

**MINUTES**

**Trustee Meeting**

December 4, 2018, 10:00 am

Miles residence and on conference.

**Present:** Trustee Bryan Miles, Trustee John Revitt, Administrator Janine Reimer

**On conference:** Trustee Chair Dale Gregory, Operator Courtney Robertson

**1. Approval of the agenda** ..... Moved J.Revitt, 2nd B.Miles. Carried.

**2. Approval of the minutes**

2a. Minutes of October 28..... Moved J.Revitt, 2nd B.Miles. Carried.

2b. In Camera minutes of October 28..... Moved J.Revitt, 2nd B.Miles. Carried.

**3. Operator’s Report**

**3a. Well-Seal Inspection**

The Operator recapped the events of October 29 in which she had project managed a well seal inspection at well-1. She explained the objective, the procedures completed, the persons involved, the timing of the event, and the conclusion that the seal had not been compromised.

.....Operator’s Report attached

She asked that photos from the inspection be forwarded to the Administrator to be filed.

..... Chair, Operator, Administrator to submit photos for the Administrator to file

**3b. Water Main Repair**

The Operator recapped the events of November 16 in which she had repaired a damaged water main caused by an excavator bucket on Manahan Road. The Operator outlined the repair procedures, the persons involved, and the timing of the event.

.....Operator’s Report attached

Trustees were satisfied that the job had been well done.

**3c. “Call Before You Dig” Communications**

The Administrator said that the communications need work because SSID does not have the authority, nor would we want any digging in the road. Private property is also not SSID’s jurisdiction, so SSID’s communications should be that owners are responsible for knowing the location of their property lines. The Administrator said SSID could be a resource for the property pin locations, because she has a map of DL 1372 showing pin locations, but that she still needs a property map of DL1373.

Trustee Revitt said if SSID is to advise owners of their property lines, we must be exactly certain of those lines. Chair Gregory said that the map of pins in DL1373 may be in the digital files from previous trustee John Swanson. Trustee Miles said that SSID should also communicate the right-of-ways (easements) in Savary Shores, which have pipes. The Chair said that there is a file from John

Swanson regarding the easements. He said that SSID should always advise the new owners of these easements.

There was discussion of existing and possible future encroachments beyond property lines into roadways above water mains. Trustee Miles said there has never been any water main damage by trees. The Chair said that water mains are 9 feet from one side of each road [except on Brian’s Way where they are 3 feet from one side of the road] and that according to the Ministry of Transportation, all structures should be 4.5 metres away from property lines. Trustee Revitt advised that SSID should communicate that all roads are 66 feet wide, and that property owners could be required to remove structures on the right of way.

The Operator said that regardless of SSID jurisdiction, any digging should be preceded by a phone call to the SSID Administrator.

.....Administrator to locate map of DL1373 pins, and rewrite communications as discussed

**3c. Invoice for Water Main Repair**

The Administrator explained the calculations of line items on the invoice, and said she’d send Trustee Miles her water loss calculations for confirmation. The trustees had minor revisions.

.....Administrator to revise, forward to Trustee Miles, and issue invoice when approved

**3d. Task List**

The Operator discussed the status of items in the Task List.

Damaged meter box boards are to be repaired in March.

Gate Valves will be repaired in the spring with Eric Ferreira doing the excavation. The Operator said she would remove the sections of pipe including the valves, and repair the sections, rather than just replacing the valves.

The tanks are to be visually inspected in February.

Air relief valves have to come out for repair. The Operator said she will be doing more research about them.

Some old meters will be switched out for newer ones in May, and the old ones sent out for testing.

Trustee Miles said that re item-11 on the task list, he had not yet reached out to the Operator for her assistance in getting suppliers to provide new prices and estimated service lives of assets.

**3e. Calendar of Events**

Trustee Miles said that he had reviewed the Calendar of Events and found that only the tank inspection dates need revision..... Trustee Miles will update the tank inspection dates

**4. Nitrates**

**4a. Letter to DWO**

Chair Gregory said that he had not written the letter to the DWO, but that he will call instead, to thank the DWO for his assistance to date, and find out what the long-range possibilities are if SSID nitrates were to rise beyond the safe limit.....Chair to contact DWO to discuss

[The Operator exited the meeting at 10:54am]

**4b. Malaspina Letters**

The Administrator said there had been replies from 2 of the 5 residents, both positive, regarding the testing of private wells in May and October 2019.

**4c. Government-University Research**

The Administrator said she had followed up on Trustee Revitt’s suggestion that the nitrates issue could be a viable research project. The Administrator had contacted UBC professors, a masters research grad, GeoBC in MFLNRO, and the regional district. In her research she had learned how to propose the research project, and was encouraged to do so, as nitrates are a growing area of concern. The Administrator presented the data items that would comprise GIS layers of various factors influencing nitrates levels. She said that if the trustees approved, she would proceed to the next step which is the Proposal Brief. The trustees agreed that she should proceed.

.....Administrator to write the brief and send to trustees.

**5. Administrator’s Report**

**5a. Bank Balances**.....Administrator and Trustee Miles to review again in January

**5b. Excess Tolls**

The Administrator said 7 customers had exceeded the allotment, and that the total owing at end November was approximately \$400, and that the invoices would be issued January 2, 2019.

.....Administrator to recalculate Excess Tolls at end December, and issue invoices January 2.

**5c. Letter to Rachel Blaney MP**

The Administrator said she’d prefer to meet with the MP on the subject of federal grants, and trustees agreed. .... Administrator to set up a meeting with Rachel Blaney

**6. Budget 2019**

**6a. Operating & Maintenance 2019**

Trustee Miles presented his first draft of the 2019 budget, and reviewed each line item. Chair Gregory requested a math revision ..... Trustee Miles to re-submit budget with revision

**6b. Asset Management Spreadsheet**

Trustee Miles presented the asset management spreadsheet, and requested that the other trustees review the spreadsheet and consider the Asset Renewal Fund levy for inclusion in the 2019 Tax Notice, with final tax figures to be determined in January. .... Trustees to review the spreadsheet.

..... Trustees to finalize figures at January trustee meeting.

**7. Next meeting**..... Trustee Miles to let trustees know when he is ready for a January meeting

**8. Adjournment**..... Moved J.Revitt  
Adjourned 11:42 a.m.

## **OPERATOR'S REPORT**

### **S.S.I.D Manahan Rd and Patricia Cres. Main Break**

**November 16, 2018**

At 1330hrs, Operator Courtney Robertson received text from Administrator Janine Reimer regarding watermain break at Manahan Rd and Patricia Cres. Courtney immediately contacted Janine and gave an approximate time of arrival to attend for repair.

Janine met Courtney and Operator George Foley at the Savary Dock and drove to storage shed to collect supplies to turn assess broken main site and gate valve keys to isolate. Time of arrival to break site was approximately 1400hrs.

Courtney closed gate valves 11, 13 and 15 to isolate area of main break. Janine notified residents in area of no water, due to main break. Gate valve at Patricia Cres and Manahan (valve #12) was closed as far as possible using 2 lengths of pipe as a breaker bar by Janine and George. Hydrant 12 was opened to divert remaining water in system away from main break to assess for repair parts needed. Once break was assessed parts were gathered from shed to carry out repair. A 2-foot section of pipe was cut out and prepared for a patch. Two 4inch epoxy coated cast iron Smith Blair couplings were used to install patch at effected area. Once couplings were secure and patch complete, gate valves 11, 12, 13 and 15 were opened up to allow water through and monitor for leaks. Area of patch and couplings remained dry proving no leaks. Hydrant 12 was shut down after releasing air that had entered system at break location.

Repair complete at 1745hrs, too dark to back fill. Murray DeGraag extended arm of excavator over repair site to mitigate possible accidents before back filling.

Nov. 17 site was backfilled and compacted by Murray DeGraag and Janine Reimer.

## **OPERATOR'S REPORT**

### **S.S.I.D Well #1 Seal Inspection**

**October 29, 2018**

Onsite:

Well driller/ specialist Paul Anderson with helper

Machine operator Eric Ferreira

S.S.I.D Operator Courtney Robertson

S.S.I.D Administrator Janine Reimer

S.S.I.D Trustee Dale Gregory

Paul Anderson and Eric Ferreira attended Well #1 site to inspect external clay seal. Eric Ferreira excavated to expose well casing to a depth of 73 inches where a compacted clay layer was found. The natural seal was found to be intact and not compromised. Bentonite clay was added and compacted against well casing with surrounding area back filled with native material. Seventeen bags of bentonite clay were added, bringing clay seal to surface.

Crews were onsite from approximately 0800 – 1100.