

Vancouver Island Vipassana Association Trust Meeting

Date: Monday June 17/13 **Location:** Dhamma Modana

Meeting Time: 09:45 am.

1. **Meditation:** 10:00 - 11:15 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:** Steve

Timekeeper: Steve

Task List:
Carl

**Trust
Members
Present**

Harry Mensink
Robert Baker
Doug Cooper
Hope Funk
Ken
Sommerville
Carl Wolford

**Trustee
Regrets**

Doug Child
Linda
Armstrong

AT's Present

Evie Chauncey
Daniel Gomez
Bob Jeff's,
Jenny Jeffs,
Steve
Armstrong

**Friends of
Trust**

Dylan Fry,
Sonya
Griffin
Greg Lund,
Keith
Tetlow

**Trust
Members
Attending**

Remotely
none

Quorum: 6 of 8 trust members in attendance

3. **Announcements:** none

4. **E-mail decisions made between meetings:** Decision to go ahead with the 10-day in Nanaimo.

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

Approved and sent to Steve for posting

6. **Review of task minutes from previous meeting:**

Kyle and Daniel will remove the PVC pipe from Oliver Creek and Store it on the land for the time being. - **ongoing**

The Operations Committee will explore sending electricity to the Dhamma Hall. - **ongoing**

COMMITTEE REPORTS

COMMITTEE	COORDINATOR	MEMBERS	A.T. ADVISOR
Operations	Steve	Tim, Carl, Harry, Doug Ch.	Bob
Outreach	Robert	Harry, Bob, Jenny, Linda	Evie
Design	Michael	Evie, John, Steve, Keith	Jenny
Finance	Hope		Evie
Website	Steve	Becca, Kyle, Evie	Jenny
Non Centre	Harry		Jenny
Children's	Linda		Jenny
3-Day Committee	Carl	Harry, Dave, Dylan, Sonya, Keith, Hope, Linda, Steve	Evie

The following reports can viewed as attachments:

1. Financial
2. Budget 2013 VIVA
3. "Evie's report Nanaimo course-1.pdf"
4. Water Committee
5. Design Committee
6. Operations

7. **AT/Executive:**

DISCUSSIONS AND NEW BUSINESS

Finance committee report-including financial status, submission of budget, an increase of insurance on the Dhamma hall.

See attached PDF Financial Report for our financial status.

<..\..\July trust meet reports\VIVA Financial Report Jun 2013.pdf>

Evie reported that our insurance company requested a budget be prepared for the Directors and Officers Insurance application.

We have also been requested to increase the insurance replacement cost for the dhamma hall from \$5300. The building is 600 ft.². There was discussion between five or six people with construction experience, and it was agreed to increase the construction costs to \$50 per square foot. There will be an increase in our annual insurance costs.

Decision of the trust: to adopt the budget attached to the minutes, and to submit these to our accountant to add to our financial statements. **See attached "Budget 2013 VIVA".pdf**

<..\..\July trust meet reports\Budget 2013 VIVA.pdf>

2. 10 day course at Spruston Road Camp

Ken:

- Rental agreement is in place.
- 1st installment of the payment-\$1000- is due in early July with the remainder of the funds paid out after the course.
- The staff involved with Camp Spruston are being very supportive. The large dhamma hall tent has been rented by Ken, professionals will come in and set up the tent and tear down.
- Porta potties are yet to be rented, will be done next week. Ken handed out a site map of the area and went over in detail the needs we have and what is involved in running a course at this location.

- We may need to acquire some more tables for the dining hall and other needs.
- Need help with:
- Inventory of supplies being held in Victoria-taken on by Sonya and Dylan
 - list of food ordering-Hope will send to Ken
 - Kitchen and supplies and mid-course deliveries needed
 - Electronics needed-Steve will coordinate
 - There was a short discussion about possible storage of items in Nanaimo after the course.

Evie's report regarding the task she will take care of for the Spruston Road Camp – see attached PDF **"Evie's report Nanaimo course-1.pdf"**

<..\..\July trust meet reports\Evie's report Nanaimo course-1.pdf>

3. Water committee report, as there was a meeting while Ken was away. **See attached PDF "Draft summary of well meeting, May 17th"**

<..\..\July trust meet reports\Draft summary of Well Meeting May 17.pdf>

Ken - waiting for Arnie to return before they can proceed.

This is from an email sent by Carl to Ken and Arnis:

So, in a nut shell I did contact Alison Gardener at VIHA. She's the Area I health inspector. She sent me the documents that I'll send you shortly, and I followed up by sending her our current draft Site Plan. She said it was clear and good enough. The Construction Waiver waives the need to hire an engineer to design the water system, as ours is smaller than a "Small System", which Alison defined as for a town size of 4-5000 people. Who replaces that engineer in our case, I can't say. As to ongoing testing costs, there is a test every 5 yrs that costs \$300. The monthly water samples that we give them are free of charge. Apparently to drill a well, a certified well driller is needed. A "Qualified Installer" is needed to install the well pump. I don't know who qualifies to dig a surface well.

Most of the documentation to be filed with VIHA concerns the well after it's in place and water is in it to test etc. Evie helped to provide me with our legal names and addresses needed for filing our applications.

I haven't followed up on anything more than that. I think there is enough time for Arnis to do what's needed thru the channels of his contacts when he returns.

4. Design committee report: see attached **"Design Committee meeting.PDF"**.

<..\..\July trust meet reports\Design committee meeting May 14, 2013.pdf>

We had one meeting, there was some discussion about a barn or storage facilities. Steve: It would be an advantage to have a large, heated container on site for safe storage. There was some discussion about building a structure for long term. Keith mentioned that there would need to be many approvals required, a septic permit for starters. Carl suggested temporary structures that can be taken down in the fall and stored on site. Greg – What are the zoning rules that apply to this site, currently we are zoned F1. Do we have the financial resources for this unit or to build something new? It was suggested to look at this new building as a part of the bigger picture, ie: a part of the future caretakers site. The container can be resold, has many uses, does not require

design or plans. To be discussed further at the next meeting when we are clear about the zoning permits, and the need for storage.

5. Newsletter: See following link: <http://www.modana.dhamma.org/wp-content/uploads/2013/06/SPRING2013.html>

Discussion about the newsletter. Comments were very positive. Suggestion by Steve to change the photograph of the future, to a cropping of our artistic rendering, which he agreed to do.

6. Outreach/in reach: report on the amount of activity on the website, and clarifying information outreach: Robert
Receive e-mails and phone calls weekly from anything to do with new and old student questions about sitting a course and serving, day sits, weekly group sits, ride share. I do have some templates for responses however it seems that there is always a need to add more info or answer specific questions and often one reply leads to another. The web site has generated an increase in e-mails and phone calls, some regarding soliciting us for one reason or another. This committee is also responsible for the set-up of the yearly calendar of day sits with our rental at Eastern star hall as well as maintain and update the website OSA system, and setting up day sits like the one in Nanaimo. This committee also sends out a monthly announce during those months day sits are happening.

7. Operations report, see attached "**Operation Committee Summer Job List.PDF**".
<..\..\July trust meet reports\Operations Committee Summer Job List.pdf>
Plans have been made for a work period on the weekend of July 13 and into the following week as needed.

8. Points Steve has brought up in regards to a 3-day course:
With much of our attention focused on holding a 10 day course this summer in Nanaimo, it gives us a year to prepare for a 3 Day course at Dhamma Modana. Given the extra time available, it seems sensible to create the best environment possible for the meditative experience. This will be our first opportunity to present the center outside our immediate group and it behoves us to make it a positive one. While it definitely will be rustic, we certainly should be offering as comfortable and attractive a visit as possible. Towards that end, investing a little more time, effort and funds in infrastructure also gives us the opportunity to run several courses over the summer.
Many of the choices we came up with last summer were born out of a time constraint and may no longer be the best design for short courses. We were basically making do with what we had on hand or could borrow. Decisions on camp layout and the like weren't necessarily ideal and it would be best if we began the process from scratch.
I believe that we can design and build structures that can be erected, pulled down and then stored on the property at the end of or even during the season if necessary. This

storage area would also allow us to keep all course materials at the Center, which may be a more central location now and in the future.

The following is a basic discussion list tabled for future discussion with the 3 Day Course Committee:

- Student #s
- Meditation Hall
- Kitchen
- Dining Hall
- Tenting area
- Showers
- Out houses
- Walking area/trails
- Bear fence
- Storage

Included here is a suggestion by Linda Armstrong relating to the Kitchen and showering area: Hello Trust friends, I have a comment about the plans for set up for 3 day courses on the land...I do not think that we should locate shower stalls near the kitchen i.e. on the pump house, where servers are going to be working continuously or have men and woman showering anywhere close to each other. Please could we arrange our camp so that students and servers are moving in different areas and genders are living as much isolated from each other as possible and have good simple showering facilities in each area. I think we should take extra care to create a very comfortable, stable, roomy, solid, protected camp, for dining, sleeping, walking, showering and washing, in rain or shine.

Our presentation of these courses, the success of the experience for servers and students is leading to our future center...lets be innovative and brilliant and give attention to detail.

9. It was agreed to adopt Carl's protocol for future projects. It was suggested to try it once and see how practical it is and what needs to be updated on it. To be reviewed in one year. Carl's protocol is attached as a PDF in the April, 2013 trust minutes.

10. Discussion on date change for day sits to a Sunday rather than a Saturday - a decision was made to make no change to day sits at this time for this year.

11. Truck insurance decision- Harry will put active insurance on the truck as of July 7.

12. Pump house report -Greg:

Talk of moving the pumphouse – is possible to skid it over to the new location? The electrician, Darwin is able to complete the wiring, etc. The interior changes need to be decided before the plumbing – to be discussed later. When the well is developed all that

needs to exist is a small building to house a water tank, however we are not certain at this time if a permit is required. Greg will finish the interior and plumbing this summer. Jenny suggested that this decision needs to be moved to the design committee for recommendations.

13. Inspiration: Sonya & Dylan. This is a lovely slideshow of pictures of Burma.

14. VF Report - Jenny - talked about how things are proceeding at Dhamma Surabhi.

PROPOSALS

None-See decisions below.

DECISIONS OF THE TRUST

To adopt the budget attached to the minutes, and to submit these to our accountant to add to our financial statements.

To adopt the Protocol for all future suggested projects.

To put active insurance on the truck as of July 7.

TASK LIST

1 - Kyle and Daniel- to remove PVC pipe from ditch.

2 - Steve- power line to Dhamma hall.

3 - Evie- send out date to trust for course site visit.

4 - Carl - get #12-3wire to Ken.

5 - Greg- bring beds from DS.

6 - Bob and Jenny- bring teaching materials, 50 code of disciplines, and backjacks from DS.

7 - Steve- create a picture of a future building for use in newsletter-

8 - Evie, Steve- rearrange ride-share link on the website.

9 - Dylan- to set up D M Facebook account.

10- Evie, contact Rick about Facebook guidance.

- 11- Harry- to change truck insurance by July 7th.
- 12- Steve- to coordinate electronics for course
- 13- Dylan and Sonya- to inventory materials in Victoria for next 10-day course.
- 14- Dylan- to coordinate pre-course kitchen equipment.
- 15- Hope- to contact last year's kitchen manager.
- 16- Steve - write up description of work period.
- 17- Hope- send announce of work period.

Review New Tasks

Evaluation of Meeting

Future Meeting:

Monday July 22nd, 2013

Meditation (3 minutes)

Tasks I am willing to do for the Nanaimo course:

- Contact BC registration to post the course for registration-done
- work on the acceptance letter/servers letters to make sure the information is correct (emergency contact number, driving directions, buses , ferries, what to bring)-ongoing-almost done.
- liaison with Brihas to create the website page, the rideshare board, and a printable PDF of the checklist of what to bring. Ongoing
- Contact Van to post the site on the international page. Done
- work on the contract with the camp. Steve and Ken worked on this. Done.
- contact the insurance company and add an insurance rider of 2 million- done
- Make sure that we have an AT-ongoing, because we have a single, but would prefer a couple.
- Make sure that there is someone to do special handling. Done
- Write and organize sending out a newsletter letting BC people know about the course. in progress-almost done
- Send Ken a list of all of the tasks that were done for Shawnigan Lake, so that he can organize the meetings of the volunteers in Nanaimo-done
- organize all of the teaching materials, including the ones that we didn't have for SL-which involves a download requested from the international taperoom, which Steve will deal with, and looking for someone to bring the MDs back from DS- so in progress
- metta day signs

Kyle has offered to build the backrest bar in the tent. He has also set out a set up notes.

Jenny is willing to review all the other letters involved in registration.

If we can hear from Ken/Daniel, what's happening in Nanaimo, that would help fill out the picture. I know that an inventory of all of the materials of the camp has been done.

Budget 2013 VIVA

Income (excluding course):

Monthly donations- $\$898 \times 12 = 10,776$

Day sitting donations: \$ 3000

In between course donations : \$2000

GST rebate: 5124

Total Income = 20,900

Expenses (excluding course):

Land taxes: \$4000

Building/ D& O insurance : $\$518/\$170 = \$687$

Hydro: \$240

Truck insurance: \$750

Financial audit: \$500

Bookkeeping \$950

Trustee travel: \$500

Legal fees: \$1650

Well: \$5000

Completion of pump house: \$2000

Total Expenses: \$19,277

Off-center course budget

Camp Rental (12 days)

\$2376 - #72 people at \$3/day x 11 days (canvas assuming 60 people out of the 68 available spaces, 2 ATs, and 10 servers.

18 - #6 people for 1 day setup

125 - Booking fee

Tent Rental - 50'x30', delivery, setup, take down, and taxes: \$4454

Portapotties : \$ 504 - #4 toilets for 11 days

Food Costs \$4750

AT Travel Costs: \$ 200

Truck Rental for Equipment : \$ 300 (was 250 for SL)

Misc Supplies: \$250

Expenses Total: \$12, 977

Income total: \$12,000

Design Committee Meeting May 14, 2013

Present: Jenny, Steve, Evie, Michael, John, Keith

Topic : [address](#) Phase II, plumbing and electrical development, in relationship to the potential shallow well.

Discussion: Keith outlined the process of digging the shallow well, installing the pump inside the well by a qualified well installer, and how the pump line would come out the top of the well. We would then be building a structure to keep the top line from freezing, or as Michael suggested, putting a heat trace on it, to avoid adding an extra building.

Keith raised concerns about who should be doing the design. He said normally a civil engineer with designer to 1 m of the building, then a mechanical engineer would take over.

Michael said that we only need to dig one trench for the electrical and the water, and layer them. It would be 18 inches down for electrical, and probably 18 inches for the water below that, given local regulations.

Keith is hoping that Bill Simoes will help with the design of the well, and with the layout of the water lines on the property.

The discussion led to a decision to suggest of the Trust that we move the pumphouse over to the well, once the water is actually established. The reasons for this were as follows:

- central location
- short distance to the main building, which will be one of the larger consumers of power and water
- segregation ease for a three-day course, instead of having the women and the man cross right beside each other for showers
- not as visually disturbing as driving up the road and seeing that building

The discussion then went on to the value of having our own backhoe, so that we could move the pumphouse, do the trenching for the electrical line, and do the trenching for the water line.

Tasks:

Keith: talk to Arnis to determine the following:

1. What department did he actually work for in the provincial government? What was his position? Is he aware of the issues around professional design for a public assembly building for 75 people
2. What about using somebody other than Gordy Tuck? What about getting a price for somebody with a backhoe by the hour in Duncan or Cowichan? This would allow us to move the timeline forward from the end of June.

Keith: call Kyle after he talks to Arnis.

Michael: call Brian Duncan from the CVRD, and find out the local regulation for layering the water and electrical lines.

Michael: research the prices of a used backhoe.

Michael: figure out the number of hours that we would use a backhoe-moving the pumphouse, trenching electrical lines, etc. and the number of hours ballpark that this would take, and the cost per hour, so the trust can get some sense of why it would be a good idea to buy a backhoe.

Jenny: call Michael Hughes, and determine the benefits and costs of maintenance of having our own backhoe.

Evie: call Greg and see if we can keep a backhoe at his place.

Evie: email Michael with Brian Duncan's contact information, and with the minutes of the meeting with Brian Duncan.

Evie: call Darwin to find out the price of moving the endpoint of the electrical line, both aboveground and underground.

Evie: call Greg and have him check with Darwin to see if the electrical permit is current, expired, and if so, renewable.

Evie: contact Bill Simoes, and find out what he knows about the guidelines in terms of distance for septic line/holding tank/water/electrical.

Evie: send the Design Committee Meeting minutes from 2012 to Keith.

Operations Committee Job List / summer 2013

- Digging and servicing surface well (I believe Ken, Arnis and Kyle are attending to this)
- move female outhouse 30 meters away from surface well location
- Building covered "wood shed" (covered areas for firewood)
- Repainting the yellow rails on the bridge
- Painting/re caulking the Dhamma Hall (which parts need repainting? Interior, exterior, trim, etc)
- plywood rain covers for the Dhamma Hall foundation supports
- Finishing Curtains for the Dhamma Hall
- Falling and collecting dead falls in the forest on the men's side of the Dhamma Hall
- Finishing the Pump House (moving if necessary)
- Erecting a power pole and stringing cables to the new location of the Pump House (if necessary)
- General Prep for 3 Day course (firm up these jobs when appropriate) (ongoing ...)
- trails / tenting areas / showers / tables/ Dhamma Hall

June 17, 2013 VIVA TREASURER'S FINANCIAL REPORT

VanCity Balances – June 17, 2013

• Membership shares	63.69
• Community Service Account 00001/2	<u>56,465.74</u>
○ Current Bank Total	56,529.43

2013 Year to Date Revenue/Expenses

▪ Total Revenue	8,652.12
▪ Total Expenses	<u>9,744.57</u>
○ 2013 Net Income	-1,092.45

Major Expenses Paid Since April 29/13 Trust Meeting

BC Prov Tax Block 401	2,270.60
BC Prov Tax Block 450	1,900.97
Building/D&O Insurance	687.40

Project Expenditures

<u>Name</u>	<u>2012</u>	<u>2013 Year to Date</u>
3 Day Course	2,359.82	
GST Appeal	305.76	1,656.51
Hydro	30,454.89	105.51
Pump House	8,654.44	
Road	18,468.80	
Website	3,586.08	
Well	<u>19,550.87</u>	
Totals	83,380.66	1,762.02

CURRENT MONTHLY DANA TOTALS	
# of Old Students	Total Monthly Dana
4 Visa	245.00
11 Auto debit	623.00
1 Canada Helps	10.00
TOTAL	\$878.00

Draft summary of Well Meeting May 17, 2013

Present: Bill, Arnie, Kyle, Bob, Evie. Keith tried to Skype in from the ferry but couldn't get reception.

Purpose of meeting: to look at the well program that Bill wrote, address questions that Bill had about the construction of the well, and address Keith's concerns about required and/or appropriate involvement of professionals.

Arnie's summary of description of the actual process:

- sufficient to use an excavator with 20 feet reach, or a 30 foot arm
- excavator operator has bucket and boom steam cleaned prior to digging (no petroleum products put in hole)
- dimensions of the hole- at the bottom of the hole 4 ft. for the width of the concrete well ring, and at least 3 ft extra width. (The top of the hole is wider than the bottom, and could even be wider if the soil caves in while digging.)
- Bail out the silt.
- (Later discussion in the meeting referred to using the bucket to estimate the flow amount-so this must happen before the well rings are inserted. Bill was hoping for 2 gallons /minute.)
- Coordinate with concrete ring person, so that the backhoe does not need to return.
- Scoop in 2 buckets of clean gravel.
- Place each well ring with a gasket seal above each well ring.
- The rise of the final ring above the ground will be a minimum of 1 foot-30 cm, by code, or preferably 2 feet. Kyle said he would like to see it much higher because more soil may be moved in that area. Agreement was made to do it more than 2 feet, but I didn't hear a specific figure. This needs to be decided.
- At the surface, the hole be about 10 feet wide, maybe 15 feet. So that was 5 ½ feet on each side. That is packed normally to a depth of 3 feet with bentonite. Bentonite is too expensive, so we will use local clay. Bill was concerned that 3 feet is not sufficient, given the permeability of our soil.
- Bill Kyle and Arnis agreed that it would be satisfactory, given our conditions, to pack it with 5 ½ feet of clay.
- Kyle pointed out that there is exposed clay over by the power poles. Bob said there's lots of clay at a depth of 1.5 m or deeper.

Arnie pointed out there are three lines of defense-the surface seal, the concrete cap which sealed with a gasket, and the mounding of the soil at the surface. The idea is that the water enters through the gravel at the bottom. Bill wanted to make sure that the surface seal is appropriate, and was satisfied with a 5 ½ feet of clay.

Bill voiced final concerns about the area flooding, the distance from the kitchen septic tank, and developing an area for runoff of stormwater (stormwater impoundment).

Kyle said that it would make sense to run the stormwater off to the south and push it towards the riparian area. The well is on the north side. He replied that he has been working on pushing soil over and raising the level in the north, and would like to see the well more than 2 feet higher than ground-level so that he would have the ability to move more soil.

Discussion about the VIHA guidelines from 2008 in terms of well location.

Arnis said that they must be:

30 m from a possible source of contamination-which Bill clarified would be a septic drain field
6 m away from a dwelling
? Meters from a sealed septic tank

Bill wanted to make sure that the location of the shallow well allowed enough distance to the septic tanks at the end of the kitchen dining room building. **See email exchange below from OSI, the engineering firm that developed our septic system plan.**

Greg's concern about waiting to put the well rings in until the nature of the water is determined, because of his experience with brackish water was discussed. Arnis said that the entire aquifer that Greg hit probably was brackish. He said it doesn't make sense to have the well not backfilled at the time that the excavator is there.

Keith's concerns about the kind of permits we need to get were raised. Arnie replied that VIHA requires a permit to build a water system. **However, because of the nature of the well-a surface water, and because of the capacity of the system-less than 500 people, we are allowed under the Ground Water Protection Act to work with to obtain a Construction Permit Waiver to build this well.** This is only to build the well. We do not need an engineer to approve the surface well.

To construct the entire water system itself, we will need a permit. The two rules may seem to conflict with each other, but we will use the waiver as part of the application for the permit to build the water system.

Requirements under the Ground Water Protection Act for a surface well:

- we do not need an engineer to do a surface well
- Gord or whoever digs it needs to be properly supervised by the owner.
- The process needs to be well documented.
- The public health engineer, Murray Sexton, in Nanaimo, will need to be satisfied.
- There will need to be professional approval for the entire water system.

Steps that need to happen before the well digging:

- apply for Construction Permit Waiver
- develop well program
- write contract

Agreement: wait until later in the summer, so that the groundwater is lower. There will not have been a lot of rain, and the flowing streams will also be depleting the original source.

Bob provided the following links:

<http://www.viha.ca/NR/rdonlyres/BA469B79-2A46-4215-8E8F-515619A16DAC/0/GUIDELINESFORTHEAPPROVALOFWATERWORKS.pdf>

http://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/gw_regulation/GWPR_private_well_owners.pdf

Tasks:

- Evie to find correspondence with OSI about sewer setbacks. (See below)
- Arnie: start the Construction Waiver Process
- Arnie: call the Health Inspector in Duncan
- Arnie: supervise installation of well, and document it with photographs and notes, so there is a complete record
- (away for a month from early to mid next week-which and have him returning late June.)
- Kyle-find out the cost from Gord Tuck of the larger machine. He has checked and all of the local machines such as Joel brothers are similarly priced.
- Keith-hopefully-work on the contract process. To do this, there will need to be an agreed-upon well program. This wasn't discussed at the meeting. Not sure if Arnis wants to work on something before Keith looks the contracts, or if the description these minutes is sufficient. In terms of the contract, we could either use a standard contract, or refer to ones that we have had with Gord Tuck earlier.
- **Bill, Jenny, Kyle-hopefully-look at the regulations below and make sure that we are putting the well with enough distance to the building design, according to the setbacks below.**

Secretary's (Evie) notes: I could have missed something near the end, especially in terms of the task, so please look at these carefully. Thanks so much, all, for the meeting.

Correspondence with OSI about sewer setbacks:

From: OSI Onsite Systems [mailto:osieagle@shaw.ca]

Sent: Wednesday, February 22, 2012 2:05 PM

To: Evie Chauncey

Cc: Bill Simoes

Subject: Re: Vipassana sewer setbacks

Hi Evie,

I checked the Standard Practices Manual (SPM) and the current sewerage system regulation:

Distance from sewer line to well: Steve B. and I just discussed this question. **Although the SPM or regulation do not clearly state what the minimum distance must be, we recommend that the well be located at least 30m from any sewer line (coming from a building or tank). This might be construed as being overly conservative; however, if a sewer line were to leak (say, at a manhole or pipe union) the 30m setback should protect the well.**

Minimum distance from septic tank to well = 30m

Minimum distance between water lines and sewer lines: I could not find in the SPM. Recommend 1m horiz. distance. If the two lines cross, the sewer line should go under the water line with a 0.5m vertical separation between them.

Also,

Minimum distance from septic tank to fresh water (eg. pond, stream, wetland) = 10m

Minimum distance from septic tank to a water line = 1m

Hope this helps,

Shaun Pattenden B.Sc., ROWP

OSI Onsite Systems Inc.

5798 Garden Street

Duncan, BC V9L 3V9

To: 'OSI Onsite Systems'

Sent: Tuesday, February 28, 2012 10:58 AM

Subject: RE: Vipassana sewer setbacks

Hi Shaun,

Okay, I think this is our last question about the sewer system. There is a Dining Hall /kitchen grease tank at the east end of the dining Hall, running south. This is separate from a line coming out from the toilet area of the same building.

So is this dining Hall kitchen grease tank considered a tank, or is it considered a sewer pipe?

All the best, Evie

From: OSI Onsite Systems [mailto:osieagle@shaw.ca]

Sent: Tuesday, February 28, 2012 11:46 AM

To: Evie Chauncey

Subject: Re: Vipassana sewer setbacks

Hi Evie,

The grease tank is considered a "tank". You may want to ensure that the well is located far enough away from the location of proposed tanks just in case the location of the tanks (and building for that matter) has to change.

Shaun

----- Original Message -----

From: Evie Chauncey

To: 'OSI Onsite Systems'

Sent: Tuesday, February 28, 2012 11:57 AM

Subject: RE: Vipassana sewer setbacks

So it sounds like you are saying that the grease tank is considered a sewage tank, and we must ensure that the well is 30 m away from it. Or are you saying that it is a line, and that it is then up to us, because it is not set by the regulations.

Thanks, Evie

From: OSI Onsite Systems [mailto:osieagle@shaw.ca]

Sent: Tuesday, February 28, 2012 12:07 PM

To: Evie Chauncey

Subject: Re: Vipassana sewer setbacks

Yes, it's a tank.

Shaun

June 2013 news letter

Here is the link to the newsletter: <http://www.modana.dhamma.org/wp-content/uploads/2013/06/spring2013.html>

This bulk email will go out to all BC students, not just the Dhamma Modana small announce listserve. That's 11,000 people.

I did quite a bit of thinking about how to package this information. Dhamma Surabhi is working on expansion plans, and will be contacting the same student base for donations.

Dhamma Surabhi (DS) serves at least 100 students per month, so they have multiple methods of reaching students. They can put up posters, talk about plans and the need for dana at the dana table, as well as sending out a letter. So to differentiate their letter from our information, it was decided to send ours out as a standard newsletter which will come out spring and fall.

That way students will expect to hear from us on a regular basis, and would not be surprised when DS sends out a onetime informational letter when they are ready, with possible followup.

We have an ideal lead-in to a newsletter with the Nanaimo course.

The process for writing this was to draft the text, and have it edited by Kyle and Becca, Veronika and Sheldon, and Hope and Robert. It then went to an external editor, and finally the text was then approved by the international bulk emailer editor, and finally was reviewed by Brihas. I set up all the specs for an a bulk mailing with the bulk email tech guy. This involves creating a page for Dhamma Modana, with the bulk email system.

On my screen, the newsletter comes out half-size, but I'm advised by Brihas and others that it should be this width.

I set it up with a number of Read More links, which means it would link you directly to the website. When I tested it today, each of those links led me to the password page. In other words, when it says for Donations, click here, it would just take you to the password page, not the website page that is set up for Donations. I asked the designer if we could bypass the password page and link directly to the old student website. However, Brihas has just to me that we should not do this, because we would have to take down a number of the security factors on the website to facilitate that. So I sent that change back to the designer to eliminate that, and once that text is changed to just refer the student to the website rather than have it be a link, then the newsletter will be ready to go out.

We have some ideal topics for a fall newsletter-how the course went, any water findings.. etc.

metta, Evie