GILLIES BAY
IMPROVEMENT DISTRICT

A regular meeting of the Gillies Bay Improvement District held September 9, 2014 at the Gillies Bay Fire Hall.

Trustees Present: Jim Mason (Chair), Mave Leclair, Warren Kiland
Trustees Excused: Kathleen Boeriu, Linda Holmes.
Staff Present: Bridget Andrews (Secretary), Ken Taylor and Doug Paton

Meeting called to order at 7:00 p.m.

1. **ADOPTION OF THE AGENDA MOVED and seconded by the board of trustees.**
CARRIED

2. a. **ADOPTION OF MINUTES OF June 10, 2014 REGULAR MEETING MOVED and seconded by the board of trustees.**
CARRIED

3. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

3.a. Humphrey Blackburn of Blue Futures Filters has been in touch with Michael Wu of Vancouver Coastal Health, seeking approval of their slow sand filters for the purpose of pilot testing in Gillies Bay. Per recent conversations with Dan Glover, VCH is still waiting for information from Blue Futures.

3.b. The existing Slow Sand Filter Pilot had had some modifications to enhance control of the water inflow. Ken Taylor speaks to this in his report.

4. REPORTS

4.a. Administrator's Report (B. Andrews):

Delinquent accounts – there has been success recently to bring some aged accounts up to date. There are several that have still failed to return our calls or mailings. Notices have been posted at various residences with tolls or taxes outstanding. For persistent delinquent accounts, Admin advises that the GBID discuss alternative options with the ministry. Tax sale is always an option, but there are other possible solutions that Admin would like to investigate, that are less extreme and could serve as a starting point for more aggressive collection action.

Direct Deposit – the GBID has successfully set up direct deposit for employees who bank with First Credit Union. Due to expense and technological restrictions, we do not have the capability to offer direct deposit through any other institutions, at this time. Admin has worked with our auditor to ensure that the procedures allow for proper trustee oversight and risk management. The process is working well and has made our payroll processing much more efficient. The employees appreciate it as well.

4.b. Water Operator's Report (K. Taylor):

The slow sand filter pilot was having problems with the flow rate of water going in to the filter. A small box was designed (at no cost) by Douglas Anderson and seems to have corrected the problem.

Chart recorder and turbidity meter at the chlorinator are malfunctioning. Thankfully, due to enhanced monitoring of the system, while we sort out our SCADA equipment, Ken has been able to avoid a boil water advisory. The average service life for this kind of equipment (according to Corix Control Solutions) is seven years. Our equipment is at least seven years old.

We have received an estimate for replacement equipment valued at approximately $20,000.

MOTION to purchase a new chart recorder and turbidity meter was MOVED and seconded by the board of trustees. The motion was discussed with all trustees in favour.

CARRIED

4.c. Fire Chief Report (D. Paton):

An operational synopsis was provided on calls, member training, and meetings.

Alarm systems: continue to be a problem in Gillies Bay. A recommendation was made that the board **investigate ways to reduce false alarm responses** by our fire department. There are concerns about the effect these are having on member response and morale within the department.

PRRD Assets: there are still unanswered questions regarding the PRRDs expectations for the GBVFD to respond to calls regarding their assets and infrastructure within the GB fire protection area. The GBID/VFD procedures would be not to exclude any buildings or infrastructure located within our boundary, however there is a historic background to this question that needs clarification. Until clarification is received in a formal manner, the GBVFD will carry on with business as usual.

New Pumper Truck: an update was received this morning that the cab and chassis are scheduled to arrive in Vancouver in early December. Doug Fleming and Doug Paton attended the pre-production meeting at Hub Fire Engines in Abbotsford on June 23rd. Related documents from that meeting have been circulated.

Duty Officer: this responsibility was described and is now shared among three GBVFD officers.

SCBA Replacement: the cost of these units is approximately $6600 (including a spare bottle). Until we are able to purchase new apparatus, Doug Paton has been in touch with the Fire Chief at Union Bay. They are replacing their Scott units with MSA and he has asked for eight of their older Scott units.

5. CORRESPONDENCE

5.a. The PRRD has sent a letter denying our recent request for Gas Tax/Community Works Funds. They have suggested we try applying for the Strategic Priorities Fund.

5.b. GBID received a letter from the PRRD dated August 6, 2014 advising us of their decision to "indefinitely suspend" the potential GB/VAVFD jurisdictional transfer initiative.

6. NEW BUSINESS

a. **GENERAL MOTION**
Staff will provide the GBID's application for penalty and interest relief to rate-payers upon request, in circumstances where financial hardship has prevented them from making timely payment of parcel taxes. The decision to waive penalties and/or interest will rest with the trustees and will be decided on a case-by-case basis. Approval must be granted verbally or by email, by no less than three trustees. Moved and seconded by the board of trustees.

CARRIED

b. Kalwij Water Dynamics Proposal on groundwater testing. Ineke Kalwij and Jim Fyfe were kind enough to offer a few hours of their time touring the water system recently, and learning more about Gillies Bay. Kalwij Water Dynamics has since submitted a proposal to the GBID for a test well project. Until the GBID has final results from the slow sand filter pilot, it was agreed that this proposal should be filed for future consideration. Ground water is a solution that should be thoroughly researched, should the slow sand filter prove insufficient in solving our water quality challenges.

c. VAID Texada Waterworks Workshop is scheduled for Saturday, September 27, 2014. B. Andrews and M. Leclair will attend.

d. GBID Archiving Project will be completed by H. Camozzi and M. Leclair will oversee the project, assisting with any important or sensitive records. The project will convert important records such as bylaws, minutes, historic records and studies to a digital copy which will be stored on password protected devices. The goal of this project is to preserve and protect our important records, many of which represent a significant investment over the years. The project will also make these records more useful by providing easier access for staff and trustees. The board of trustees recommended that we look into obtaining a safety deposit box at the First Credit Union branch on Texada for keeping an offsite, secure copy.

Next Meeting: Tuesday, December 9, 2014 at 7PM at the Gillies Bay Fire Hall.

Meeting adjourned at 8:10 PM.

Approved By: _____(Chair)

_____(Officer)