

**BIRCH BAY VILLAGE COMMUNITY CLUB  
ROADS AND DRAINAGE COMMITTEE MEETING MINUTES**

**September 13, 2012**

*Call to Order at 10:01 a.m.*

**Members Present:**

Rich Gort  
Jerry Royal  
Cathy Gort  
Cliff Mallory  
Sandy Hilborn

**Board Representative:**

Terry Sullivan

**Advisers (present):**

Peter Winterfeld  
Jim Locki

**Advisers (not present):**

Chuck Wolfe

**BBVCC Representatives:**

Ken Hoffer

Steve Freitas,  
*Marina Maint. & Compliance Tech.*

**Drainage pipe installation on Tswassen Loop**

Jim reported that this project has been approved by the ACC, locates have been done, and the pipe and catch basin have been ordered. Current project specifications call for a catch basin on the downstream side of the property, whereas Jim suggests that it be placed right next to the driveway. He also suggested that rather than buy perforated pipe, which is called for in the specs, regular pipe be used and holes drilled so any water that might accumulate can drain through. This would save approx. \$3/foot.

There was also some discussion of a gas line that passes through the area. Although locates have been done, volunteers will have to dig to determine the exact depth. This can be done at the time the other work is scheduled.

The project will require use of a track hoe, operator and dump truck for several hours. The work has been tentatively scheduled for Tuesday, depending on maintenance and equipment availability. Further information re. scheduling should be available by Monday.

## **Drainage on Salish/Salish Lane**

Although I&I has essentially completed its work, there is still some pipe clean-out work to be done by I&I on Salish. Terry said there are also some ditch clean-outs to be done on Salish and Salish Lane that might be done with the assistance of Art. The ditch clean-out work was tentatively scheduled for Tuesday or early next week when equipment availability permits. Steve will obtain the locates for this project as soon as possible.

## **Cleaning and grading of maintenance area**

Cliff reported that results of the maintenance yard clean-up are very gratifying thus far, but it's possible that there may be a need for some additional work to keep the area drained during the rainy season. Cliff concluded that some further investigation and discussion will be required.

## **New projects to be considered**

Jim mentioned that a homeowner at **Salish and Cowichan** has been doing some work on his property in order to gain better wheelchair access to the back of his house. Jim told him he had to contact the ACC, which he now has assumedly done. Jim suggested that the Committee may want to get involved in ensuring that this project is completed in accordance with Roads & Drainage requirements, and that the appropriate time to do so would be after the project has been approved by the ACC.

Ken said he had been contacted by residents regarding additional projects. The first project is an old **wooden clean-out on Upper Nakat near Macaw**, which will need to be replaced or covered over. The Committee volunteers will follow up on this as soon as possible. Terry said he heard there is also a **wooden catch basin on Comox Loop**. This will be looked into further.

Another project involves **resolution of an ongoing drainage problem bordering the golf course**, where water has been collecting on a homeowner's property. I&I recently cleaned out a pipe to which the property owner can now connect and effectively drain his property. Jim has told the property owner that once he completes his part of the drainage work, and his pipe is within a few feet of the Village pipe, volunteers will be happy to assist in making the connection.

Ken said another project for the Committee and volunteers to consider this year involves **disposal of dirt from the McCabe property**. One possibility would be to fill some of the ditch at Quinault and Skeena, near the Beaver Pond. This would have to be handled carefully, in order to avoid the dirt from being washed directly into the Beaver Pond. It was suggested that any dumping of fill here be carefully coordinated with other planned drainage improvements. A second possible site for placement of fill might be the empty lot on Skeena where the Village had previously stockpiled some sand.

## **State replacing BBWARM as reporting agency**

Peter reported that the State has now replaced BBWARM as the reporting agency for Birch Bay area water quality, due to the severity of the pollution problem (9,000 times the allowable level for fecal matter contamination). The problem lies in the Cottonwood area, and the State will be digging up the drainage system in that area to determine how fecal matter is getting in.

### **Signs to indicate volunteers at work**

Peter suggested that we develop signs to post at job sites, indicating that volunteers are at work. All agreed that this would be a good thing. Jim will follow up with Linda to see if she is interested in developing a design, which the office can then use as a base for a permanent sign made of metal or some other material. Exact wording of the signs will be determined later.

### **Need for Committee project list and project form**

Cliff suggested that we develop a paper system to keep track of all ongoing and upcoming projects the Committee is involved in. It was agreed that such a list would be beneficial to everyone involved.

Cliff will follow up and compile a list of projects to-date, and Ken will coordinate with the office to develop a generic project form to be used in tracking all projects from inception to completion.

It was agreed that the project form should include address or lot number, description, and estimates of materials, equipment, manpower and cost, as well as a scheduling and tracking method.

### **Adjournment**

The meeting was adjourned at 10:56.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cathy".

*Secretary, Roads & Drainage Committee*