

# Van Anda Improvement District

## May 14, 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

Ratepayer: Gena Hollingshead

### Fire Report

**No injuries** over the past month.

8 members have **completed the extrication course**. Vendor brought in vehicles from off island. Members were given an update on new vehicle standards and how that plays in with the extrication process.

**Rescue purchases** – are paid for by the Powell River Regional District.

**All parking lots have now been hosed down** and cleaned by the department giving the members good practice with the hoses. It was noted members need to be well aware of overhead hazards (specifically at the hotel – low lying hydro wires).

**12 new radios have been purchased** and received. 2 are located in the Improvement District office for emergency use. These radios are simple to operate. The members are pleased with their performance; they were used lots during the last training session. There are still some kinks to work out, for example channel display.

**Air brakes course** is coming up. We have one, perhaps two members attending in September with Malaspina.

The **Pancake breakfast** is coming up for Sandcastle weekend. The department is starting to organize for this event.

All fire fighters have their **base line stats recorded**; pulse, medical history, etc. This is a Work Safe requirement. What that means is members must check-in with on-site medics after certain intervals of time to check their medical stats while fighting fire. This enables the on-site medics to keep track of the member's condition during the fighting of the fire.

Van Anda department has decided to **continue with regularly scheduled practices over the summer months**.

**Burning permits** – there will be no open fires allowed after May 15. This includes no backyard burns, burn barrels, etc. At this time, small campfires are still acceptable; 2' x 2'. Burning permits are in effect after May 15. Information will be posted in the Express Lines again.

**Weed-eating around the fire hall and the hydrants** – Chief will offer the contract to same student again this year. Operators have already started by weed-eating around the fire hall. Administrator will check last year to see how much student was paid and from which budget.

### Water Report:

Administrator prepared a **"To Do Job List" from the minutes of the past year's meetings**. Some jobs to note are:

- The **light outside the fire hall** to be hard wired in – need a certified electrician.
- **Bypass at Wall St. Pump House** – Operator will put a list together of the valves and fittings that are needed.
- **Para St. flushing** – install a loop or standpipe. There is a 4" line up running down to the end. Operator to order the new line in. At the time of install Operator should talk to the home owners living around the neighborhood to let them know of the new line going in. There should be a standpipe or flushing T installed at the end of Para. During this install, it would be timely to remove the old service at 410 Para Street.

- **UV system** – ratepayer has information at home. Another option to consider is Ozone. Table discussion for projects meeting.
- **Environment Canada Quarry Creek test results** – can we get a copy? Add to agenda of TQL meeting scheduled for May 30.
- **Procedures Handbook** – lock out, call in/call out, ladder safety, bullying/harassment policy – Administrator will get on this during the summer.
- **New watershed signs** – Administrator will contact Van Anda Custom Works.
- **Formal water testing from Stickleback group** – request a copy of test results – Trustee will ask Stickleback group if the V.A.I.D. could get a copy.
- **Colour coding of fire hydrants** – still on hold.
- **Fire extinguisher needs to be recharged** – Administrator dropped off with Wicks in Powell River. Should have been returned today. Administrator will contact Wicks again.
- **Community Works Fund grant** – in progress – waiting for cost analysis of project from ratepayer to be included with the grant request.

**Pump hours** – distributed for perusal. Pump hours at the lake are averaging 5.46 hours daily or 5724.3 gallons daily. Wall Street pump house is averaging 9.6 hours per day.

**Water connection at the cemetery** – information on usage was received from the Regional District. When the Regional District is ready to proceed with the connection, they will contact our Operator.

**Water testing schedule from Dan Glover** – Dan concurred water testing should be more formalized. THM's should be sampled for quarterly. The frequency of metals testing will be decided on after the meeting with Lafarge. Dan does not see any need in sampling in any other parameters at this time. He would rather the I.D. decide on a course of action based on the results from the sampling that took place in 2012 and 2013. This information could be forwarded to water treatment design specialists with a request to suggest options for meeting the full treatment standard.

Operator assisted Trustee with the **Texada school tour of the watershed**, chlorination system and storage tank.

There was **tube failure at the chlorinator** on May 5. Operator rechlorinated the tank, replaced the tube and did flushing and testing throughout the town. The tube only had 132 hours on it. Operator sampled the next day with good results.

**Collected samples from collection stations 1 through 4** on May 6. All results came back good.

Operator found the **valve at Blewett and Smelter** which had previously been dug up and buried by Hydro when they changed their pole. Operator replaced the broken handle and reinstalled the valve box and access pipe. Trustee will find out who did the job. Then we will send a letter and invoice.

All **service covers, pipe caps and valve boxes have been painted** throughout Van Anda to make them more visible.

Operator made a **run to Powell River to pick up** chlorine from Aaron Services as well as parts from both Rona and Pete's Plumbing.

A **proper valve box and access pipe was installed** at the school as highways came close to digging them up.

Operator ran **pump #1** at the lake for 1 cycle. It is only pumping about 220 gpm. **Pump #2** runs at about 280 – 300 gpm. The intake is not wired to run both pumps. To set that up the chlorination would have to be reset. Should investigate what needs to be done, prepare a worksheet and give it to an electrician to cost out for a possible capital project for next year. Operator, along with ratepayer's help maybe, could prepare the worksheet. Trustee will call to find an industrial electrician.

**Operator contacted the diver**, Roger Gillen, from Powell River to arrange for him to change the screen, do an inspection and measure the depth of the intake pipe from the surface of the lake. It has been arranged for Roger to come on Monday, May 19.

**Operator started mixing the chlorine** as of May 7 to a higher concentration to reduce the speed of the Flex Pro which in turn will hopefully make the tubes last long (true 3% up to 4% now).

As of May 13 the **chlorine is being mixed to 4%**. Operator has set the Flex Pro to run at 15% out manual which is about 10% less than usual with a higher chlorine concentration.

Vanderkamps is doing up the **pricing of the 3 pumps along with delivery**. The 3 pumps are needed at the storage tank, Wall Street pump house as well as at the well. Vanderkamp is still looking for a pump for Wall St. They expect to have some information back over the next couple of days. The trustees would like to see the pumps purchased sooner rather than later so spares are on hand for back up in the event of a failure at any given site.

Operator has **continued with water operator training** with new trainee. Trainee has enough hours logged to take the course. Administrator will check on dates and places of up and coming small water operator courses.

### **Safety Report:**

**Fire extinguisher needing charging** – Administrator dropped off the extinguisher with Wicks in Powell River. Waiting for Wicks to return the extinguisher - recharged.

### **Secretary's Report:**

**April 21, 2014 Minutes** – Chair asked for errors or omissions to the April 21 minutes as distributed. There being none, the minutes were moved to be accepted as distributed, then seconded, all were in favour; carried.

The trustees reviewed the minutes from the April 29, 2014 AGM.

### **Correspondence:**

**Tax rate notice** from the Ministry of Community, Sport and Cultural Development set at 6% for taxes in arrears.

### **Old Business & Follow-up From Previous Meetings:**

**Website** – Administrator discussed with trustees. Trustees have authorized Administrator to send the information to Sandra Hazard. Trustees would like more information on what other improvement districts post on their websites, specifically minutes. Administrator will look into that and report back.

JP Jolie from Econics with regards to the **Tangible Capital Assets Inventory** – Gillies Bay paid for the preparation of their inventory out of their budget. They were not eligible for the grant because they had started the process of the inventory already. Once the process is started it nullifies your eligibility for the grant. Administrator emailed Regional District on April 28 to inquire as to the status of our grant application. R.D. informed Administrator that because the I.D.'s application had gone through two rounds of consideration already and had not been selected for funding, it is not considered again. If we want to pursue the grant we have to complete a new application. Administrator will contact the R.D. to determine if there is a new round of grants coming up and if so to request a new application form.

**Ads in the Express Lines** – two ads have already been submitted to the Express Lines, one regarding the Jack Cook Scholarship and the other for recruiting of Volunteer Fire Fighters. The ad regarding expressions of interest from the community in developing reports for infrastructure improvements was discussed. It was decided to go ahead with the ad as prepared by the administrator.

### **New Business:**

**Coastal Water Suppliers Conference Report** – tabled to next meeting.

**Fresno Valves** – is a sand filtration systems company in Washington. This system can go through 1200 gallons/minute using 4 tanks. This would offer a lower flow and better filtering. The system supports an automatic back wash system for maintenance. This company sold a unit to a winery in Kitimat. Chair has the contact information for the winery in order to obtain their feedback on the system. Total cost of this system is approximately \$18,000 usd including valves etc. Basically, the \$18,000 usd is the turn-key cost.

**A meeting between Lafarge, Dan Glover and the I.D. trustees** has been arranged for May 30 at 9:30 am to discuss activity in the watershed. Specifically, the agenda will include contaminations, testing, artificial wetlands and settling ponds.

A meeting will be held on Saturday, June 14 at 9:00 am in order to discuss and arrive to some direction for the ongoing and up in coming larger projects within the improvement district.

**Finance Report:**

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

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

- A list of **outstanding accounts and those accounts on payment plans** was distributed for the trustees' information. Invoices with overdue charges have been issued to those ratepayers who have not made arrangements for payment plans.

A trustee made a motion to have **update the signing authorities for the Improvement District's and the Fire Department's bank accounts** adding **Terry Hollo as a signing authority for both the Improvement District's and Fire Department's bank accounts**, being elected as the new trustee; the motion was seconded; all were in favour; carried.

**Meeting Adjourned:** 10:45 pm

**Next Regular Meeting Date:** June 10, 2014  
**Projects Meeting:** June 14, 2014 – 9:00 am

**Minutes Approved:**

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Bob Timms, Chair

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Heidi Gable, Administrator