Vancouver Island Vipassana Association
Trust Meeting

Date: Monday Sept. 30/13 **Location:** Dhamma Modana

Meeting Time: 09:15 am

1. **Meditation** – 9:30 - 10:45 am.

2. **Opening Formalities**
   - 3 min. meditation
   - Round of introductions
   - Attendance
   - Review the agenda, add any needed items & prioritize
   - Set time for meeting & agenda items
   - Read trust meeting guidelines

Facilitator: Harry **Secretary: Robert**

Speakers List: Doug **Timekeeper: Don**

Task List: Hope

Trust Members Present	**Trustee Regrets**	**AT's Present**	**Friends of Trust**	**Trust Members Attending Remotely**
Harry Mensink Robert Baker Doug Cooper Hope Funk Ken Sommerville Keith Tetlow Arnie Damburgs	Linda Armstrong Carl Wolford	Evie Chauncey Steve Armstrong Greg Lund	Don Williams Kyle Althaus	none

Quorum: 7 of **9** trust members in attendance

Robert read out a short piece about Harmony and Vipassana that is read every year in Ontario at their AGM.

3. **Announcements:** Greg has finished his training and is now an AT. Greg & Elyena have been appointed as the Regional Children's Course Coordinators.

4. **E-mail decisions made between meetings**

E-mail decision 1:
Trust request to authorize Evie Chauncey to sign the paperwork for the well application, and to appoint Arnis Dambergs as the Owner's Representative to supervise Gord Tuck in the installation of the well.
Approved!

E-mail decision 2:
Approval for further exploration costing $500 for septic test holes.
Approved!

E-mail decision 3:
Permission to put in the well rings and seal the well.
Approved!

5. **Corrections and approval of past minutes: approved**

6. **Review of task minutes from previous meeting – all completed**

COMMITTEE'S

COMMITTEE	COORDINATOR	MEMBERS	A.T. ADVISOR	REPORT
Operations	Steve	Robert, Carl, Harry, Kyle, Doug C	Bob	n/a
Outreach	Robert	Harry, Bob, Linda	Evie	n/a
Water Design	Kyle	Keith	Evie	
Design	Michael	Evie, John, Steve, Keith	Jenny	yes
Finance	Hope		Evie	yes
Water-3 day	Greg	Steve, Arnie		
Website	Evie	Steve	Jenny	n/a
3-day committee	Steve	Arnie		
Children's	Greg & Elyena			n/a
Facebook	none	Doug Cooper	Elyena	

The following reports can viewed as attachments:

7. **AT/Executive**: no report

8. COMMITTEE REPORTS AND NEW BUSINESS

Outreach

Overall the Spruston 10-day course was a success. There were some areas which Ken identified as needing improvement given we run another course. The biggest challenge was the kitchen – not having enough cooler space. Food had to be brought in every day. Ken felt that there was a great deal of stress for the servers and there was a definite extra cost compared to buying in bulk.

Finance report

SEPTEMBER 30, 2013 VIVA TREASURER'S FINANCIAL REPORT

VanCity Balances – September 30, 2013

- Membership shares 63.69
- Community Service Account 00001/2 48,123.88
- **Current Bank Total** **$48,187.57**

2013 Year to Date Revenue/Expenses (August 31, 2013)

- Total Revenue 22,982.00
- Total Expenses 24,984.00
  - **2013 Net Income** **($2,002.00)**

Main Expenses Paid Since July 22/13 Trust Meeting

Robot Coupe Food Processor	1,361.21
Hot water hook up pumphouse	487.80
Property insurance	331.00
Well casings	1,530.20
Well installation	4,436.71
Nanaimo 10-Day (see below)	

10-Day Course Comparison – 2012 and 2013

	SHAWNIGAN LAKE 2012		NANAIMO 2013	
# Students/Servers	85		53	
Site Rental		11,801.00		7,315.38
Groceries	($46.11/student)	3,919.63	($67.52/student)	3,578.80
Course Supplies		303.62		1,511.24
Truck Rental/ Fuel Costs		1,102.03		1,121.28

Total Cost	**17,126.28**	**13,526.70**
Dana	14,808.15	11,344.40
Deficit	**$ 2,318.13**	**$ 2,182.30**

Current Monthly Dana Totals

# of Old Students	Total Monthly Dana
9 Visa	340.00
16 Auto debit	735.00
2 Canada Helps	30.00
27 Students	**$2,005.00**

Project Expenditures

Name	2012	2013 Year to Date
3 Day Course	2,359.82	.00
GST Appeal	305.76	1,656.51
Hydro	30,454.89	105.51
Pump House	8,654.44	476.18
Road	18,468.80	.00
Website	3,586.08	354.86
Well	19,550.87	6,208.76
Shawnigan 10-Day	17,126.28	.00
Nanaimo 10-Day	.00	13,526.70
Totals	**102,518.94**	**22,328.52**

Well Construction Report

Key Points

Since my presentation earlier this year, some things have happened on the Water development front.

Well Committee was struck.

Extensive discussion took place regarding type of material to use for well rings .. Concrete vs HDPE. Finally concrete was the consensus choice.

Getting into compliance with the Vancouver Island Health Authority requirements is enough for a short novel in in itself.

After several communications with the local Environmental Health Inspector it was finally determined that their blessing was unnecessary, as the construction of a shallow well can be done by the landowner, as long as the Ground Water Protection Regulation (GWPR) is followed. This is clearly stated in the GWPR.

Armed with that communication, we marched ahead with arranging the well construction at the first of our chosen sites.

Next came the issue of creating a well construction "program" or final well design, and a process to construct it.

After discussion a design and process were agreed to.

Next a contract was drawn up amended and finalised.

The contractor chosen to do the job was Tuck Brothers of Lake Cowichan. The well components were to be supplied by ABC Precast (now ABC Concrete)

I was chosen as the work team leader and contract liaison person.

The day to dig arrived, the VIVA volunteers crew showed up, and waited the arrival of the machinery to construct the well. We waited ... and waited, and waited ... No machinery arrived.

Evidently there was a mis-communication, and mis-understanding of the agreement to do the work between the contractor and myself. There were mitigating circumstances but suffice to say I could have been more diligent with the liaison and could have confirmed the work arrangements with the contractor prior to the agreed day of construction.

The day was not a total loss however, ... the well components were delivered on time, and we all enjoyed some time in the sunny warm fresh air.

The mixup between myself and the contractor was cleared up that evening, and the day for well construction was re-scheduled. Again the VIVA crew arrived to note that the excavator was already sitting at Dhamma Modana. The operator arrived a good half hour before the appointed hour and immediately started to dig a test hole at our agreed primary location.

The hole was dug to about 15 ft. (just under 5 m.) in depth without any trace of water. The soil there consists of what is commonly called "hard-pan". It is a very dense glacial till with high clay content. Exactly the type of material which would preclude a free flow of water.

A second test hole was excavated about 5 m. closer to the wetland with the

thought that the subsurface condition might be more favorable. No luck there either. In total the excavator worked for about one hour on that day. It was then ... "back to the drawing board".

A couple of days later we engaged the excavator to dig another test hole near our second location of choice, at the lower parking lot. The day arrived, we had our reasons to be optimistic, and the digging began. This hole was even more challenging for the excavator, as it ecountered the same sort of till (hard-pan) material, but more stony with larger rocks.

Another hour of machine time without any positive results.

Again ... back to the drawing board, only this time we had exhausted our 1, 2 and 3 first choices for a well location.

We knew there was water sitting in what was being called the "artesian spring" located near the western edge of the Dhamma Lands.
(from my perspective, calling it an "artesian spring" is a misuse of the terminology. It is neither artesian, nor is it a spring)

A pump test was done on that source, and the recovery rate was showing some promise.
It was also noted that the soils were of a different, more gravelly nature.

On that day we decided to wander over to the gravel pit and former cement plant site. In the gravel pit I noticed there was a puddle. On first glance, there is nothing striking about that, it had rained a day or two prior.
BUT ...
There were some things about the location of the puddle that seemed out of place, and the fact that it was still holding water, being in a gravel pit, ... knowing that gravel is highly porous. Putting all this together it did not make sense to me that a slight bit of rain could have caused that puddle to remain for as long as it had.

We knew there was water on the land, after all, the streams were flowing. Desperation was starting to set in, and our conversations started to go in the direction of how to obtain a variance in order to allow us to access water directly from the wetlands. The process to obtain a variance would involve another bureaucratic sequence of steps, one of which would be to prove a hardship. Variances are not issued on a mere whim. To be successful we would have to show that water is unavailable from other sources.

Ultimately we decided to take a risk, and dig a test hole near the gravel pit, at what turns out to be the site of our well.

The first 5 – 6 feet were looking none too promising, then the nature of the soils coming out of the excavation changed. The material changed from gravel to sand. And it was wet, ... the more we dug, ... the wetter it got.

Eventually the amount of water coming into the hole was such that the excavator was having a hard time keeping up. The amount of sand caving into the hole because of its saturated condition was very significant.

There certainly was plenty more than enough water to supply the needs of the anticipated development.

Now knowing that water was available on the land a variance application would likely be denied. Our hardship was no more, we had shown water is available.

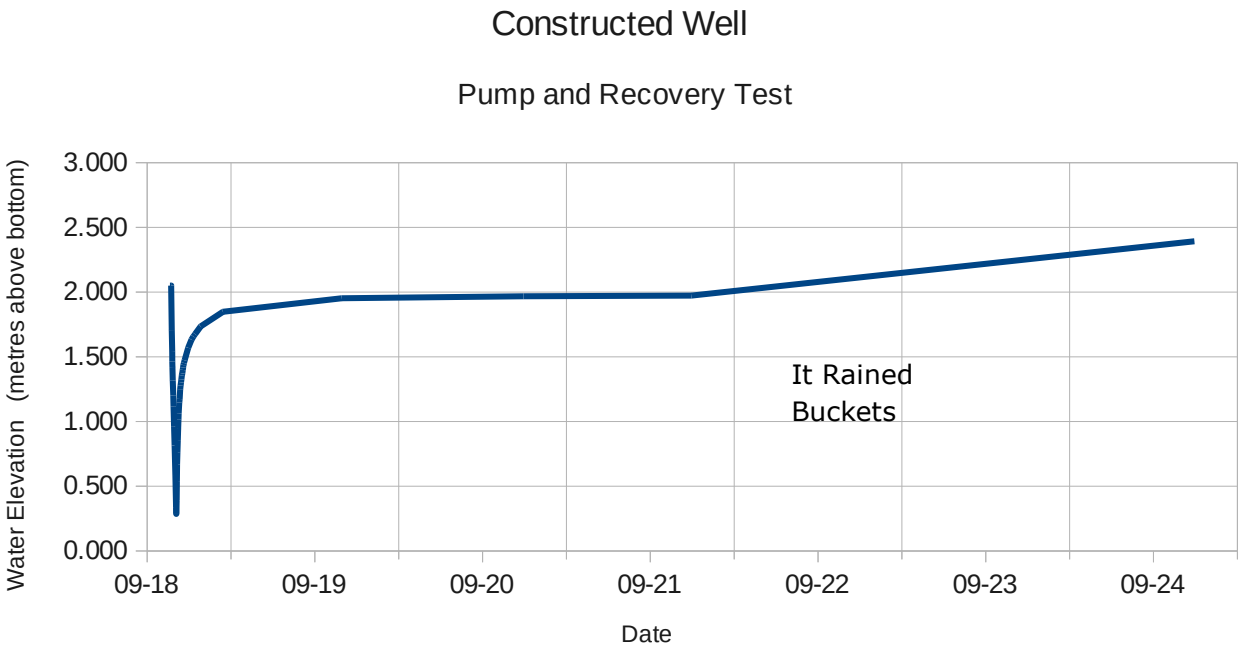
That evening, phone calls were made, e-mails were sent requesting agreement to construct a well at this site. Consensus was quickly reached.

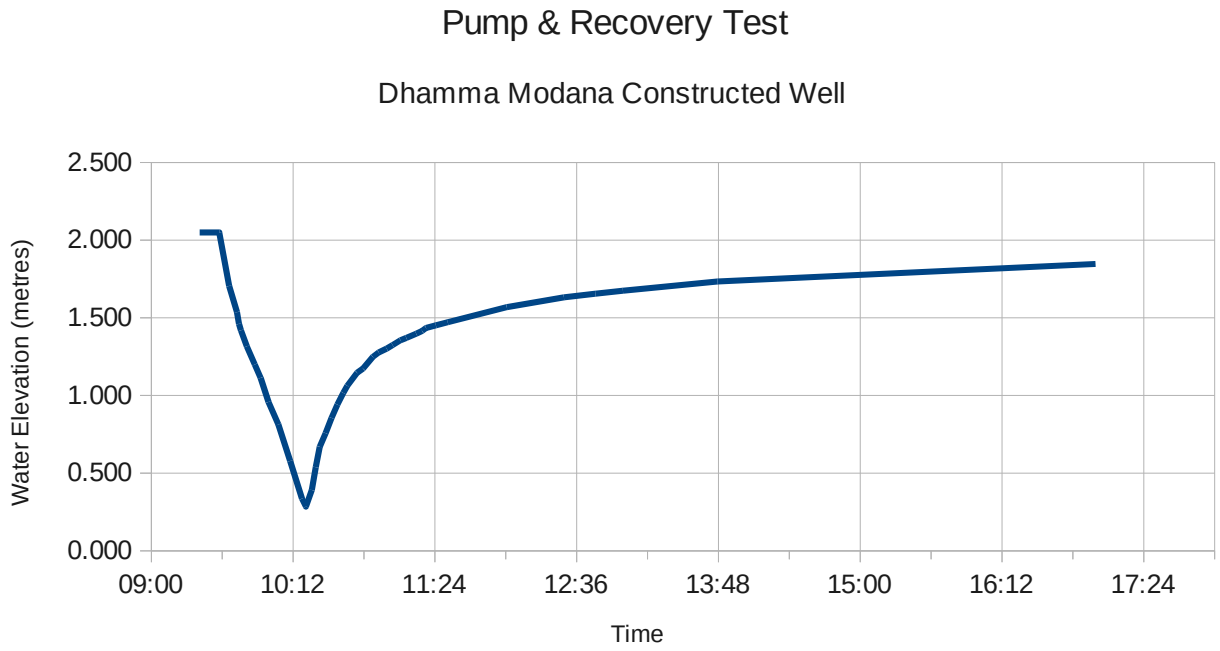
Then on the auspicious day, Friday the 13th of September the well was constructed.

A pretty lucky day for the Dhamma Modana land.

Pump Tests

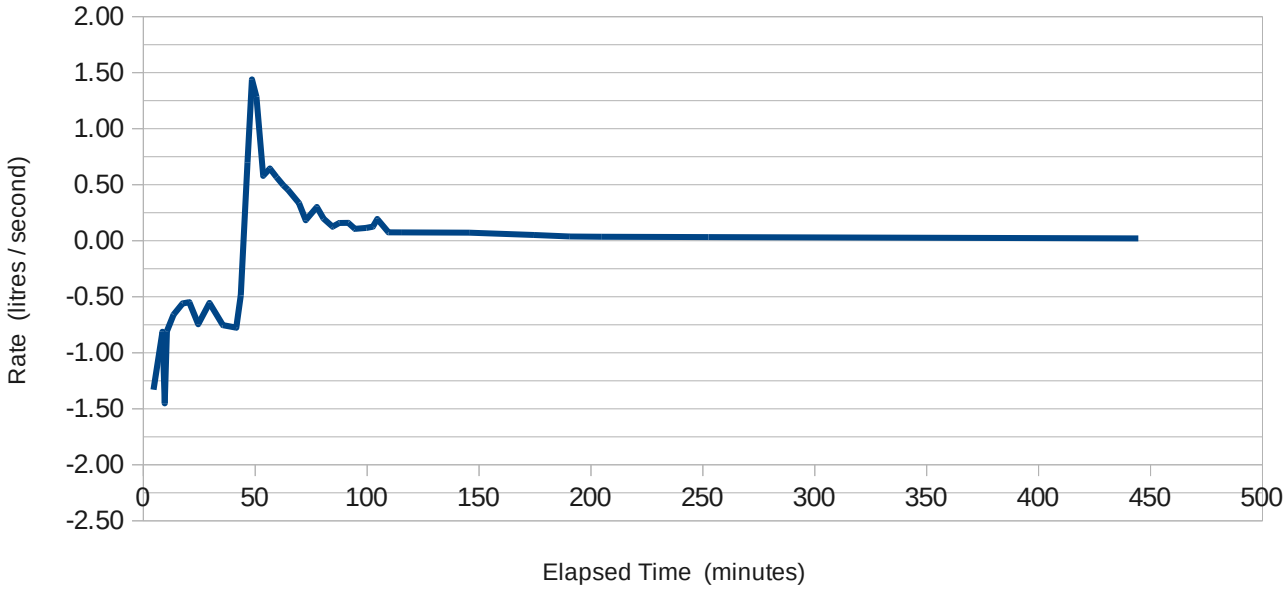
A drawdown, and recovery test was done on September 18th in the constructed well.
The curves illustrate the test results.





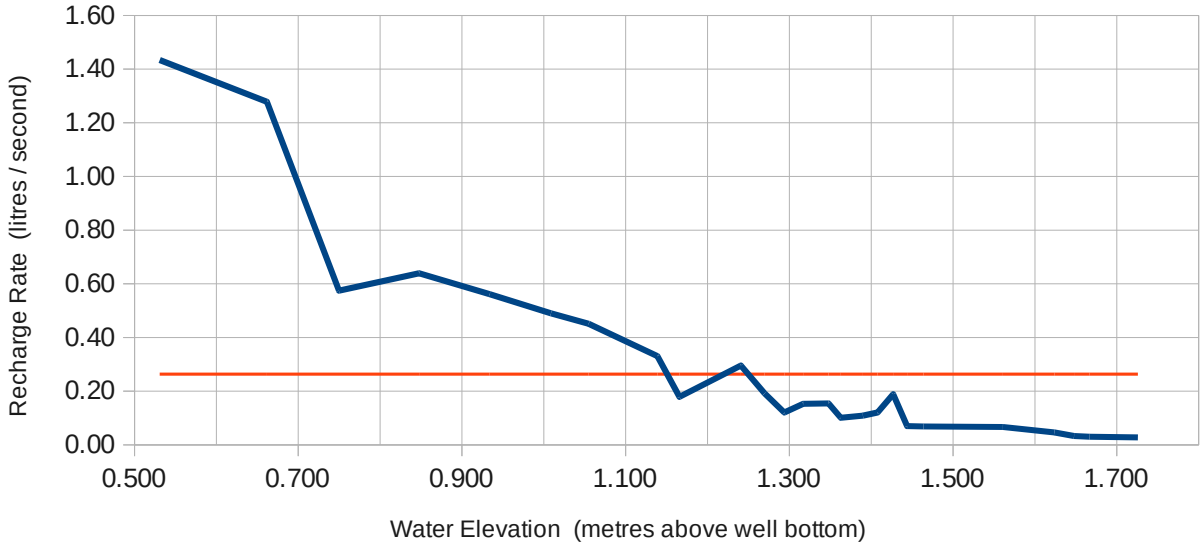
Pumping - Recovery Rates

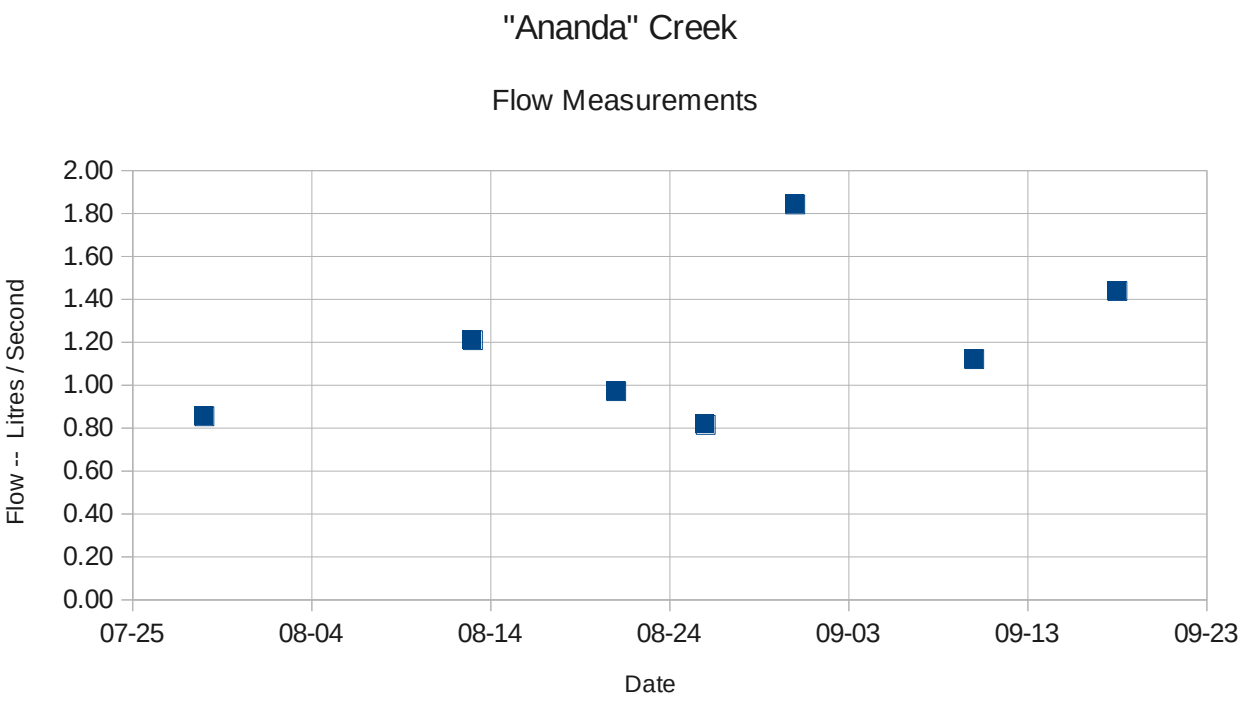
Litres per second



Recharge Rate vs. Water Elevation

The Lower the Water, ... The Higher the Recharge Rate





Water committee - has been disbanded as this project is now completed.

Water line report - Kyle

Cost analysis of bringing water from the surface well to the mill site up to the building site.

1. Power - $10000

Build Power Shed - 2000

Install Transformer - 5000?

Wire Drop and Panel - 2500

Power Cable to Pump - 500

2. Surface Well - ~$5000

Build Pump house - 1500

Install 1/2 HP Pump - 3000

Install Pressure Tank - 500

Install Pressure Switch - 100

Install UV treatment - ??

3. Piping - $9500

2000' of 2' HDPE pipe @ 2' depth

Pipe - 2000

Sand - 1500

Install (4 days) - 6000

4. Building site - ~$5000

Storage Tanks of sufficient size - 3000 +

Pressure Switch/Float Valve - 250

Pressure Pump - 1000

Further treatment -???

Total Cost ~ $30,000

There are still unknowns in this cost, specifically the transformer which depends on BC Hydro and the treatment which depends on the water quality. As well as the building site infrastructure, Whether we build for the center now or just install what would be required for a 3-day. Also note that most labour (building pump houses, laying out pipe etc) is expected to be volunteer.

Road Report – Kyle

So after walking the road with Greg and Daniel this morning it's not as bad as we thought. And we came up with some possible solutions.
I then met with Gord and we went over our options and costs.
Notes from past work
- We wanted to keep it cheap at this stage due to financial constraints
- We needed to use our gravel to cover the clay that was in the base. The road was a muck pit and bringing in material was cost prohibitive
- We expected to spend 30-50K when construction was finished to have a proper road

The Gravel from our pit has packed down well and made a good cap over the clay soil. However, using more of our material without screening it will just lead to the same problem of bigger rocks working their way out. It is cheaper to get a load of road mulch $250/load.
Unless we pave it we will have to re-grade the road every other year and will likely need a load or two of mulch to patch spots.

Our options from least expensive to most expensive.

1. Get a work party together and dig out the big rocks and re grade the road by hand. We would need a few loads of road mulch for this. Cost - $1000

2. Leave the big rocks but get more road mulch chain spread and then grade it ourselves, pack it down by driving on it. Cost $2000-10000
To chain spread the driver drains his box while driving with a set of chains dragging behind him. This spreads the material more evenly.

3. Cover the whole road in 6-8 inches of mulch, have it graded and steam rolled. 70+ Dump truck loads would be needed Cost 20K-25K approx. 15K for materials delivered and 5K for grading and steam rolling.
Tuck feels this would give us an adequate road for our needs. When holes wear through or big rocks come to the surface they can be dealt with in that area with a backhoe.

4. The most expensive is to build it like a town road by spreading 3 inch crush and then do the road mulch. Cost 40K-50K
This would still need to be grade every other year, but would be less likely to have holes wear through or big rocks come to the surface.
Another issue to be dealt with is where we change blocks there are springs coming up in the road - The ground is surprisingly still wet there this morning. Tuck suggested we dig the ditch a little deeper and then dig a trench from the middle of the road where the spring is to the ditch and fill the trench in with material from our pit so that the water drains to the ditch and does come up in the middle of the road. This can be done when he's there for the well. (it'll add at most $500 to the bill)

I've also asked him it he could move the poplar by the gate out of the way. And asked if the Youbou fire hall would be interested in the wood that's by the gate (truck it off site). Just to clean that area up.

Comments -

- Kyle does not feel we need to be involved in any major way at this time. Not worth having the expense of laying down crush (20,000) at this time as it can be damaged by heavy vehicles that would be used during construction.
- Ken feels we need to make a small repair to the road near the bridge.
- Arnie suggest light repairs to help reduce damage to cars that have low clearance
- Trust agreed to revisit the need for road repairs next spring

Operations Committee Report

An old student will be here later this week to work on a woodshed. We have the approval from the CRD to go ahead a work on the woodshed
.
We still have a leak down the chimney pipe that was repaired previously but needs further repairs. Steve will make some repairs.

Website Report –

- Request by Steve to purchase software (PDF) reader/writer/editor for Steve's computer.
- Arnie suggest a free program call Liber Office
- Evie suggest using "fox it" another free program
- Steve will research various options

Communication Report

- Newsletter: a draft has been circulated to the trust, feedback gratefully incorporated. Are we ready to approve it? Yes.
- Facebook: the account has been set up, with two administrators, Dylan and Elyena. Dylan has now moved to Dhamma Surabhi. It's ready to go to a new stage where short postings are put up frequently. An example would be "the course was over today and there were 21 volunteers helping." Who is willing to take this on?
- Blog entries: the last blog entry was November 2 012. I would like to add three new blog articles- the work period, the Spruston course, and the well installation. Steve is working on the work period article, the Spruston course is written and ready to submit, and Arnis and Ken said they would work for the well article.
- Doug Cooper has volunteered to post items of the Facebook page
- Arnie and Steve and Evie will have the blogs posted on the blog site.

Truck status - Harry provided an update on the truck storage and cancellation of insurance.

Pumphouse update:

We have already made a decision about allocating funds to finish this off; Greg indicated he will be working on the pump house this fall.

Discussion on Priorities - Ken

- We have a well and water.
- Where do we now place our remaining funds need to develop infrastructure
- Water treatment needs to be first
- What can be done to facilitate development on the land.
- A suggestion was made to construct a storage building/storage facility to store equipment, water pressure tank, or a build kitchen/dining room to lock-up or a managers residence.
- Greg – likes the idea of the lock up thing, to have students see a visual achievement.
- Evie pointed out that the cost alone of architectural drawings/ approvals etc would use up all of our funds.
- Doug – what can we put up that makes sense, is visible, useable, so what is the priority over the next 2 years – storage, water system or 3 day course and qualify for getting into the international news letter.
- Kyle – there is this possible dana available for international funds to be applied to centre construction – Evie will check up on this – see task list
- Arnie – it doesn't make sense to spend 30,000 to provide water at this time. Precisely what do we need to run a 3-day course in terms of infrastructure? There are two kinds of needs for water, drinking and water for washing

- Evie – we need someone over the winter to provide an overview of what it would cost to provide services for a 3 day course.
- Greg has suggested that he and Steve could meet to design a water system for a 3 day course.
- Evie asked Arnie about the use of a Ram Pump for a temp setup.
- Arnie feels the chances of getting a permit during the summer months would be unlikely.
- Steve commented on suggestions by Steve Voller on how to set up things using a ram pump. There might be some more options available by inviting fisheries come to the site and work with us to improve fish habitat
- Is someone willing to meet with fisheries and look into the idea of a ran pump? – Kyle will meet with Steve Voller

9. PROPOSALS

- To postpone any further off-site 10-day course for 2014

10. DECISIONS OF THE TRUST

- Approved Proposal #9.

11. TASK LIST

VIVA Trust Meeting – September 30, 2013 – Task List

- **Arnis**
  - Send Kyle drawings re Ministry of Highways improvements to Oliver Creek
  - Water sampling
  - GPS well
  - Well construction report
  - Attach ID number to well
  - Blog entries

- **Ken**
  - Send info re Nanaimo Day Sitting to Robert

- **Robert**
  - Forward document to Trust re Harmony in Vipassana

- **Evie**
  - Send Kyle document re triple phase hydro decision for posting to Dropbox
  - Blog entries

- **Hope**
  - Update Financial Report and send to Robert
  - Send Day Sitting notice to Announce

- **Kyle**
  - Add Goenka Tour to slide show Activity List
  - Speak with Steve Voller re possibility of Ram pump

- **Doug C**
  - Make occasional posts to Facebook re VIVA activities

- **Steve**
    - Blog entries

12. Evaluation of Meeting
13. Future Meeting: To be decided via e-mail at a future date
14. Meditation (3 minutes)

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