

Van Anda Improvement District Annual General Meeting

Tuesday, April 29, 2014 – 7:00 pm

Minutes

Ratepayers in attendance: Phyllis Soles, Gena Hollingshead, Les Brownjohn, Bob Duker and Terry Hollo

Bob welcomed ratepayers to the annual general meeting and introduced the trustees and staff: Trustees: Walter Gussman, Karen May, Bob Timms, and Mike Craggs. Staff includes: Ken Soles, Water Operator, Doug Saunders, back-up operator, Mike Craggs, Fire Chief and Heidi Gable, Administrator.

Bob asked ratepayer Phyllis Soles to stand as returning officer. Phyllis accepted.

1. Bob asked for any additions, new business or changes to the agenda? There being none, Karen made a motion to accept the agenda as presented, Walter seconded; carried.

2. Heidi read the minutes from the 2013 Annual General Meeting. Bob asked for any errors or omissions to the minutes. There being none Walter moved to accept the minutes as read; Mike seconded; carried.

3. Waterworks Report

Finished the year long testing at the Lake for Total Organic Carbons, colour and PH levels.

Operator continued with ongoing hunting for leaks throughout the system. Quite a number have surfaced over the last year and have been repaired.

Continuing with hydrant maintenance within the District.

A Boil Water Advisory was posted on June 20, 2013 after receiving bad test results. These were unusual results as there were good chlorine levels at the samples sites. Dan Glover, the Water Officer for our area, theorized there were encapsulated coliforms growing in the samples after the chlorine neutralized. The Boil Water Advisory was lifted on July 15, 2013.

A pump was installed at the tank to circulate the water from the bottom of the tank to the top. This was to assist in keeping the chlorine in the tank consistent throughout.

On August 29, 2013 a diver from Powell River was hired to change the screen at the intake in the lake. He inspected the intake and took pictures. All looked to be in good shape.

There was some considerable leakage from the bottom of the storage tank. The bottom three straps were tightened in the beginning of September, 2013 which reduced the leaking considerably. It has been good over the winter.

On November 12, 2013 the storage tank was run dry out of water. It was necessary to post a Boil Water Advisory. Turned out the pump in the well at the lake had quit. The Boil Water Advisory was lifted again on November 20, 2013.

Doors were built and installed at the chlorinator to protect the electrical switch and gear in the event of a water leak in the chlorination building.

A new pump was installed at the Wall St. pump house as the old one had reached its life end.

A measuring stick was built and installed at the lake to keep track of lake levels throughout the year.

Started with the training of a new back-up operator for the Van Anda water system.

There were no major capital projects completed over the past year, mostly upgrading of existing infrastructure and repairs as they surfaced.

There were no questions from the ratepayers.

4. Fire Department Report

Former chief, Gord Roberts, tendered his resignation. Mike Craggs was asked to step up into the position of Fire Chief and accepted.

The Van Anda Improvement District has fire suppression supplied by the Van Anda Volunteer Fire Department and its services. These include Texada Rescue (Island wide) vehicle accident/extrication, Van Anda First Responders (which provide emergency medical assistance to residents thru the British Columbia Ambulance Service and Van Anda Fire Department which services the town limits to the Improvement District boundaries. Additionally, we are under the Coastal Fire District to assist with any wild fires using pumper #2 which has a draughting pump to supply water and hoses dedicated to the extinguishing of wild fires.

Van Anda Fire Department currently has 13 steady members, with 4 irregular members. 8 members are basic fire fighters and 4 are level one fire fighters. Currently, no members are trained in live fire which means no members can enter buildings. The department requires 24 active members for live fire training. There are 2 members who are uncommitted so are not counted in the roster. 3 applicants have expressed an interest but have not showed up for practices as yet.

Texada Rescue currently has 12 members.

Van Anda First Responders currently have 7 qualified members trained to the Emergency Medical Assistance level – which means they are qualified for CPR, fractures, oxygen but are not qualified to administer drugs. All First Responders will need to renew their certification within a year.

Call volume over the last year –

Fire – 2 call-outs, 1 mutual aid call to Gillies Bay and 1 structure fire last December within the boundaries.

First Responders – 27 medical calls during the year ranging from lift assists to fracture stabilization and CPR.

The Fire Department, First Responders and Texada Rescue have been active in many areas during the past year from hosting the pancake breakfast during the Sandcastle festival to supplying first aid services to events such as the Annual Fly-In and the Run-the-Rock marathon. The fire hall has been utilized in the training of 65 residents in basic CPR. Special note of accolades to the trainers in the CPR program.

Training – over the past year the hall has provided many hours of training to its members with the goal of getting all members to Level 1 fire fighter. Other courses that have been offered are ICS-200 (3 members trained), ISC-300 (1 member trained). Incident Command Structure training has come out of the California wild fires and teaches how to handle multiple resource responses – for example when ambulance, fire and police are on scene at an incident. Members have also participated in air brakes training, EMA training and most recently 6 members were recertified in vehicle extrication during accidents – a 20 hour course where 8 – 10 cars were brought in by a vendor and ripped apart. Further training was supplied in the operation of the breathing air compressor located in the Gillies Bay Fire Hall. The department is also hoping to send 2 members for an upcoming course in SCBA maintenance and repair.

Presently the Fire Department is continuing to investigate the possibility of coming under the Regional District auspice to allow for increased economies of scale. This is still in the preliminary stages and there are many unanswered questions to be resolved before a report can be presented to the ratepayers.

House Numbering and Street Signs – the updating has completed two waves of discussions. We are hoping to have the first draft ready for this summer. As ratepayers may not be available due to summer holidays the

ratepayers will receive the first draft in the fall. There will be an Open House at the fire hall to offer explanation.

Currently our “new” fire truck meets the needs of our operations. In the long term; however, we will need to look at replacing engine #2 (currently 500 gallons) to a tanker with a 1500 gallon capacity. There is enough water to fight a fire on Wall St. with one hose but a larger tanker would offer the ability to fight with two.

There were no questions from the ratepayers.

5. Financial Report

Karen made a motion to appoint David Duke & Company by resolution to be our auditor for the year ended December 31, 2014; Mike seconded; carried.

The audited financial report for 2013 as prepared by Duke and Company was presented. It was noted by the auditor that the ID has not done a Capital Assets Inventory as required by the government. The third party cost for an inventory is approximately \$8500. An outstanding grant application was made in 2011 through the PRRD and is still on hold. The Trustees will continue to wait for this grant or other possibilities of funding. There has been contact with an individual who would prepare the inventory on behalf of the improvement district. His company prepared the capital assets inventory for the Gillies Bay Improvement District. They paid for this out of their own budget. Bob has been in contact with the individual to inquire about a possible two-phase project for the inventory. The cost of the audit was \$3,832.50 (including GST).

A spreadsheet was prepared and presented to the ratepayers to show the course of the Fire Truck Loan.

Bob asked for questions from the floor. A ratepayer inquired whether the improvement district would be continuing with putting funds away to build up a capital fund after the fire truck is paid for. The improvement district will attempt to keep saving but at this time are unsure as to what the first priority for purchase will be. For example, the replacement of engine #2 with a tanker can be a used vehicle. The tanker does not need to be a first line response vehicle; the “new” fire truck is that for the department.

There being no further questions, Mike moved to accept the Van Anda Improvement District’s financial reports; seconded by Walter; carried.

6. Old Business

a) Capital Assets Inventory – discussed under the Financial Report.

b) 5 Year Capital Works Plan – updated and presented to the ratepayers. A ratepayer inquired about the cross connections program. Back flow valves are installed to each new water connection on the system from the main line to the property line. This valve will prevent the fire department, for example, from pulling water from hot water tanks, drawing it back into the system and contaminating it when connected to the fire hydrants while fighting fires.

c) Website – finished with a little more tweaking.

New Business:

a) Public awareness proposal – the website is part of the public awareness campaign. The public awareness campaign is to help educate all ratepayers to take ownership and care of our own water system. Last year’s Water Works workshop was well attended with 30 people registered. A video of the system was prepared by Sandy Simms and Gena Hollingshead and presented, with rave reviews. The vision is to hold one workshop each year, probably in the fall, with different focuses for each workshop. Ken Soles and Karen May recently did a presentation to the school kids. Mr. Sanford, a teacher at the school, linked a mapping project with the water presentation. The school kids went on a field trip to our watershed which showed them the settling ponds, where the water comes in to the lake and where it goes out. It was a great experience for the kids and hopefully will make them more responsible stewards of water in their future.

b) Meeting Procedures Bylaw – the ratepayers were made aware the Improvement District does have a bylaw in place on how to conduct its regular meetings. For the most part the board follows the procedures. The bylaw was established after the Gillies Bay Improvement District was having so many difficulties at their meetings. The Van Anda board felt it pro-active to have a bylaw in place before any problems started here.

8. Election of New Trustees

Vacancy caused by term ended – Bob Timms – 3 year term, 2017

Vacancy caused by term ended – Karen May – 3 year term, 2017

Vacancy caused by term ended – Gena Hollingshead (resigned) – 3 year term, 2017

Phyllis asked Bob and Karen if they would be willing to stand for re-election and both agreed to stand. Phyllis asked for any further nominations for Bob's term which had ended. There being no further nominations, Phyllis declared Bob elected by acclamation. Phyllis asked for any further nominations for Karen's term which had ended. There being no further nominations, Phyllis declared Karen elected by acclamation. Phyllis opened the floor for nominations for the opening trustee position due to term ended and resignation of Gena. Bob nominated Terry Hollo. Karen seconded the nomination. Terry agreed to stand. Phyllis asked for any further nominations from the floor. There being none, Phyllis declared Terry elected by acclamation.

9. Bob asked for **any further questions from the floor?** A ratepayer inquired about possible contaminants leaching into Priest Lake from quarry run-off as per a report made by Dan Glover in the Powell River papers. The board will be requesting a meeting with Lafarge representatives and Dan Glover, hopefully in May. The board would like to see an open discussion regarding the watershed, run-offs and the settling ponds. This meeting is about collaboration and cooperation, corporate responsibility and public awareness.

A ratepayer expressed concern whether there was a conflict of interest with the Fire Chief also being a trustee on the board. The fire chief is a volunteer position paid by a token honorarium. There would be no conflict of interest if the board is not dealing with fire department issues. When there are issues that come up having to do with the fire department, for example the fire department budget, Mike would be asked to step out of the office when the voting takes place. Mike would withdraw himself. The ratepayer expressed this concern because of the possibility of the fire department amalgamation. According to the ratepayer, there was an amalgamation meeting in October of 2012 where Dave Murphy, our regional district representative was present as well as Regional District personnel. The ratepayer was under the impression our former fire chief agreed to a \$30,000 study cost if the amalgamation were to go through. A discussion ensued. The board explained that the \$30,000 study cost would only be incurred if the ratepayers agreed to proceed with the amalgamation. At the time the information is presented to the ratepayers, it was felt the \$30,000 study cost would be shown in the information package. The ratepayer understood the former fire chief to have agreed to pay for the study. The board understood the \$30,000 would only be paid if the ratepayers agreed to the amalgamation. Bob will send an email to the Regional District contact to get clarification on the \$30,000 study cost. The entire amalgamation process is on hold until such time as the Gillies Bay Improvement District commits one way or the other. The Regional District would like to see some kind of settlement before July or they are done with the process.

There being no further questions . . .

10. Karen made a motion to adjourn at 8:20 pm; Mike seconded; carried.

Minutes Approved:

Bob Timms, Chairman

Heidi Gable, Administrator

