

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

October 10, 2013

Call to Order at 10:00 a.m.

Members Present:	Mick Bride Rich Gort Cathy Gort Cliff Mallory Jerry Royal Bill Forbes Ken Davidson
Board Representative:	Terry Sullivan
Advisers present:	Jim Lockie Sandy Hilborn Peter Winterfeld
Advisers not present:	Chuck Wolfe Larry Tremaine
BBVCC Representatives:	Ken Hoffer, <i>Manager</i> Steve Freitas, <i>Marina Maint. & Compliance Tech.</i>
Guests	Bryan Vander Yacht Hendrik Ooms

Approval of minutes

Minutes of the September meeting were approved as read.

New committee members

Hans (Hendrik) Ooms and Bryan Vander Yacht, who have applied for membership to the committee, were approved and welcomed as prospective members, pending the Board's approval.

Scheduling of ongoing drainage maintenance next year

Scheduling of drainage maintenance for next year was discussed. Steve reported that the plan is to divide the village's drainage system into four sections, scheduling I&I to complete blow-outs in one

section each year. Cliff suggested that our ditch cleanouts might then be coordinated with I&I's work, so pipes won't get clogged up again with ditch material. Ken H. said these plans would go a long way toward eventual compliance with the new National Pollution Elimination Discharge System. Hans requested that Ken provide the committee with any other government codes he was aware of that might affect our plans for village drainage maintenance.

Closing down of R & D Committee for the winter

Cliff inquired as to the possibility of closing down the committee for the winter months, and if so when. Committee members responded that with new members, a need for more long-range planning of drainage maintenance, as well as the need to monitor drainage during the wet winter months, we should continue through the winter. This was voted upon and unanimously approved.

Coquitlam project

There was some discussion about the quality of dirt being used to fill this area and the need to complete this as well as other projects. Bryan said he would be willing to work on it Tuesday or Wednesday, spreading the clay base that is there and preparing it for topsoil to be added.

Tree on Tsawwassen

The village received a complaint from a resident whose driveway is being blocked by a tree on their neighbor's driveway, which is also lying in the culvert. It was agreed that the village should remove the tree, but the owner of the tree should be charged. Further discussion as to what is and is not the village's responsibility when it comes to work in the right of way or maintenance of empty lots ensued. It was decided that this was a matter for the Board to discuss at some point in the future.

Members leaving committee

Rich Gort informed the Committee that his second term was now complete and he would not be re-applying for membership. Cathy Gort informed the Committee that she is resigning from her the Committee as well, so the Committee will need to assign a new secretary. There was also some discussion regarding Sandy Hilborn's status, and it was agreed that he is officially an adviser.

Pavement erosion on corners

Mick noted that we have tried to address this problem in several different ways, and none of them has been successful. Hans suggested that a base of cement and rock, 6-8 inches in depth, be used to stabilize the corners and prevent the problem. Bryan suggested the corners might then be finished off with asphalt. This will be revisited at some future point.

Sealing projects

There was a discussion of the fact that one of the roads with cracks most in need of sealing (Comox) was not sealed this year, despite the fact that it was on the list, and the contractor did complete the number of lineal feet described in the contract. Hans suggested that in the future we contract not only for lineal feet, but also for a specific job sequence, in order to ensure that the roads most in need of crack-sealing are finished first. It was agreed that in the future we would be aware of the problem and try to prevent this from happening again.

Adjournment

The meeting was adjourned at 10:52.

Respectfully submitted,

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

Cathy Gort

Secretary, Roads & Drainage Committee