

Van Anda Improvement District August 12, 2014 Meeting Minutes

In Attendance:

Trustees: Bob Timms
Karen May
Mike Craggs
Walter Gussman
Terry Hollo

Employees: Ken Soles, Water Maintenance
Heidi Gable, Administrator
Mike Craggs, Fire Chief

Van Anda Custom Works presented his quote and package for the watershed and improvement district signage Heidi had requested. After discussion the trustees agreed to purchase most of the signage as proposed.

Fire Report

Sandcastle Pancake Breakfast raised \$875 for the Volunteer Fire Department Association gaming account.

There were two **first responder calls** over the past month, both being lift assists with the ambulance crew.

Training for the Medi-Training the Trainer is a slow go but steadily getting closer to completion. Red tape is slowing down progress.

The **car wash** on August 10 raised \$400 for the Volunteer Fire Department Association gaming account.

On August 14 Mike the **ownership of the rescue truck** will be transferred out of the Improvement District's authority to the Powell River Regional District putting ownership back in the proper hands. Insurance papers will go directly to the Regional District office and payment will be made directly by them.

Fire Chief is looking into a "**new**" **truck for Rescue** purposes. There may be a newer one already set up as a rescue vehicle available from the Regional District. The size of their vehicle may be an issue, Fire Chief will check into the measurements of it. Our current rescue truck is 20 years old. We need to look into getting a new one.

House Numbering – Emergency Services teams met with the Powell River Regional District earlier today and looked at the rough draft of the house numbering system. Emergency Services teams have a month to get any questions or concerns raised to the Regional District before the system is presented to a public meeting in September or October. Our numbering starts at Blubber Bay ferry terminal. The first leg of the numbering runs from Blubber Bay to the Gas Station, the second leg is Gillies Bay Road starting from the Van Anda ball field, and the third leg is Central Road. Maps will be ready shortly after the public meeting.

Colour coding of fire hydrants – still on hold.

Water Report:

Pump hours – distributed for perusal. Pump hours at the lake are averaging 10.32 hours daily or 11,482.1 gallons daily. Wall Street pump house were averaging 13.99 hours per day.

Work completed over the month of July:

- chlorine pallet picked up from Aaron Services on July 10.
- cleaned analyzer board meters and replaced tubing on July 11. Chlorine reading was very low. Borrowed a new unit from Gillies Bay and ordered a new one to replace it.
- replaced tube on the Flex Pro on July 14 after 197 hours.
- took samples from all 8 sampling stations on July 15. All 8 sites tested good. Removed the Boil Water Advisory on July 18. Also met with GW Solutions consultants on the 15th.
- received a new connection application for 1102 Marble Bay Rd. on July 16. Ran a temporary hose line to the building site from a neighbour's house.
- drove Van Anda Custom Works owner around the watershed to look at the signage we have around the watershed at present to assist him with his quote for the new signage as requested.

- borrowed a chlorine cell from Gillies Bay and installed it at the chlorinator. Chlorine meter is now reading correctly.
- received lake pump and Wall Street pump from Vanderkemp on July 22.
- ordered complete chlorine measuring cell from Corix on July 23. Operator also ordered clamps, suction hose and fittings for new lake pump from Aero Parts.
- sampled 4 sites and took to Powell River on July 29. Picked up another pallet of chlorine from Aaron Services and pump parts from Aero Parts.
- uncrated new lake pump and installed winch handles on pump crane at the lake. Looked at transfer switch and discovered wire on pump #1 shows signs of over-heating. Phoned Chuck Childress to look at the wiring on July 31 but he is away. He will check into the over-heating issues when he returns. The pump crane lift cable is in bad condition.
- went to Powell River on August 6 to pick up parts for the pump change and the new cable for the winch.
- met with Chuck Childress at the chlorinator on Aug. 7 and looked at the wiring. Adding a junction box for the pumps to the transfer switch. Also looked at the float switch junction box at the tank to remove the dangling plug and put the cover back on.
- replaced the cable on the winch and removed pump #1 from the well with water operator trainee's help. Took the pump back to the shop. Disassembled shroud and documented shroud assembly.
- assembled new pump with shroud, fitting and suction line and installed at the lake on Aug. 9.
- met with Chuck Childress and rewired pumps with junction box and terminal block. New pump is only putting out 240 g/m. The valve is not fully open or there may be a blockage in the line? Switched back to pump #2 on Aug. 11 for sampling tomorrow. Operator will investigate to try and determine the problem with pumping capacity.
- sampled at 4 sites on Aug. 12 and sent to Powell River. Switched over to pump #1 (new pump) and dialed in the chlorine at 240 g/m. There was no residue in the samples taken today from Sunday's car wash (created brown water in the lines in some areas of town).

Alarm System – Operator will check for service at the top of the tank. He will also inquire with Chuck or Gerry as to who might provide alarm systems locally.

Parts for Para Street – Operator will get a quote put together.

Water sample collection – concerns were expressed again about sampling from the quarry side of the lake on a more regular basis. If there is leaching into the lake from the quarry by the time it hits the intake where regular sampling takes place, it would be too late to do anything about it. A motion was made to take samples 3 times per year from the quarry side of the lake, spring, fall and one emergency sample, seconded, all were in favour, carried.

Training for new back-up operator – Administrator checked into training with the EOCP. They don't offer the courses, only testing. Administrator was directed to contact the BCWWA. They are only offering online courses at this time until year end, with one starting in October. Operator felt that trainee is comfortable enough with computers to do the course on line. Operator will check with trainee and report back. Administrator will also contact the CWSA to see if they know who else may be offering the small water operator's course. Administrator will also provide Operator with a list of courses so that he can earn his CEU's for this year.

Safety Report:

Emergency Response Plan – will look at and revise at the Budget meeting on September 16.

SafetyLine Lone Worker System – information received from Gillies Bay Improvement District. At this time Operator and the trustees do not feel it necessary to purchase an outside system. Operator does not feel that he is working in unsafe conditions. When he sees there is a chance of accident – climbing the ladder up the tank for an example, he checks in with chair via text before he starts the project and then texts again when the project is completed.

Secretary's Report:

July 9, 2014 Minutes – Chair asked for errors or omissions to the July 9 minutes as distributed. There being none, a motion was made to accept the minutes as distributed, seconded, all were in favour; carried.

Correspondence:

Powell River Regional District – have resolved to indefinitely suspend the initiative to include the Gillies Bay Volunteer Fire Department and the Van Anda Volunteer Fire Department under the umbrella of the PRRD Fire Services until such time that both Improvement Districts indicate their support for this transition.

Ministry of Community, Sports and Culture – Bylaw 131 "Tax Sale Charge Bylaw" has been returned as registered.

Old Business & Follow-up From Previous Meetings:

Crown Land Use Agreement for the Wall Street Pump House – the package is ready to send. It requires a resolution to show endorsement of the application. Administrator will request a resolution for the Regional District showing endorsement of our renewal application for use of Crown land.

Texada Water Works – Risk Assessment – The trustees were provided with a brief update of the workshop scheduled for September 27. A draft agenda has been prepared and shared with the board. A poster has been created which will also be included as an insert to the Express Lines so that all residents of Texada Island are made aware of the workshop and understand they are all invited to attend.

Website – Administrator inquired about adding more information to the website. The trustees agreed the Vancouver Coastal Health annual reports could be added as a separate link to the website, water rates and parcel taxes could be posted and the Emergency Response Plan also added. Administrator will add the ERP after the meeting for updating it on September 16.

New Business:

Clean-up on roadway – Administrator will ask Operator if he would pick up the old battery and scale that has been dropped off along the side of the old haul road on one of his trips to the pump house.

Budget Meeting – has been scheduled for September 16 at 7:00.

The trustees discussed the usage of the Improvement District's telephone land line. It really isn't utilized enough to warrant the cost. For the most part messages received are from Telemarketers. Operator does use the phone on occasion but can make his calls from his cell. A motion was made to **cancel our Telus land line** after our updated contact information is posted on the website and advertised in the Express Lines, seconded, all were in favour, carried. This should see a savings of over \$ 1,000 annually. Contact information to be advertised in the Express Lines will include: Water Operator – Ken Soles, Fire – Non Emergency – Mike Craggs, Chair – Bob Timms, Administrator – Heidi Gable, and email.

Finance Report:

- **Financial spreadsheets** – distributed for perusal.

- **Invoices** already paid and cheques needing to be signed.

A list of **outstanding accounts** was distributed. 2nd Notice has been issued to 5 ratepayers. 3rd will be issued the end of August advising a 24 hour shut off notice will be next. Approximately \$ 3,680 was collected in outstanding tolls and taxes over the last month.

- Administrator requested **several transfers of funds** – two to close out ownership accounts (rewards offered to credit union members for loyalty) and another to transfer funds from the fire department account to the fire department gaming account.

Administrator has made some inquiries as to **employee benefits**. So far Pacific Blue Cross is the only provider that offers plans for companies with only one employee. Administrator will check with the Powell River Chamber of Commerce as well and the Municipal Finance Authority.

Trustees were asked to complete the **new signing authority forms** for the Improvement Districts and Fire Department's accounts with the First Credit Union.

Meeting Adjourned: 9:40 pm

Next Regular Meeting: September 9, 2014
Budget and Emergency Response Plan
Meeting – September 16 at 7:00 pm

Minutes Approved:

Bob Timms, Chair

Heidi Gable, Administrator