

QUALICUM BAY – HORNE LAKE WATERWORKS DISTRICT

Minutes of the Regular Meeting of the Qualicum Bay – Horne Lake Waterworks held at the QBHL board office, Wednesday December 21, 2016 @ 1:00pm

Trustees Present: Jeff Cain, Irene Doyle, Ian McJannet, Doug Dickson, Suzy Parkin, Keith Nickerson.
Regrets: Lore Bewer
Maintenance: Don Buchner
Officer: Leigh Campbell

Call to Order

The Chair called the Regular Meeting to order at 1:06 p.m. **Motion;** by Jeff Cain to accept the amended agenda as presented. **Seconded;** Keith Nickerson. **CARRIED**

Boil Water update: Don and the Administrator updated the trustees on the boil water event, what went right and what needed to be worked on. Don and Leigh met with VIHA representatives Elizabeth Thompson and Gary Anderson. Also in attendance were Chief Recalma, Sharon Recalma and Ken Gillis.

Recommendations: Qualicum First Nation (QFN) will repair the valve outside the band office which is broken, once fixed the line on QFN will again be looped. Discussion ensued regarding erecting new sample stations; outside the 6 plex – this would have to be dug under the road to the other side and a stand pipe put in with a sample station. Another sample station close to the bridge spanning the Big Qualicum River. QFN has agreed to use our test station at Cochrane Road. VIHA has told us that we do not have to acknowledge the test results from QFN but we must consider them. Administrator had signs made up and has compiled an email list and a list of phone numbers of those who do not have an email. Doug Dickson will head up a committee to review the emergency procedure manual. Administrator will write a statement to put on the website.

Leon/Kenmuir project – A deficiency list has been compiled. Some items have been completed and removed and some are weather dependant. Don and Michael will go out on Thursday Dec 22, 2016 and check the progress of the deficiency list.

Maintenance Report

Motion; by Suzy Parkin to accept the maintenance report as presented. **Seconded;** Ian McJannet. **CARRIED**

Motion; by Suzy Parkin to accept the admin report of December 21, 2016. **Seconded;** Ian McJannet. **CARRIED**

Approval of Minutes

Motion; by Doug Dickson to accept the minutes of the Regular Board Meeting, November 16, 2016. **Seconded;** Jeff Cain. **CARRIED**

Motion; by Jeff Cain to accept the minutes of the Special Meeting November 23, 2016. **Seconded;** Doug Dickson. **CARRIED**

Approval of the attached Treasurer's Reports of December 21, 2016

Motion; by Jeff Cain to receive and file the Treasurer's Reports and to approve the accounts payable as listed for payment. **Seconded;** Suzy Parkin. **CARRIED**

Correspondence

261 Leak Adjustment - Motion; by Keith Nickerson to give a leak adjustment of \$60.00 **Seconded** Suzy Parkin. **CARRIED**

Electrical – Administrator to look into other quotes.

Motion; by Suzy Parkin to accept the correspondence as presented. **Seconded** Jeff Cain. **CARRIED**

New Business

Christmas Office hours: Motion by Keith Nickerson to close the office between Christmas and New Year reopening on January 3, 2017. **Seconded;** Suzy Parkin. **CARRIED**

.Avorado: – McElhanney has completed their assessment and a letter has been sent to Avorado regarding adhering to our bylaws.

Budget – The operating budget is not yet been accepted.

Keith Nickerson, Doug Dickson, Lore Bewer and Ian McJanet will make up a HR Committee.

Administrator to look into the radio read service contract.

Wellhead Protection Program – **Administrator** has contacted Waterline and this project will begin in the New Year.

Mission Statement: Tabled until all trustees are present.

Bylaw#158; **Motion** by Keith Nickerson to approved bylaw #158. **Seconded** Doug Dickson. **CARRIED**

Chairman's report

Adjournment

The meeting adjourned at 2:50 pm. The next Regular Meeting will take place on Wednesday January 18, 2017 at 1:00 p.m. at the Qualicum Bay Horne Lake water office.

Irene Doyle, Chair

Leigh Campbell, Officer