

FANNY BAY WATERWORKS

TRUSTEE'S MEETING November 29, 2018

Present: Alan Robb, Trustee David Fast, Trustee
 Wayne Rideout, Trustee Patricia McLean, Secretary & Financial Officer

Meeting called to order 7:00pm by Alan Robb.

Minutes from October 4 were previously read and motion to accept made by David Fast with the correction under the heading **Emergency Response Plan** to read “David passed out copies of our Drinking Water System...”, motion seconded by Wayne Rideout, signed by Alan Robb. **CARRIED**

FINANCIAL STATEMENTS

Financial Statements were read by Pat McLean showing a net gain of \$20,489 which is required to fund loan principal. All items were close to budget with some leeway on repairs and maintenance. Bank Balance shows \$48876 with loan balance of \$760 which will be paid off November 30, plus \$69981 for Yake Road loan. New loan is calculated over 5 years at floating rate of RBC prime 3.95% at this time and can be paid out or down at any time. Motion to approve by Wayne Rideout, seconded by David Fast. **CARRIED**

Note for new parcel tax was approved and will be sent out with the January billing. (copy attached)

Cost of new Quickbooks software was approved at \$61 per month plus tax and \$5.00 per month for payroll and the records will be transferred and set up end of November.

EMERGENCY RESPONSE PLAN

Alan to provide a list of contractors we deal with – still 18 people have not confirmed contact info so David and Alan will continue to attempt to confirm these and the plan will be sent in. We still need a couple of volunteers for the phone tree.

David presented a brochure from the Govt “Drinking Water Source-to-Tap Screening Tool. It is thought that this questionnaire should be submitted along with the emergency plan and then John Hillis, the Environmental Health Officer will come to exam the system. We will submit the plan and wait for advice from John Hillis as this questionnaire pertains to much larger systems than ours.

MAPPING THE SYSTEM

Wayne suggested setting a \$5,000 annual budget, walking the system with a surveyor with a GPS system and a radar system until it has been mapped properly. Wayne will talk to McElhanney to find the right contractor to start this project.

PURCHASE OF COMPUTER AND SPACE IN THE HALL

At present meter readings are done by Travis and then downloaded to Alan’s computer at his home. It is recommended that we buy a laptop dedicated to this and have it at Travis’ home. Alan motioned to spend up to \$800 for the computer and getting the program moved, seconded by David Fast. **CARRIED**

We need to consider having some space at the Firehall to store all our old files in one place or should consider having a small shed built by the firehall with power from the firehall. Another option would be to build a wall in the boardroom by the back door.

FENCE BREAK IN

The fence was broken at the water tower and the lock has been bashed off. It was suggested that we draft a letter to the Social Services or the Regional District and cc the RCMP as well indicating that our system is being tampered with to provide tenants with water that they are not being provided with. Wayne will look after arranging for the bushes to be cleaned up around the water tower. We have not supplied this customer with water as he is not compliant with what we require, although he has been told. Pat will draft for approval by the Trustees.

Galbraith receivable – Pat will draft a letter to try and get some payment from them over time due to the circumstances.

REPLACEMENT FOR ALAN

Alan will be retiring in April and we will need a new Trustee and Chair. We may put out a note before the AGM in April saying what positions are needing to be filled but trustees should keep in mind now who may be a good candidate for this position.

FIRE SMART

We lease the lands from the Crown but we cannot do anything on it without their approval. The Community built the building and we lease it to the firehall. Alan will draft a reply to James Bast from the CVRD pertaining to his proposal to use our Firehall as a sample of setting up your home to be fire smart and send to the other Trustees for approval.

WATER TOLLS FOR 2019

Alan motioned to keep the base rate at \$130 for the first 60 meters and over 60m at \$2.16 per meter to encourage water conservancy. If less than 10m use the charge is a flat \$65.00. Seconded by David Fast. **Carried**

NEW BUSINESS

Website update – a brief Christmas greeting and contact gmail and phone number only..

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Next meeting TBA

No further business. Motion to adjourn 10:20pm by Alan Robb

Signed _____ Alan Robb, Chair