

**BCOSSA - BOARD OF DIRECTORS**  
**Minutes of May 1, 2012 meeting**  
**Tsawwassen Inn 1665-56 Street, Delta BC**

**Present in Person**

Steve Warren, Rob Feldhaus, Dennis Francoeur, Greg Smith, Elliott Proctor, Mike Rosang, Carla Ohmenzetter & Frank Hay,PP

**Staff & Guests**

John Rowse, ED & Mike Seymour, Chair, Decentralized Wastewater Management Committee, BCWWA

**1. Meeting called to order** by chair at 10am. Guest, Mike Seymour committee chair with BC Water & Waste Association was welcomed. Change of agenda to accommodate guest.

**Resolution #262**

G. Smith moved adoption of Minutes of March 13, 2012 meeting with the correction of Mr. Gilbert to item 2. 2<sup>nd</sup> by R. Feldhaus.

J. Rowse spoke briefly to one action item relating to ongoing discussions with Rupert Benzon regarding SPMv3, that redevelopment will take time, nothing this year but maybe next building season. Further discussion was held on action items for later in meeting.

**Carried**

**2. Guest Mike Seymour:** S. Warren introduced Mike Seymour indicating that he and F. Hay had meet with Mike previous to meeting to determine cause for attendance. Mr. Seymour indicated he is new chair of Decentralized Wastewater Committee, under authority of BoD of BCWWA , have not formalized plans for committee but wants to see organizations working together and to date that is not happening. Mike asked BCOSSA where there may be some common ground from which to start moving forward. Discussion followed and board is very much in favor of opening channels of communication with Frank suggesting that monies be set aside to support Mike Seymour's initiative. Mike indicated that it may be premature at this point but that he is committed to meeting with other stakeholder groups in the near future.

Additional discussion focused on hurdles and challenges presented in responses received from WOCOMA and ASTTBC to most recent e-news. Legal opinion and stance of many BCOSSA board members is that statements coming from these organizations regarding the CSA B65 regulation are false.

### **Resolution #263**

C. Ohmenzetter moved, G. Smith 2<sup>nd</sup> that BCOSSA supports and endorses the concept of working with and through the BCWWA De-centralized wastewater management committee Chairperson, Mike Seymour, to source common ground between WCOWMA, BCOSSA and ASTTBC in order that the industry in BC is better served. Discussion included concern that did not want to escalate differences, but that it was supportable in the interest in moving forward

### **Carried**

### **Business arising from minutes of March 13, 2012**

**a) Social media and member communications** John indicated that BCOSSA staff have considered a blog and facebook presence and this is similar to other industry organizations. Will consider LinkedIn at a later date. Good venue to encourage discussion on issues such as CSA B65. Elliott suggested that this is a big undertaking, he will assist where possible. Rob knows of a software program that once set up will send info to all social media application at the same time.

### **Action item**

J. Rowse to investigate options and move forward on this process.

John gave an update on the success of Michael Payne organizing information meetings on Vancouver Island where technical issues can be discussed. 1<sup>st</sup> meeting has generated a lot of interest where over 200 individuals working in water and waste water in the region south of Nanaimo that may benefit from this session.

**b) AGM update** no real progress to date, two communities considered and Langley is best fit. Still looking for venue where can host large trade show and have meeting space as well. Members are still trying to generate interest in from other industry sectors. It is felt that a larger venue and trade show type event will generate enthusiasm within the vendor groups and they may consider a greater financial contribution as the costs will go up substantially over last year's event.

**Action item** Set event date asap for next February and be aware of WCOWMA's date taken for their AGM in same month.

**3. Treasurer's report** Tabled to next meeting however members want information asap.

**Action item** John to email out reports including draft budget, financials and previous year comparatives by May 5<sup>th</sup> and assist chair to set conference call once reports are circulated.

**4. Budget planning was tabled to later meeting**

**5. Business planning**

a) Credit card payment scheme is not bringing in money as expected and should be re-considered or re-worked in future for planning and budget development. Members are not using the option at this time because it represents a wait of in excess of 30 days for them to get payment. Problem is the dual signature process required for our payment system. Rob confirmed that his company can not afford the long wait times for receiving payment and if we could get it down to a few days rather than 30+ days he would consider the program. Discussion focused on how to eliminate or reduce the turn-around-time.

**Resolution #264**

G. Smith moved, 2<sup>nd</sup> by D. Francoeur that staff set up a second account for visa and M/C credit card transactions only. Liz to have the single, signing authority for this account. Send out notice to membership of the anticipated shorter turn-around-times for payment with the new process in place.

**Carried**

b) Dual discount program did not work, too cumbersome and should not be part of the budgeting process in future.

c) Dash board manual is still being sold and provides some revenues. BCOSSA still receives a lot of calls for technical support. Frank asked if there is any written follow-up on these requests that could be included in our e-news and blog communications. John suggested that if the original request comes through an email, it is easier to compile the response for additional reporting and viewing by others through cut and paste options than if the request is by phone call. All identification and personal information attached to the original request for information is removed prior to sending to membership.

Additional discussion focused on the need for installation manuals for products, especially for tank installations, the lack of them within the industry, and the ones developed by Frank in the past. Steve indicated that he may have a copy of the guidelines developed by Frank. It was noted that CSA B65 will make it mandatory that all pump tanks have 'specs' right on the tank.

### **Action item**

Steve will send guidelines developed by Frank to everyone on board.

d) Owner's maintenance manual development to be re-established this fall. Discussion focused on the ongoing need for this, it has been discussed in the past and time to deal with it as it is a great service to provide to our membership. Ultimately it will be a requirement for CSA B65. Frank suggested the need to start with maintenance providers, through consultation with them to develop a manual and create a standard practice. Elliott suggested that WCWOMA already has a manual for homeowners and it would be a start for us to develop one for our maintenance providers. All agree that this would be a good course of action.

### **Action item**

John and Elliott will work on this and determine what resources are needed and who to include in the process. They may consider engaging COTRA, Mike Seymour, Ian Ralston and Michael Payne in developing the guidelines manual.

e) nothing additional to add for COWI at this time.

## **6. Reports on current projects**

a) SPM and Ministry: John reported that SPM review of documents and lobbying are on hold at this time since meeting with Rupert. He will chat with Rupert regarding the policy statement sent out and will continue to keep in touch with him and the ministry.

b) Outreach and national development: Education process is starting to work in Manitoba, they have a good geologist teaching the soils component of course. She works well with the trades people, has 8 students in program and capacity for more. They have an onsite waste water facility on campus and a wetlands area, green houses and laboratories. The wetlands isn't working well at this time due to the quality of effluent (mostly urine effluent, too high ammonia, not enough solids). Opportunities exist for working with other institutions in Manitoba and the associated ministries have expressed an interest in the course work we offer.

They have provided instruction on sand mounds and pressure distribution since they are required in Manitoba. There are problems with the design of tanks not being able to maintain pressure (square vs spherical).

c) WOWTC: ASTTBC has confirmed recognition of Westcoast Onsite Wastewater Training Centre.

The Educational Committee has been disbanded but there are two previous members that will act if needed for projects in the future.

There was some discussion within the group about future needs for accreditation, the significant costs associated and the need for BCOSSA to remain a viable education provider in the future.

It was noted that Tim Olson assisted John on developing the course work used in Manitoba. He is recognized for tractor service and technical support in the sand mounds section. Elliott suggested there is a need for more training on sand mounds. There has been some background work done on the pressure differences applied to surface when using single rubber tired equipment versus track equipment.

**Action item** Steve suggested we send a letter of thank you to Tim Olson for his help.

## **7. New business**

a) ASTTBC appointed Ron Hein as Director, Practice and Compliance, he will have a broader responsibility for managing all compliance issues relating to ROWPs. He is already Manager, Onsite Wastewater Registration Program, but with over 100 formal complaints each year in a number of categories including onsite wastewater, ASTTBC, over the next three years, is focusing greater attention on professional accountability which will bring such elements as mandatory reporting of continuing professional development, practice guides, peer reviews and practice audits. Charles Joyner, Registrar, will continue to have broad overview.

b) Support for Mike Seymour's initiative: Frank suggested that in moving forward on the initiative with Mike Seymour that we should look at our mission statement of wanting to embrace and expand on the vision of using onsite systems and how this might best fit with future discussions as they pertain to Resolution #263.

July meeting will be via conference call and board chair will call special meeting early May to review board policy.

Meeting adjourned at 2:50pm