



MINUTES

Trustee Meeting

Wednesday March 10, 4:30 pm

Via Zoom

Present:

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

- 1. **Approval of the agenda** Moved J.Revitt, 2nd E.Dubois. Carried.
- 2. **Approval of the minutes of January 12** Moved J.Revitt, 2nd E.Dubois. Carried.
- 3. **Operations report**K.Fisher

3a. Written reports of January 22-23 and February 19-20.

The operator updated the trustees that Lund Auto had now changed the filters on the generators.

3b. Tank farm drain valve cover.

The January report had included a photo showing the poor condition of the box that houses the drains. The operator suggested a new cover be built. The trustees discussed and agreed. The Chair asked the administrator to contact maintenance staff Jake Banting to consider this project. Trustee Dubois offered to assist with tools, and/or to build the box if Jake declined.

..... Administrator to advise maintenance staff

3c. Valve Chamber upgrade.

Trustee Revitt asked about plans for upgrades to the valve chamber. The operator said he would like to exercise the valves before determining changes to the chamber.

3d. Generator-1 fuel

The operator said that after twice draining dirty fuel/water from the bottom of the generator-1 fuel tank, the fuel appeared much cleaner. He had previously considered “polishing the fuel” [requiring a machine for the process] but based on the cleaner fuel now, thought it prudent to monitor the tank’s fuel filter instead. He noted that the raised position of the drain valve off the floor of the tank would not allow for removal of organics/dirt at the very bottom of the tank. The operator said he would also look at ways to drain off fuel from the generator-2 TidyTank, to check for contamination.

3e. Standpipes

The operator noted that inside the standpipe holes, there is a curbstop operable with a long key, but that the water in the standpipe itself would not be drained, and so was susceptible to freezing, which had been the fire department’s concern. In lieu of filling in the standpipe holes, the operator suggested that the pipes be insulated with pipe wrap. The trustees agreed.

.....Operator to pipe-wrap standpipes

3f. Hydrant replacements

The operator said his preparations for this year's hydrant replacements had revealed that the 2 purchased hydrants would not directly fit SSID's international pipe size (IPS), so would require a secondary gasket to be placed within the hydrant's existing gasket, as an adapter to fit the IPS. He also pointed out the anomaly of hydrant-11 having a 6-inch boot although situated on a 4-inch watermain. It was also uncertain whether or not thrust blocks were in use, or needed to be. The operator said that he had engaged Matt How Construction to excavate under hydrants-3, -9, and -11, to clarify the below-ground situation, before the hydrants are replaced, probably near the end of April.

3g. Lot-153 connection

The operator had spoken with Makana of Matt How Construction, who was excavating the lot-side pipe trench to the meter box. He had advised Makana that he would complete the connection on Monday March 14.

3h. Generator-1 running frequency

The operator, and consultant Neil McLean agreed that generator-1 is turning on approximately once between pumping cycles, for the sole purpose of charging the Thomson controller's battery in the pumphouse. The operator noted that the situation was not ideal, and that he was considering options. Chair Miles noted that as the seasonal residents arrive, there would be less need for the generator to run solely to charge the controller battery.

Regarding the events log on the generator, Neil said that the information was downloadable with software from Deep Sea Electronics. He said the events log on the Thomson panel displays a series of signals initiated by the zen relay. He also mentioned that adjusting the date display had caused the controller to reboot.

The Chair asked Neil to continue his research, being mindful of costs. Neil said he would continue discussion with Deep Sea Electronics about the software for generator-1, and with Thomson regarding changes to the controller's electronics. The operator agreed that Neil should continue this work so that gen-1 doesn't come on as often.

Neil commented that the smart charger in the pumphouse was now providing a good charge with minimal voltage drop, and that an improvement would be to reduce the drain from the Thomson.

3i. Report of leak at lot-124.

The operator said he had checked on a reported leak in the meter box of lot-124, but could not see a leak, so called the property owner to discuss, and said it would be checked again at a later date.

3j. Air Relief Valve covers.

The operator had received quotes from 2 steel fabricators for steel plates to replace the old wood boards covering the air relief valve holes. The price was approximately \$1000 net for 3 plates. He suggested that the one cover on Manahan be addressed this year. Chair Miles agreed it was currently a hazard, and should be replaced for the approximate \$300-\$400 as quoted.

Motion

THAT the operator purchase a steel cover for the Air Relief Valve opening on Manahan Way, as quoted. Moved J.Revitt, 2nd E.Dubois. Carried.

3k. Electrical permit

Neil said that he and Kerby had not yet talked to Newport about the electrical permit. Kerby added that he would like to figure out the generator issue beforehand, including consideration of a solar system as an option. Neil said the main problem was the Thomson’s 1-amp per hour drain, depleting the battery within 3 days, if not for the 50 amps recharge when pumping.

3l. Padlock on disconnection

The administrator advised the operator that SSID was waiting for a cheque from a property owner to disconnect his water, and that on receiving the cheque, the procedure would be to add a padlock to the curbstop. Chair Miles said there was a padlock available at the storage shed.

3m. Pumphouse insulation

The administrator had contacted Paris Jones Construction to consider insulating the pump house, but a meeting on site had not yet occurred. The trustees advised that there was no urgency to this project, and that it could be revisited at a later time.

3n. Maintenance

The operator said he had asked Jake Banting to pressure wash the water tanks to remove moss. Trustee Dubois offered to help with equipment.

The administrator said that Ruth White and Jake had completed the burn at the well lot, but that a large mound of dirt/duff was left after removing the burnable sticks within, as the pile was not burnable, but could probably be knocked down and spread out a bit.

3o. Rotting tree at tank farm

Trustee Dubois said there was a rotting tree at the tank farm. Chair Miles was unaware of any current issues, but noted that in the past if there was a rotting tree on SSID property, it was assessed and dealt with. Trustee Dubois said she would send photos to the group and would like an item in next month’s agenda to address it.....Administrator to add to April meeting.

4. Next Meetings..... Admin/Finance on April 19; Operations on April 21

5. Adjournment.....Moved B.Miles.
Adjourned 5:33 pm.