



**Regular Monthly Meeting  
MINUTES**

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**Date:** July 20, 2015

**Location:** Fire Hall

**Remote Location:** CAO office, Kamloops

**Present:** Chris Matthews, Ken Dunsworth, Don Mikkelson, Dianne Tuck, Charles Bryfogle

**Absent:**

**Recording Secretary:** Rosemary Smart via video conference

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Meeting called to order: 1:25 pm

1. Chair Matthews called for late items to be added to the Agenda

2. Trustees reviewed the Agenda

MOTION to adopt the Agenda as amended.

*Dunsworth/Mikkelson /Carried*

3. Trustees reviewed the Minutes from June's regular monthly meeting

MOTION to approve the Minutes from the June's regular monthly meeting.

*Dunsworth/Mikkelson/Carried*

4. Trustees reviewed the Minutes from June 18th EOM meeting

MOTION to approve the minutes from June 18th EOM meeting

*Tuck/Dunsworth/Carried*

5. Trustees tabled In Camera until Trustee Bryfogle arrived.

6. Unfinished business, and business brought forward from minutes not covered in Project Specific Reports:

a) Pipeline Upgrade –

a. Trustee's received & reviewed the engineering proposal from Reilly Engineering Ltd for the geotechnical engineer's report of the pipeline upgrade. Trustees noted the proposal only addresses the open trench process, not fusible through bursting. Rosemary reminded them the trench process was what was being considered at the time she contacted the engineer. Discussion

b. Fusible Pipe re: bursting 6" PVC – Rosemary reported that she is waiting for confirmation that 6" PVC can be "burst". Trustees discussed the pros and cons of bursting. The most significant concern was the fact that it would require the water service to be shut down for an unknown length of time. Alternate forms of supply, and timing of work was discussed to create smallest inconvenience to the community members.

Trustee Bryfogle arrived at the meeting at 1:43 pm

Trustee Dunsworth asked for the costs of all three methods, drill & pull fusible pipe, bursting & pulling fusible pipe, or open trench & laying standard Blue Brute as was done in the first phase of replacement.

Discussion over the need for a Geo tech report or an engineered report of the installation. Trustee Mikkelson recommended those decisions be tabled until VCH has provided their requirements for a permit to construct. Trustee Bryfogle felt the contractors could provide a comparable price without an engineered report.

iii. Trustee's reviewed online payment options. With both options identified the payee will need to have online banking and there will be a transaction fee. With proprietary software, the payee will need to have either a PayPal account, or a credit card that they can use with PayPal. There are multiple costs involved.

Alternately community members can pay with “e-transfers” through email. The cost for e-transfer’s is \$1.50 per transaction with no downloading of software and no exchange of banking information. Funds are transferred instantly from the payee’s bank account to the district’s bank account through the banks process. Chartered banks will transfer to the Credit Union accounts. There is no cost to the district to receive payment with either process.

Trustees agreed to list payment options on the website with an explanation on how to do an e-transfer if the community member chooses.

Trustee’s moved In Camera to address labour and legal matters at 2:37 pm. They came out of In Camera at 4:25 pm. No items were brought out of In Camera.

7. Petitions and/or delegations from the public – No petitions were scheduled. Chair Matthews reported on the conversations with the community members regarding their water pressure during the recent heat wave. Rosemary reported that she had received a call from one landowner at the end of Grant Road noting that the pressure was almost nil in the taps and reporting seeing multiple sprinklers set up in one yard. Trustees noted that while there is no shortage of water, the existing infrastructure is inadequate when multiple sprinklers are in use, impacting pressure at the ends of the smaller lines. Until the pipeline upgrades are completed, this will be an ongoing issue during extended periods of dry weather.

If temperatures reach 30+C again and excessive use of sprinklers or other event occur that affects water pressure, Trustee Tuck will post a notice on the community FB page asking for voluntary restrictions of use, in consideration of others further down line. Rosemary will email local members where email addresses are available, asking the same.

#### 8. Financial Report:

- a) Trustees reviewed the financial report - Wes explained the invoicing process that he and Rosemary went through to thoroughly familiarize him with the client files, and update contact information in the software.
  - a. Trustees reviewed the Term Deposits and account balances and the interest being earned in each.
  - b. Trustees reviewed the survey responses noting that only four so far have asked for multiple billing. Just under 20% of those paying their invoices to date have responded to the survey. Overwhelmingly, they have identified annual billing as a preferred frequency. Wes noted that those who have responded to date are clearly prepared to handle annual billing. Perhaps those who struggle with the annual billing have not paid yet, and may respond later in the summer as the due date approaches.

Trustee Tuck wanted it noted that she was displeased by the presentation and lack of information in the 2014 Financials, presented by the auditors, as there were a number of problems and errors that the district’s newly contracted bookkeeper found. She felt some of these should have been identified by the auditors during their audit. Trustee Tuck noted that she would like to see a request for a refund for the errors and omissions discovered by the book keeper.

- b) Trustees reviewed invoices received since last meeting.

MOTION to approve payment of the invoices totalling \$27,211.68

*Dunsworth/Tuck/Carried*

#### 9. Project Specific Reports

- a) Rip Rap Erosion – tabled indefinitely
- b) Well
  - a. Application – Complete
  - b. Engineer – The work is proceeding after some demands the engineer had received from VCH Michael Wu. He now expects the report to be complete by the end of July.
  - c. Procedures – pending completion of the Engineers report.

- c) Door to Door Survey – Wes has talked to Sarah and they are setting up a schedule to do the survey in late summer. Trustees agreed to have the invoice frequency question be added to the survey questions.
- d) Fire Underwriters re-assessed rating – pending
- e) Website/Logo – Trustees reviewed the draft logos revisions for selection. Rosemary will circulate the final design for approval by email. Once approved, she is to order the logo's put on 6 strong magnetic vehicle signs, business cards for Wes and the Watershed Warden and create/produce ID Badges for Wes and Sarah, and the Watershed Warden.
- f) Grants
  - a. WED Canada 150 applications have been submitted and confirmation received. Approvals will be processed as quickly as possible.
  - b. Other – the CAO noted three possible grants and what they could be used for. Trustees authorized Rosemary to proceed on any of these grants that appear to her to be feasible. She is to review and update the 2010 Gas Tax Grant application.
- g. Trustees reviewed the Asset Management Plan, Terms of Reference. Discussion. Charles volunteered, and trustees agreed, that he would work on the committee providing trustee oversight and expertise in data gathering and reporting.
 

Trustees Tuck and Dunsworth noted there was no budget line item for the proposed Asset Management Plan in the 2015 budget. Due to the heavy work load presented by the undertaking of this type of report, they affirmed that the Trustees would have to undertake this proposed project on a volunteer basis. Trustee Bryfogle volunteered his time, having experience in preparing this type of report, and during a considerable amount of discussion, both Trustees Tuck and Dunsworth offered their assistance to Trustee Bryfogle. Rosemary and Wes will volunteer their time if funding is not received.

MOTION to approve the Terms of Reference, noting that it will be amended as needed as the work goes forward. *Dunsworth/Mikkelson/Carried*

- h. Fire Department Compliance – Trustees Tuck and Dunsworth presented a verbal report on their work to date.
  - i. Operational Guideline – Work is proceeding on the Draft Guidelines. Trustee Tuck reported that she and Trustee Dunsworth have met with our MLA Jennifer Rice, requesting assistance with the Fire Commissioner's staffing expectations for risk management. They also reviewed with MLA Rice some of the expenses undertaken by Improvement Districts, expenses that Municipalities and Regional Districts either don't have to undertake, or receive assistance for, ie: Liability Insurance.
  - ii. Fire Truck purchase: Trustee Tuck reviewed the apparent need for a new fire truck. With current global economics, Trustees may want to consider delaying the purchase of a new truck for at least another year (2017, ordering at the end of 2016), to complete their research on the new vehicle's requirements.

Note: the Canadian dollar was at .81 when the prices for the new fire truck were discussed, and it was disclosed that the included exchange rates would have been approximately \$74,000.00. With the Canadian dollar now below .77 and still dropping, the exchange rate costs will be even higher.

On reviewing the SCM Risk Management Services charts for Insurance Grading Recognition of Used or Rebuilt Fire Apparatus, it was noted that after a fire truck is over 20 years of age, "No Credit in Grading" is provided, and therefore the impact on the district's rating by the Fire Underwriters appears to be nil. Annual Service Tests are required, and our Improvement District has complied, with the 2015 test results being received, which the fire truck passed. In 30 years the fire truck, which should be good for 10,000 km, has only 7,450 km of mileage, less than 250 km a year.

Trustee Mikkelson noted that we may want to consider receiving quotes for a refurbished truck. Trustees agreed this was a good idea.

Trustee Tuck noted that we may extend the years of service for our fire truck, as the SCM Risk Management Services chart states "Exceptions to age status may be considered in a small to medium sized communities and rural centres conditionally, when apparatus condition is acceptable and apparatus successfully passes required testing." The Emergency Vehicle Technician from the Safetek Group of Companies, believes they could extend our current fire truck for one more year.

MOTION that we complete the bid proposal document for either a new truck or a refitted truck and extend the service of our current truck for one more year, to expire in 2017, as the additional year will not affect our Underwriters rating, as our truck has just 7450.5 K in the 30 years of service. Further, that we keep investing the funds, compounding the interest, until a decision is made on a new or refurbished truck. And that we actively seek discussion with the provincial government regarding meeting the fire protection requirements. *Tuck/Bryfogle/Carried*

iii. Mutual Aid/Service Agreement and Playbook: Trustee Tuck reviewed her investigation and research to date regarding an updated MA agreement

i. Watershed Warden – Trustee Dunsworth has had discussions with several members of the community who have expressed an interest in volunteering as the Watershed Warden. Rosemary will send Rob Gruetter and David Stanger a letter outlining the requirements for the warden position re: Volunteer Fireman.

10. Trustee's reviewed correspondence received & sent, not covered elsewhere:

- a. Trustees received and were interested to review the Expression of Interest from [Tenisci Piva](#) re: Annual Audit. Trustee Tuck will provide Rosemary with the contact information for another accountant that may be interested in undertaking the audit.
- b. Email from Elizabeth Baird, Northwest Hydraulics Consultants re: turbidity reports public information. The trustee's will support any decision the DFO staff have decided.
- c. In Camera: Review the correspondence between Reg Humchitt-Moody and HWD trustees, re: Blake and Staff issues.

11. New Business not already covered

- a. In pipe hydro generation system – CAO provided a brief report on her preliminary research into the Lucid Hydro Generation System the trustees had seen via email. Trustee's asked for further clarification and confirmation of the engineer's numbers in his response to the idea.
- b. Trustees reviewed the revised Emergency Response Plan.

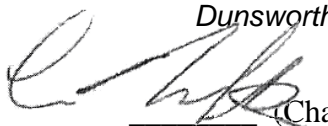
MOTION to receive and approve the revised Emergency Response Plan.

*Dunsworth/Bryfogle/Carried*

- c. MLA & MP Conversations – Trustee Dunsworth gave a verbal report on his recent meetings with the MLA and MP for the region.

12. Maintenance report – Chair Matthews reported that the annual weed eating was completed at the fire hall, and weed eating of the shutoffs will be completed in August. Flushing the waterlines were completed on the 21<sup>st</sup> of June, Father's Day, as planned. The work took the team the entire day to complete.

MOTION to adjourn at 7:35 pm

*Dunsworth*  
  
(Chair)