

MINUTES

Trustee / Operations Meeting

4:30 pm Tuesday November 21, 2023

via Zoom

Present: Chair Bryan Miles, Trustee Brent Brucker, Operator Kerby Fisher, Administrator Janine Reimer

1. **Approval of the Agenda**.....Moved B.Miles, 2nd B.Brucker. Carried.
2. **Approval of the Minutes**
Operations Meeting of September 21Moved B.Miles, 2nd B.Brucker. Carried.
3. **Operations Report**K.Fisher

(a) Upper Tank Photos

The operator reviewed work done October 14 and 15. He had overseen the upper tank inspection involving climber Chris Clark taking photos at areas of concern. The operator reviewed each photo with the trustees. He explained that the tank appeared to be in fair condition, but a better assessment could be made after removal of the rust, and new photos taken to determine whether welding repairs would be necessary. Painting would follow. The administrator said a local welder Jonathan Kapitan had seen the photos and agreed to do the repairs if needed, and had provided a budget range.

(b) Generator Maintenance

The operator had done maintenance on both generators, and had replaced the heat shield and one air inlet filter on generator-1. As part of the monthly maintenance, he ran generator-1 under load, and encountered an issue with the load heaters that was reviewed and solved with electrical consultant Neil McLean.

(c) Hydrant Maintenance

The operator had done maintenance on all hydrants, and noted 2 required new port cap gaskets.

(d) Meter Replacement

The operator had checked on the lot-97 leak, and recommended replacement of both meters in that meter box, in the spring. The trustees agreed.

(c) Registered Electrician

The administrator said the electrical consultant had been working on establishing a registered electrician as SSID's Field Service Representative.

(d) Leaks status

The operator said the reported meter box leaks were all still too minor to require fixing at this time.

(e) Dead-End Flushing

The operator planned to do dead-end flushing in January to remove any stagnant water. He said he would not be doing a full area flush, but advised that it be done every 2 years. The Chair asked that it be added to the Calendar of Events. Administrator to add to Calendar.

4. Capital Projects 2024

(a) Upper Tank Repairs

The administrator advised that depending on whether or not welding is required, this project could be in the range of \$6,000 - \$11,000.

(b) Air valves x 3

The administrator said this project would be about \$4,700.

The operator said he had determined that only exposed parts of the air valves need replacement, so the related standpipes and drain valves were cancelled, and a hydro-vac would not be necessary. He said that machine excavating might also be unnecessary, in which case the project costs would be reduced accordingly.

(c) Hydrants x 2

The operator talked about replacing hydrants-2 and -12 at the corners of Blair & Arbutus and Patricia & Manahan. The Chair noted that hydrant-12 was low in the ground and asked if the new hydrant-12 could be installed higher. The operator agreed to raise it with fill.

5. Proposal – Flow metersK.Fisher

The operator recommended that flow meters be added at the tank farm to measure volume flowing from each tank. The meters would help in locating any future large leak as being in either the upper or lower system. He explained that the meters would be connected to the 4-inch and 6-inch distribution lines coming off the valve chamber. They would be about 3 feet deep, and each meter face was large enough to be legible when viewed from above without a reader. The administrator said the project was estimated at \$14,000. The trustees agreed this would be a worthwhile capital expense.

4. Task List..... J.Reimer

The administrator reviewed the task list. She said water sampler / maintenance staff Flora Copley would continue until April, while subcontracting some work to Garret Tremblay. Discussion on filling the vacancy would be at the next meeting.

5. Next Operations Meeting TBD 2024

6. Adjournment.....Moved B.Miles.

5:15 PM