



# SPIDER LAKE SPRINGS CAMPERS ASSOCIATION

## Draft Minutes of the Board of Directors Meeting for April 15, 2018

### Directors Present:

President:	Rick Loiselle (G34)
Vice President:	Elaine Layman (G13) – absent with regrets
Secretary	Debbie Graham (B05)
Treasurer:	Robert Scantlebury (A-19)
Section A:	Ken Leahy (A20)
Section B:	Ron Ward (B35) - absent
Section C:	John Adams (C48)
Section D:	Henry Helin (D07)
Section E:	Lottie Legros (E21)
Section F:	Joe Tremblay (F16) – absent with regrets
Section G:	Wendy McLeod (G14)

No Delegates were present

1. President Rick Loiselle called the meeting to order at 1003 hrs
2. **Approval of Consent Agenda** – motion to approve by Henry Helin, seconded by Lottie Legros. Moved.
3. **Treasurer's report** – Regular ongoing of the usual bills. Maintenance fee cheques continue to come in.
4. **Maintenance/Manager's Report** – attached
5. **Business from the Minutes** – none
6. **Correspondence** – none
7. **Old Business**
  - a. Painting quotes. Ken Leahy & Al received 3 quotes and have gone over them thoroughly. Prices ranged from \$20,000 to \$30,000. Ken & Al will liaise & firm up then make a decision. Discussion with regards to where funding would come from as this not allotted for in the yearly budget. . Wendy McLeod made a motion that up to \$20,000.00 be spent to repaint all buildings in the Resort and if necessary to have some of the funds be drawn from the Contingency Fund. Seconded by Henry Helin. Moved.
8. **New Business**
  - a. The Store – an email was sent out several days ago looking for both volunteers and teen staff. Some responses have been received. There will be a meeting in the store on Saturday May 19, 2018 at 1000 am to determine interest and lay out a plan for the summer opening.
  - b. Robert received the AGM financials from the accountants. Ken Leahy made a motion to present the AGM Financials as supplied, seconded by Wendy McLeod. Moved.



## **SPIDER LAKE SPRINGS CAMPERS ASSOCIATION**

9. **Delegates** – 1 delegate attended the end of the meeting concerned with the state of some trees on his lot. Al to liaise as professional is due to come in to the resort in the immediate future (as per Maintenance/Manager's report)

Meeting adjourned at 1145 hrs to In camera which adjourned 1245 hrs.

Next meeting is the **AGM** which is being held **Sunday May 20, 2018 at 1000 hrs** at the **Lighthouse Community Center** – 240 Lions Way, Qualicum Beach, BC. Plse note this is not in the town of Qualicum Beach but rather off the old highway north of QB.

## April 2018 Maintenance Report

1. Concrete footing forms for the bridge at Angel Pond have been assembled in the shop and are ready to be placed and poured.
2. The beach area at Angel Pond has been contoured.
3. The parking area in front of the lower facilities has been returned to original condition.
4. Roadside leaf raking is complete (this took 2 staff members 10 days to complete), pond perimeter leaf raking remains to be done.
5. Steps have been taken to deal with the algae bloom that was present in Main Pond. The air line has been reinstalled along with the oxygenator. The algae appears to be under control. During research on algae blooms in large ponds it became apparent that pond bottom aeration is absolutely necessary. A sizeable pile of algae and pond vegetation was manually removed prior to installation of the air line.
6. Nathan cleaned the lower facilities to an exceptional degree, in preparation for opening them up by April 15<sup>th</sup>. This was an extremely thorough process using the appropriate cleaners / sanitizers / disinfectants on EVERY surface. It took in excess of 20 hours to achieve this level of cleanliness, so, unfortunately this will not be possible during the season. Gary is working on a similar process in the upper facilities.
7. The plaque plank from the main field memorial bench was removed to facilitate installation of two more memorials. In the process of doing so, a large area of rot was discovered inside the plank itself. The rot has been removed and replaced with an epoxy filler, but the plank will need some more work before being re-installed.
8. Water turn-on was completed without major issues just prior to the Easter weekend.
9. Reps from Cloverdale Paints have been in twice, once to determine color (slight tinting to their Sunfast product), and to estimate quantity of product required.
10. Old logs from Angel Pond that were in front of the Dog Run have been moved to the burn pile for the next burn.
11. Laundry is being done regularly (shower curtains, golf cart towels for the seats, and all cloths used for cleaning the washrooms).
12. Three substantial water leaks in G-section have been repaired.
13. Trout have been ordered for Monday April 9, a total of 250 between 6" and 8".
14. The new speed limit signs have been designed, ordered and picked up. The next step will be deciding the manner of installation.
15. **My sincerest apologies for the condition of the washrooms over the Easter Weekend, that will not occur again.**

## April 2018 Management Report

1. Doug F. from wimactel, under contract with Telus came and removed the phonebooth on March 29. He wanted to remove the other payphone as well, but I wasn't prepared to make that decision without presenting the pertinent information to the BOD, and/or the campers. Telus is working on removing all of their payphones with a revenue scale of \$0.01 to \$0.50 per day. The patio phonebooth, for 2017, provided Telus with less than \$3.65 in revenue for the year. Doug explained that we will likely receive a letter from Telus in the coming months informing us of their decision to remove the phone. If we decline that, we will be given 2-3 months before a second letter is sent stating that due to low revenue Telus WILL be removing the phone. At that point we could keep the payphone, however, we would have to pay the current monthly rate for a business line (\$80-\$100 per month) to Telus, and Telus keeps any revenue the payphone produces.
2. As part of the water turn-on process this year I wrote an SOP for it, in as much detail as I thought was necessary. This should allow anyone with a basic understanding of the park's drinking water system to initiate and complete the process by following the manual. This also included designing full colour, reusable laminated signage for the following purposes: Warning of High Chlorine, Boil Water Advisory (including detailed information on what that means, how to do it and what water uses require boiling), Icon signage for do not drink (hose bib filling a cup with red line through it), and Water is Safe to drink signage. The binder also includes some manuals for system components, but this section is an ongoing project.
3. Through the next year or two, I will continue to write, edit, and improve the SOP's.
4. I met with Matt from Zep Allcare regarding a cleaning program and products. It will be an automated system for dispensing the various products as the dilution rate is extremely high, and accuracy is very important for the products to be effective. I selected products for general disinfecting, general purpose cleaning, and deeper cleaning of toilets and urinals. Some of the products are also suitable for use in the store and for sanitizing items like the slushie machine. I am also awaiting information on a product and dispenser for the urinals that releases product into the flush stream (I am also researching auto flush valves for the urinals, I am looking for something that has a once-per-time-period setting to improve the smell in the men's washrooms).
5. In the interim I have purchased Zep products for use in the washrooms, along with a number of basic items like cloths, towels, brushes, sponges, scrubbers etc. All cloths and towels are single use before going for wash. There is now an MSDS binder for the cleaning bins.
6. I have received, via Registered Mail, our compliance report from MoE Compliance Officer Travis Kurinka. I have reviewed the report, and most items have been covered in emails I have exchanged with Mr. Kurinka. There is one item I will be contesting as it is a mathematical error on his part that places us as non-compliant in daily discharge volume. A single off-season reading covering a period of 7 days was treated as a single day for discharge volume in his report.
7. Our permit requires Nitrate-Nitrogen testing be done quarterly as part of the Dog Pond sampling, this has not been done. I have now added it to the testing schedule and contacted Maxxam Labs to include the necessary sample container for it.
8. As part of achieving full ongoing compliance with both the MoE and VIHA, I will be taking online courses in both Small Waste Water Systems, and Small Drinking Water Systems followed by the EOCP certification exams for both.