

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

December 12, 2013

Call to Order at 10:00 a.m.

Members Present:	Cliff Mallory Mick Bride Bill Forbes
Members Not Present:	Brian Vander Yacht Jerry Royal Ken Davidson
Board Representative:	Terry Sullivan
Advisers present:	Jim Lockie Terry Garrow Hans Ohms
Advisers not present:	Sandy Hilborn
BBVCC Representatives:	Ken Hoffer, <i>Manager</i> Steve Freitas, <i>Operations Manager</i> Bob Hoffer <i>Maintenance</i> Zac Rector <i>Maintenance</i>

Call to Order

Meeting called to order by Chairman Cliff Mallory at 10:03.

Approval of minutes

Minutes of the November meeting were approved as written.

Co-Chair

Cliff reminded committee that a co-chair needs to be named to run meeting in the Chairman's absence. Committee will elect when larger amount of members are present.

Roads & Drainage Mapping

Presentation by Bob Hoffer concerning the mapping of the Village ditches showing the properties with street addresses, culverts, catch basins, and open ditches. At this time, all Divisions through 11C have

been completed with those Divisions with higher numbers yet to be completed. Once finished, a permanent copy will be left with the Office and copies made for Maintenance and the Roads & Drainage Committee.

I & I Maintenance Contract

I & I Services has submitted a temporary Maintenance Agreement to inspect culverts and catch basins, to high pressure clean culverts, and to clean catch basins (Vacuum pump). The cost would be \$4,300 annually. Ken needs to discuss some of the issue in the contract with Carl (I & I) for clarification prior to Roads & Drainage approval of recommendation to the Board. Some items of discussion are: The original discussions called for one quarter of the Village per year with a fifth year that includes no service (a five year cycle with four ¼ Village inspection/cleaning and a fifth year with nothing). Does the \$4,300 yearly include the fifth year when nothing is being done or is the \$4,300 for each of the first four years when service is actually performed? Unexpected repairs and replacement...is this for Village equipment and piping or is this for equipment belonging to I & I? BBV should not have to pay for repairs that could have been caused by previous job assignment. Is the \$4,300 yearly fee inclusive of disposal or is disposal of debris extra? Is the twice yearly inspection for the ¼ of the Village to be contracted each year or is the inspection the total system twice a year? What are costs and expectations for inline camera work? A meeting will be set up with Carl (I & I) and Ken before a proposal is made to the Roads & Drainage Committee. Question also asked about cleaning ditch prior to high pressure washing so that in-line debris has a place to go when being pressure washed.

Coquitlam Project

Committee asked Maintenance staff if they could complete the retro-fit of the drainage project on Coquitlam to include placement of a catch basin when appropriate weather conditions allow for proper installation.

Kamps Striping

Question on floor as to whether the invoice included thirteen (13) miles of roads and the cul-de-sacs where not done. Steve to investigate and contact Kamps if necessary.

Parking Lot Potholes

There are some small potholes in the freshly RAPed parking lots at Clubhouse/Pro Shop/Pool and at the Office/boat storage. Twelve (12) yards of RAP has been purchased and stored in the Pro Shop parking lot. Could the Village hire Art for about two (2) hours to fill and grade potholes? Can staff accomplish the filling/grading?

Kitamat Roadway

Steve F presented pictures of roadway splitting on Kitamat (near 8101). It appears that there may have been some roadwork (PSE, BB W&S, or someone) who patched the asphalt prior to the overlay. Once we had the freeze, water must have gotten into the grooves of the sub-layer of asphalt and split the overlayment in nice straight lines. The Committee was asked to look at the roadway and discussions will take place next month on a cure.

Kayak Tree Removal

Question arose about root removal from ditch left from tree removal. When weather permits, the roots

will be dug up and the ditch cleaned.

Quinault Culvert Installation

The resident at 8123 Quinault had previously asked for assistance with culvert installation in front of her residence. There are some power lines (possibly telephone or cable) that are just below the surface. Mick mentioned last meeting that contacting the owner of the power lines would result in their re-positioning the lines to meet current permit standards. Asked if Mick had contacted company yet and response was no, not yet. Mick will get the company to reposition lines but might need assistance in identifying who belongs to the lines.

Adjournment

The meeting was adjourned at 10:39.

Respectfully submitted,

Ken Hoffer & Steve Freitas