



*LASQUETI LAST RESORT SOCIETY  
Minutes of the Board of Directors Meeting  
Held at the Health Centre  
February 7, 2020*

**DRAFT**

**1. Call to Order**

Vic Downard, as interim President, called the meeting to order at 4:00 PM.

**2. Present**

The following Board members were present: Vic Downard, Marilyn Darwin, Tom Carter, Frank Buffam (via phone), Robert Wallace (via phone), Ron Abrahams (via phone),

Recorder: Robin Jacobs

Regrets: Sandy Morrison, Tim Peterson.

Members of the public: Karl Darwin, Peter Johnson, Rob Linschoten, Wendy Bartholemew, Marty (last name?).

**3. Approval of Agenda.** Agenda was approved as distributed.

**4. Approval of Minutes.** Minutes of January 30, 2020 were reviewed.

**MOVED** (Tom): to approve the minutes as circulated.

**CARRIED**

**5. Treasury report**

Administrator read the current bank balances, and clarified that the unusually large amount of money spent in November/December 2019 is largely accounted for by the payment of the annual liability insurance premium. It is still necessary to transfer money into the operating account until the next qRD distribution, scheduled for April 1.

Operating Account balance: \$7,707.75

Nursing Account balance: \$5,581.77

Business Investor Account balance: \$242,473.15

**MOVED** (Marilyn): to approve the treasurer's report as given.

**CARRIED**

## **6. Administrator's report**

Invoices for Service Sharing agreements have been sent to qRD and acknowledged. Requests for updates to the nursing services contract have been sent to IH, to be followed-up by the Health Committee at the upcoming meeting. A second mental health clinic with Dan Clark from Oceanside has been scheduled for February 14th, with a MD clinic with Dr. McClure the same day. Administrator will publicize both clinics with bookings to go through nurse Dianne for both. Telehealth has been booked for a few upcoming sessions, with Larry continuing to provide tech support. Two possible residencies upcoming in the respite suite; administrator to coordinate dates, as needs of the two individuals for the space may overlap. The prior request is being given priority for her requested dates.

Meeting with Kristen Grovum at IH has been scheduled for February 13th at 10AM, Marilyn and Frank will attend. They are happy to be a committee of 2 for now, and will let the board know if they need more members. Vic has volunteered to help if desired.

## **7. Rob L's report (ATTACHED)**

Rob has spent quite a bit of time with Daniel Jacobs and also Larry Manahan going over the technical aspects of the system. Rob's recent background is as a technology project planner so he is coming from an IT background.

Load analysis is for about 25kw hours per day. That number is no longer valid, but it is not yet certain what our current load is. Earnie was working on it.

Comments and questions following Rob's presentation:

1. Question: is it possible to make the JFC an integrated whole with the Fire Hall and Recycling Centre, as far as the systems are concerned, rather than have the JFC as primary and other sites as dependent? Is there a possibility the RD would take ownership of such a combined system?
2. Currently the metering is combined for Recycling Centre and Fire Hall (a single meter labeled "Recycling Centre". This needs to be separated for billing purposes.
3. Rob: it seems backwards that the Fire Hall system depends on the Recycling Centre system. Seems like our emergency services should be given priority and independence from the other system.
4. Karl: Circulating pumps for the elder cottage and JFC should be separated from the service building for purposes of monitoring power consumption, in response to comments that the service building is a power hog.

## **8. Karl D addresses the board:**

Concern about damage and corrosion to the boiler. When the new chemicals arrive, the boiler will be drained and checked for corrosion and damage. We should be ready to have a new boiler in place within 5 years, as the life expectancy has probably decreased.

## **9. Building Committee report (Wendy B)**

Building committee met again on Wednesday. The committee members have gathered more information from prospective builders and also received a detailed report from Selena Schroeder, who would like to be a liaison between LLRS and the builder, her report will be

posted for board and community review on the JFC website. The committee is assessing how the proposed liaison relationship will work, and for what parts of the process. Selena will hopefully attend a building committee meeting next weekend. She has experience in improving a building's efficiency through extra insulation, and other "green" approaches. We now have additional copies of the construction plans to share with builders.

#### **10. Respite room report (Vic, on behalf of Gwen B.)**

Gwen has been doing research on improvements to the respite room. She has acquired quotes to buy a TV and blu-ray DVD player at a cost of \$421.19, which may be reduced if we ask for a discount based on our charitable status. Vic is suggesting an expenditure of up to \$450 from the capital fund. Administrator to draft a letter to London Drugs requesting charitable discount/donation.

The board members present all approved the expenditures up to \$450.

Respite room cleaning: Marilyn will look into how to clean the respite room between patients, and will speak with Dianne M about it. Based on her hospital experience, this needs serious attention. Uncertain if Kathie is available for extra/specialized cleaning of respite suite: needs to be confirmed.

#### **11. Vic's letter**

Vic has drafted a letter to the community and distributed it to board members via email. Please respond ASAP with comments so that it can be read and passed around at the public meeting, also posted publicly.

#### **12. Public meeting February 8th**

Vic's plan is to get through business first, such as committee reports and sharing the 2020 budget projections and treasury update, and then open the floor for comments and discussion. Depending on the number of people who wish to speak, it may be necessary to have a time limit, but that can be decided at the moment. Suggestion: to group comments by topic (if a speaker addresses a particular issue, ask for other comments on that issue before proceeding to the next).

#### **13. Correspondence**

Administrator suggests a policy/protocol for responding to correspondence received by the board, such as having a specific director take ownership of correspondence and reply on the board's behalf within a certain time-frame. Currently correspondence often goes unanswered, save for an initial acknowledgement from the administrator. Board consensus is to bring any correspondence to the following BOD meeting, at which the directors can formulate a response if needed.

In the month prior to this meeting, a letter from Annie Carrithers has been received, as well as emails from Susan Morrison, Aigul Kukulj, Craig McFeely, and Peter Johnson.

Vic plans to say “thank you” publicly to recently resigned board members at the public meeting tomorrow, and will also draft a response to Susan’s email and share it with the board before sending.

**14. Board recruitment**

Board members need to take on responsibilities such as fundraising, volunteer coordination, or committee duties. Prospective members should intend to be active members.

Question: when does the board decide to have a closed meeting? Chair: in general, only for personnel issues or sensitive contract requirements.

**15. Adjournment: the chair adjourned the board meeting at 5:40 PM.**

**Adopted minutes accepted by: \_\_\_\_\_, Secretary**

## Attachment:

### Rob Linschoten report

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Presentation to JFC Board February 7, 2020

Originally slated for a board meeting, January 2, 2020.

There are three components to my presentation: background, observations and then recommendations.

Various iterations of this document are floating around the community, for feedback, but this one is the official updated version and I will leave a copy with Robin.

First off, I was requested to provide a summary of my qualifications (with relevance to this presentation):

25 years as an administrator at Douglas College, latterly in the Computing and Information Technology Department, focused on project management as well as daily infrastructure operations.

Relevant responsibilities:

- roughly 4,000 desktop desk-top computers, laptops and tablets,
- the operation of the Help Desk, including all communication to College staff and students regarding our operations, improvements, outages, etc.
- documentation of our systems and services.
- documenting our department's annual carbon footprint reductions.
- approximately 1,400 telephones, hundreds cell phones, 8 classroom-sized video-conferencing systems.
- 33 staff, via 4 direct reports and associated operating and capital budgets.

By way of disclosure, I have volunteered to do power use site surveys of both the Recycling Centre and the North-End Firehall. The latter is on-going.

With respect to the Health Centre I was requested to provide my assistance at various times to assist with power, internet and media technology issues. As a result, I have a sense of some of the issues the Board has been dealing with. Very few of my observations will be new – but hopefully my recommendations at the conclusion of this presentation will have some value.

The power and heating issues are inextricably linked. I have been informed that the original load analysis called for the batteries to provide approximately 25 kWh per day. As a reference, our house requires 8 - 10 kWh/day, so it looks like the load calculations need to be redone.

The power system in the winter is primarily required to run the boiler. Apparently, the boiler water temperature generally should not go below a certain temperature (18–60 degrees Celsius, depending on the boiler design), or the boiler piping may corrode. JFC itself can be as low as 10 C when unoccupied, without any danger of mold growth.

There are other loads not accounted for; such as the battery charger at the recycling center. The JFC battery system is being used to charge the Fire hall and Recycling Centre battery system. Two battery systems in series definitely require some integration planning. Another example would be when the fire department tries to use the dryer in the winter, this brings the battery system to its knees in short order.

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It appears the original load calculations did not allow for the inevitable scope creep that has occurred: boiler electrical requirements, the elder cottage, Recycling Centre and the Firehall. As well, I am not aware of calculations or planning for the additional loads implied by construction of the new elder cottages.

The Firehall is not connected directly to the JFC but runs via the recycling Centre panel and sometimes directly from the battery/inverter system operated by the recycling Centre. The Recycling Centre battery system is completely inadequate to maintain these two organizations. The EU3000 generator is not capable of remote start. As of December 2019, the Fire chief did not have key access to even start this generator. As a result, the Firehall is at risk if the JFC system fails, or if the Recycling Centre is disconnected from JFC for any reason.

Off-grid, a winter power regime should be different from a summer one. On my last visit to the Centre, (Monday January 13) the video projector was on standby, various computers and networking components were operational or asleep, but not turned off. Exit lights were on even though the building was not occupied.

My recommendations to the infrastructure committee are:

- Install a sub-panel in the Centre for critical winter loads. Everything else goes off.

- Hire a professional heating expert to ascertain the true heating requirements of the entire system, including future buildings. They can evaluate the potential cost-benefit of a high – efficiency propane boiler to heat the JFC, as well as the recycling Centre and the Fire Hall. Hiring an outside expert will take the emotional aspect out of the discussion.
- Install a cloud-based remote control and monitoring system such as the Nest system so that, for example, the Nurse, for example, can heat and power up the Centre when she is on the ferry, via her cell phone or computer. This kind of system can potentially also remotely monitor/unlock exterior doors, monitor temperature, humidity, fire and CO2. It will also alert to power outages separately from the SMA remote monitoring system.
- Install a CO2 sensor in the LIAS office to protect Larry from fumes which appear to be seeping in at certain stages of the boiler operation.
- Run a real-world test of the boiler, with full wood load, to ascertain what happens when the power fails. In theory, a damper should automatically close and the water tank should be able to absorb the extra heat. Depending on the results, install additional fail-safe systems to avoid damage to the boiler plumbing and the electrical equipment in the service building.
- Hire a mechanical engineer to examine the resistance of the hot water tank to a failure mode that could flood the equipment room and potentially damage the batteries and electrical system. If the report identifies issues, hire qualified personnel to develop a remediation plan to minimize the potential risks. In any event, some systems should be put in place to protect the electrical systems in the service building from a leak in the boiler, the pipes or the tank. Generally, it is good practice to separate electrical and electronic systems from water systems.

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- Improve the venting of the battery system. The box needs thermostatically controlled outside air. The nominal operating temperature for lead acid batteries is 25 degrees Celsius. The hotter the ambient temperature, the shorter their service lives.
- The automatic generator start and charging regime of the SMA system is known to be biased towards being grid-tied. Off-the -shelf SMA systems will only charge batteries to 80% state of charge and will shut down at 40% capacity without special programming. It would be good to know if the special programming was successfully applied to the JFC system, and that it also has firmware version R1.3 or later. Many SMA owners get around this “feature” by using external generator start and State of Charge control and monitoring systems, which is also my recommendation.

Lastly, there has been some discussion concerning installing a hydro turbine on nearby Hadley Creek. Doug Hopwood has apparently done quite a bit of research on this concept so he would best be able to address it. I am doubtful that, by itself, a hydro turbine on Hadley Creek will address the current power shortage at JFC.

The first and foremost approach is to reduce overall consumption and increase system efficiency.

Thank you

Rob Linschoten

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