘Why Change’ document to review by all and ensure all other documents available. <u>Lake level depth</u> – sounding/measurement. Property tax sale discussion. ‘mechanics lien’ discussed. <u>Sellentin</u> Development – water line route changed, accepted,</p>	AD BOARD & AD WOs

		flush point at the end, Davis Ventures hired by Developer, review Sellentin permits.	WOs review AD
13. Administration Report	SP	<p>Busy month of July, 5 Water & 5 Fire meetings,</p> <p><u>Fire</u> – Rescue research, Criminal Records Checks, Forms, Checklists</p> <p><u>Legal</u> – 2 lawyer queries, Bylaw 34 review, Capital Expenditure Charges, Development Cost Charges, Latecomer & Maintenance Agreements ongoing, 3 Petitions to Extend Boundaries to Local Government</p> <p><u>Financial</u> – Awaiting auditor estimate, NSF cheque letter, Loan investigation RBC yes, Municipal Finance Authority no, vendor credit limit increase, Experience Matters grant funds received</p> <p><u>Correspondence</u> – LaFarge/Dillon metal testing, Aggressive Pump & KWL lake pump query, past KWL letters reviewed, BIPure WTP capacity, prefilter, flow meter query, BC Assessment, Local Government</p> <p><u>Water</u> – data collection, entry, review, Stage 3 postings, Contractor talks, Wall St notifications, 3 connection queries, Highways approvals, VCH permit queries and approval, Water License research and queries, Population data and research, Grant in Aid research and estimates, Ratepayer meeting</p> <p><u>Other</u> – internet upgrade complete, insurance queries, Facebook access issue for ratepayer, Parcel tax and Water Tolls comparisons, leak detection campaign, Building code query</p>	
14. Financial review	RS	<p>Can hydrant parts for Marble Bay/Coleborn be paid from Fire accounts? 2 hydrants in stock to be used, need to purchase another as spare.</p> <p>New trustees, Jane and George to be set up with banking privileges as trustees. Admin Sandra set up as delegate.</p>	<p>MC to confirm</p> <p>Moved by RS, 2nd JC.</p>
15. In camera	No Public		Noted
16. Next meeting	All	Thursday Aug 26 th 10:00am at Legion - Special Meeting: VAVFA, VAFD, and VAID	
17. Meeting adjourned		Meeting adjourned at 3:55pm	Motion to adjourn RS
Upcoming Meetings	Tentative	<p>Special Meeting Job Descriptions & Evaluations Wednesday September 1st at 7pm at Firehall</p> <p>Monthly Board Meeting Wednesday September 22nd at 1:30pm at Mary Mary's</p> <p>Special Meeting Parcel Taxes and Water Tolls Wednesday September 29th at 7pm at Firehall</p> <p>Monthly Board Meeting Wednesday Oct 13th at 1:30pm at Mary Mary's</p>	All to review schedules and book