

<b>Date</b>	<b>March 17, 2020.</b>	<b>Time</b>	<b>9:30 AM</b>
<b>Location</b>	<b>Van Anda Improvement District Office</b>		
<b>In Attendance</b>	<b>Trustees:</b> Bob Timms (chair) BT Rodger Hort RH Ron Smith RS Mike Craggs MC <b>Regrets:</b> Walter Gussman WG	<b>Staff:</b> Sylvia Praught (Admin Asst, Recorder) SP Mike Craggs (Fire Chief) MC <b>Regrets:</b> Ken Soles (Senior Water Operator) KS <b>GUESTS:</b>	

<b>Agenda Item</b>	<b>Lead</b>	<b>Outcome</b>
1. Call to Order	BT	Bob called the meeting to order at 9:35 AM.
2. Declaration of Conflict of Interest	BT	There was no conflict of interest declared.
3. Approval of the Agenda	BT	<u>Motion:</u> It was moved, MC and seconded, RS that the March 17, 2020 agenda be approved as amended. Motion carried.
4. Approval of the Minutes	BT	<u>Motion:</u> It was moved, RS and seconded, MC that the minutes of February 19, 2020 be approved as circulated. Motion carried.
5. Fire Report & Update	MC	<p><u>COVID-19</u> - Vancouver Coastal Health is tracking and advising as required. Firehall will be closed to general public and for meetings effective tomorrow. First Responders, Paramedic Responders, RCMP, Gillies Bay Fire Dept and local Health officials will be meeting March 17, 2020 to discuss Texada Island emergency responders operating guidelines. Improvement District informed about concerns and risks going forward. Discussion of wellness checks and deliveries for isolated or distanced individuals.</p> <p><u>Unexpected expenses possible</u> due to COVID-19 – discussion about purchasing and recouping funds from other authorities as necessary.</p> <p><u>WorkSafeBC Inspection</u> – discussed CO2 and smoke detector installations.</p> <p><u>Fire truck battery</u> recent expense exceeds truck repair budget. Motion to transfer \$3000 from Contingency fund to cover. Moved by RS and seconded, RH.</p> <p><u>Online training</u> – for firefighters coming on board soon via Target Solutions.</p> <p><u>Crisis peer to peer training</u> – postponed, to be rescheduled.</p> <p><u>WHMIS for Water Treatment Plant</u> – reference material, binders, product review project underway.</p> <p><u>Tax Exemption Letter for Vendor</u> – determined this is only available for US fire departments and does not apply in Canada at this time.</p> <p><u>Level 2 First Aid Kit for Water Treatment Plant</u> – on order.</p>

<p>6. Water Operator Report &amp; Update</p>	<p>BT</p>	<p><u>Lake level</u> measurement/instrument having permanent mount base, ensure measuring lake level above pump intake, and ensure data can be compared years going forward. No data available this month for temperature at Chlorinator.</p> <p><u>Water Treatment Plant</u> – corrosion on filter chambers being investigated by BiPure and manufacturers have been contacted for warranty/replacement. Backwash timing has been tweaked. Possibly pump on/off coordination to be investigated. Res ‘Eau sampling to start asap and request further test per RS. Turbidity meter purchase asap. Backwash to fluff water and not use salt.</p> <p><u>Recruiting</u> a new water operator, applications incoming. Upon closing date, all applications will be sent via email to trustees for review.</p> <p><u>Water Operator Report</u> – review for highlight possibilities and daily routine separated from each other.</p> <p><u>Water Conservation</u> – discussed why are we conserving? Save water, save on treatment and maintenance expenses? Indoor vs outdoor and sharing suggestions on website.</p> <p><u>Water meter</u> – RV Park installation asap, TH Consulting as required.</p> <p><u>Brush removal</u> – Fortis line/area.</p> <p><b>Action:</b> KS review lake measurement device and advise board. KS to install/arrange for meter installation. KS to ensure brush removed. SP to check in with KS for information needed to get Res ‘Eau sampling underway including build in instrumentation information that Res ‘Eau/we can use. SP to locate WTP manual and ensure office copy. RS to share specifics about sampling requests. KS &amp; BT to determine suitable turbidity meter &amp; purchase. BOARD review Water Conservation section of website.</p>
<p>7. Dam Report</p>	<p>BT</p>	<p><u>Dam Classification</u> – review where we are at with Dam Safety Officer. Possible letter suggesting original classification was incorrect.</p> <p><b>Action:</b> SP to share with board latest email and information exchange with Dam Safety Officer.</p>
<p>8. Financial Documents</p>	<p>BT</p>	<p><u>Financial reports</u> were reviewed. Sage not breaking down budget monthly only annually; manual xls entry. Audit and consulting budgets.</p> <p><u>Improve returns &amp; automate</u> - Discussed meeting with First Credit Union or other.</p> <p><u>Training Budgets &amp; budgeting</u> - for new trustee, new administration, and board in general.</p> <p><b>Action:</b> SP to update budgets and spreadsheet as requested. SP check into local budget training options for after AGM. SP to contact Sage, MT or Guardian Bookkeeping and sort out budget reporting. RH to contact FCU or other to investigate and set up meeting.</p>

9. Grant Update	BT	Grant financial status being reviewed March 19, 2020. Discussion about 2019-year end report required by qRD. <b>Action:</b> SP to reshare email request for input for year end report. SP to meet with MT. SP to compile year end report and submit by March 31, 2020.
10. Administration Report	SP	Continuing to receive toll and tax payments. Lawyer requests for property purchases & sales. Website updates and addressing. Express Lines notice discussed. <b>Action:</b> SP update local phone book and submit Express Lines April notice. SP letter for local lawyers and realtors updating contact info. SP update web front page or contact web guru.
11. New Business	BT	
12. In Camera/Closed	BT	Delinquent accounts reporting format reviewed. Early April review after payment deadline. <b>Action:</b> SP to reformat and prepare early April report.
13. Meeting Adjourned	BT	Meeting adjourned at 12:00 PM.