

MINUTES

Trustee Meeting

Thursday June 16, 4:30 pm

Via Zoom

Present:

Trustee Chair Bryan Miles, Trustee John Revitt, Trustee Emer Dubois, Operator Kerby Fisher, and Administrator Janine Reimer

1. **Approval of the agenda** Moved J.Revitt, 2nd E.Dubois. Carried.

2. **Approval of the minutes**

2a. Operations meeting April 21, 2022 Moved J.Revitt, 2nd E.Dubois. Carried.

3. **Operations Report**.....K.Fisher

The operator recapped work previously reported in emails on May 8, 13 and June 12, including:

3a. **Storage Tanks**

The operator noted that the bottom of the upper tank was showing wear, and recommended it be addressed within the next 6 years. He also noted that the roof on the lower tank should be painted next spring or summer.Administrator to add these items to the task list

The operator said that underwater images from a remotely operated vehicle do not provide quality information for evaluating the state of the tanks. He recommended instead that the tanks be drained and inspected by eye.

Trustee Revitt asked what confined space precautions would be needed, and would it be advisable to put in a second point of entry. The operator said there would have to be a blower of air into the tank, and that the existing hatch was enough entry points.

The operator said that while the tank was empty, the tank could be cleaned, and he could replace the float. He said he could also do the wiring. The Chair said the float cables that are showing wear might belong to the old mercroid sensors that had been disabled. Trustee Dubois asked that we retrieve information on the current floats.

.....Administrator to check files for information on the float switches.

The operator also recommended that the inspection be done next year. The Chair agreed that the procedures could be brought forward from the 2024 schedule to 2023 instead.

.....Administrator to move tank inspection and cleaning to 2023.

3b. **Hydrants**

3b(i) **Hydrant Maintenance chart.**

The operator said he had flushed and serviced all hydrants, as well as exercised the hydrant isolation valves. The flushing pushed all dirt our of the system, and showed the system water to be very clean. All hydrants but one were in good condition; hydrant-2 had a broken bonnet. Trustee Revitt suggested that as hydrants are decommissioned, reusable parts be stored for hydrant repair.

The operator said he had cut off the bury portion of the hydrants, so that the 2 removed hydrants could be more easily moved, but noted they were still very heavy.

3b(ii) Projected hydrant replacement costs.

The administrator reviewed the projected cost of the hydrant replacement program. She noted that hydrants were not integral to the water delivery system, but if the replacement were postponed to a future replacement period, it would overlap other infrastructure replacements. Trustee Revitt said the hydrant program could continue but could also be temporarily set aside should something more important require replacement. The trustees agreed.

3c. Generators and Electrical

The operator reported having suspected and confirmed that the generators had not been alternating, so had asked electrical consultant Neil McLean to check the switch controls. Neil had checked and reported by email on June 5 that the Grasslin quiet-period timer had been stuck in ON position, and that he had since corrected the problem.

3d. Air Relief Valve cover

The operator said he had removed the old cover of the air relief valve on Manahan Road, and found the 2nd level of boards to be in useful condition, so reused them with new lumber on top to create a new secure lid.

3e. Leaks

3e(i) lot 142 Patricia Crescent

The operator had fixed the leak at lot-142. He noted having spoken with the Chair about non-urgent tasks like this not requiring immediate attention. The Chair agreed, and also said that fixing the meter at this time had been good customer relations.

3e(ii) lot-107 Manahan Road

The operator said the leak was minimal, so recommended it not be repaired until necessary, and that the replacement lot-108's meter could be replaced at the same time. Discussion as to the age of meter 107 was confirmed by the Chair to be no older than a 1994 installation. The administrator said meter 108 is younger and probably has another decade of life left as it has low usage. The operator said his research showed a 20- to 25-year service life for meters, and the Chair reiterated SSID's meter testing results that showed our 25-year old meters to be still accurate, resulting in a postponement of meter replacements. Trustee Dubois requested that lot-107's meter be fixed before it became a problem. The trustees agreed.Operator to replace the meter at lot-107.

3e(iii) lot-124 Brian's Way.

The operator said he would continue to monitor this meter box, as he had not detected the leak reported by the property owner.

3f. Task List

The administrator reviewed new items that had been added to the task list, as draft for discussion.

3f(i) The garden hose would be cleaned up and stored.

3f(ii) The generator-1 enclosure’s cement pad needed cleaning with a power washer, which could be rented.....Administrator to get estimate on power washer rental fee.

3f(iii) The administrator suggested that the gravel storage be covered with a box to protect it from theft and upgrade its appearance. Alternatively a black tarp could be used to conceal the pile. The trustees agreed to a black tarp..... Administrator to buy black tarp to cover the gravel storage.

3f(iv) The roof of the gen-1 enclosure needed cleaning.

3f(v) The roof of the storage shed, including its skylights, needed cleaning. It was determined that this job required fall-arrest gear and training if done on the roof, or a long pole if done from the ground or low ladder. Administrator to annotate the work order accordingly.

3f(vi) The golf cart needed cleaning in and out. The operator said the oil should be changed. Administrator to hire cart maintenance person.

3f(vii) The storage shed needed a vacuum to clean up spider webs and eggs.

3f(viii) The pumphouse should have a workspace shelf for the water sampler and electrical consultant.Trustee Chair Miles to review the space and provide ideas.

3f(ix) The red tags in 2 new meter boxes should be corrected to reverse their sequence.

3f(x) The storage shed should have a section for personal and wet gear, possibly with hooks.Trustee Chair Miles to review the space and provide ideas.

3f(xi) Old hydrant materials on the ground outside the storage shed should be removed before the AGM.

3f(xii) The operator noted that the task list item for replacing meter box boards was not advisable, as it involved working around active parts in the box. He recommended that the boards be left as-is.Administrator to remove meter box boards from task list, and advise maintenance staff.

4. Next Meeting

The operator suggested that the next operations meeting be in September, as there were no pressing jobs for the summer. He added that he might decide to paint the hydrants however. Operations Meeting possibly in September, to be confirmed.

5. Solar system funds.

The Chair noted that a sale of SSID’s vacant property at 196 Vancouver Boulevard would be an option for obtaining a portion of the funds needed to start building a solar system for SSID. He asked that the trustees give this concept some thought.

6. Adjournment..... Moved B.Miles. Adjourned 5:37 pm.