

## **Operations Committee**

### **Draft Meeting Minutes**

May 18, 2013

**Present:** Mark Daigle, Chair; Craig Hennessey, Chad Larson, Mike Cotter, General Manager

#### **1) Approval of Previous Minutes**

Minutes of April 11, 2013 were approved.

#### **2) Washroom Renovation**

The washroom renovation will be postponed until late October to early November. Hardware will be purchased prior to September 30 Y.E. The budget is \$16.5K. We will further develop the scope over next month and tender the labour component in mid-September.

Auto-flushers and hand dryers will be installed ASAP.

#### **3) Compound Electrical Project**

Phase I of the Compound Electrical Project is complete; Phase II will be completed over the next few weeks.

#### **4) Water Meters**

Readings seem low (122 Imperial gallons so far in May) will recalibrate and monitor.

Discussion of installing aerators in shower heads to reduce hot water usage.

#### **5) Gas Meters**

Proceeding with installation to monitor Galley gas use.

#### **6) Winches**

New winches are now operational and online. They now have a greater capacity and are both the same.

#### **7) Operations 5 Year Capital Planning**

Mike will email draft of anticipated Operations 5 year capital projects to committee members for input and discussion at next meeting.

#### **8) Adjournment**