

Van Anda Improvement District

Monthly Trustee Meeting Minutes

Date	Tuesday, October 18, 2016	Time	7:00
Location	VAID office, 2036 Marble Bay Road		
Attendees:	Trustees:	Employees:	
	<ul style="list-style-type: none"> • Bob Timms (chair) • Mike Craggs • Karen May • Walter Gussman • Terry Hollo 	<ul style="list-style-type: none"> • Ken Soles, Water Operator • Lin Johnson, Administrator 	

Action Items:

- Mike will investigate whether the new Rescue truck needs certification.
- Mike will follow up with the Regional District regarding liability should Van Anda firefighters be called out of the District.
- Lin will revise the letter regarding the Priest Lake culvert and prepare a package for Bob to sign before sending to appropriate agencies.
- Lin will resend the email regarding the stickleback to Trustees.
- Lin will send the water results to RES'EAU, so that they are aware that we are having issues with our water.
- Lin will make suggested changes to the new Boil Water advisory and recirculate to Trustees.
- Lin will make the suggested changes to the new letterhead and send to Trustees for approval.
- Lin will circulate the Job Description for Cleaner.
- Lin will apply the new letterhead to the Emergency Response Plan.
- Lin and Bob will work on an agenda for a strategic planning meeting.
- Lin and Mike will work on an article for the Texada Lines and the website regarding the Fire Dept. Lin will look for photos of the hotel fire.
- Lin will post water test results in the window of the VAID office.
- Lin will contact Dan Glover to ask how long hard copies of water test results need to be kept.
- Lin will arrange a meeting with Al Davies, Bob Timms, Walter Gussman and Ken Soles.
- Lin will follow up with a line item for the fire truck purchase on the financial statement.
- Lin will attempt to make the Sage reports more readable.
- Lin will send a reminder for the budget planning meeting November 5.
- Lin will send out overdue notices this week.
- Lin will prepare a list of delinquent customers for each Trustee meeting.

Agenda Item	Lead	Discussion
1. Call to Order	Bob	Bob called the meeting to order at 7:11 PM.
2. Approval of the Agenda for October 18, 2016	Bob	The October 18, 2016 Agenda was approved as circulated.

3. Declaration of Conflict of Interest	Bob	Mike stated that he would recuse himself from voting on the Fire Protection Taxation Bylaw.
4. Approval of the Minutes of September 13, 2016	Bob	Motion: The minutes of September 13, 2016 were approved as circulated.
5. Approval of the Minutes of September 29, 2016	Bob	Motion: The minutes of September 13, 2016 were approved as circulated.
6. Fire Department Budget	Bob	<p>Motion: Fire Protection Taxation Bylaw 2017 was prepared. After giving first reading and then being reconsidered, Walt moved to accept Bylaw #140 cited as the Fire Protection Taxation Bylaw 2017. Karen seconded, all in favour; carried.</p> <p>Mike recused himself from voting on the Fire Protection Taxation Bylaw 2017.</p>
7. Fire Department Report	Mike	<p>The department is currently short one member, but a volunteer is expected to rejoin the department in the next month.</p> <p>Action: Mike is investigating whether the Rescue Truck needs certification. He will keep Trustees informed.</p> <p>With the new training program, the Fire Department is now compliant with WCB regulations.</p> <p>Van Anda Rescue will cease to provide assist to BCAS if they have not received a contract by January 1, 2017. North Island 911 will cover costs associated with BCAS assists until then.</p> <p>Colour coding of hydrants. Color codes with flow rates and location #'s will begin soon. Records will be kept by the fire hall. It is a requirement that Fire Departments keep records of hydrant servicing dates.</p> <p>Carpet will be installed in the exercise room next week.</p> <p>Chains will be installed on the trucks next week.</p>
8. Water Works Report	Ken	<p>Presented and attached.</p> <ul style="list-style-type: none"> • A leak at the mill site has been repaired. • Ken has been flushing the lines to deal with high coliform counts. • A leak on Dunsmuir was repaired.
9. Administrator Report	Lin	<ul style="list-style-type: none"> • Priest Lake culvert – A draft letter was read. Action: Lin will revise the letter with suggested changes and prepare a package for Bob to sign before sending to appropriate agencies.
10. Old Business	Bob	<ul style="list-style-type: none"> • Water Workshop – tabled. • Jr. Firefighter Program - Mike has obtained funding.

		<ul style="list-style-type: none"> • Liability Release Form – if the Firefighters leave the ID, are they covered. Action: Mike will follow up with the Regional District. • Action: Lin will resend the email regarding the stickleback. • Action: Lin will send the water results to RES’EAU, so that they are aware that we are having issues with our water. • Boil Water Notice – a draft Boil Water Notice was presented for consideration. Action: Lin will make suggested changes and recirculate. • Draft Letterhead – After discussion, it was decided to change the letterhead to the drip, change the colour to blue and ensure that we are using a Truetype font. Action: Lin will make the changes and resend for approval. • Job Description for Cleaner – Action: Lin will circulate. • Action: Lin will update the letterhead on the Emergency Response Plan. • Strategic Planning meeting – Action: After discussion, it was decided that Lin will work on a draft agenda to present to Bob. Timeline is Jan/Feb. • Website/ Texada Lines – it was decided that a blurb for volunteer firefighter recruitment would be the focus. Action: Lin and Mike will work on this. Action: Lin will look for photos of the hotel fire. Other suggestions include water resources, links. • Water test results – A ratepayer asked that water test results be posted at the post office. Action: It was decided that Lin will post water test results in the window of the VAID office. • Action: Lin will contact Dan Glover to find out how long water test results need to be kept. • Ken may attend the Round Table Water Operators Course on November 7. • Action: Lin will arrange a meeting with Al Davies, Walter, Ken and Bob to discuss the procedure for bringing water to the Davies property. • RES’EAU – we are waiting for them to contact us with next steps. • Emergency Response Plan has been sent. Lin will change the letterhead. • Rescue truck line item in budget – Tabled. Action: Lin will follow up. • Comparative Income Statements were accepted as presented. Action: Lin will try to improve the readability of the report.
11. New Business	Bob	<ul style="list-style-type: none"> • Discussion about the old Elk’s Hall.
12. Financial Statements	Lin	<ul style="list-style-type: none"> • A draft budget meeting was scheduled of November 5, starting at 3:00. Action: Lin will send a reminder. • Action: Lin will send out the first overdue notices tomorrow.

		<ul style="list-style-type: none"> • Action: Lin will prepare a list of delinquent customers for Trustee meetings. • Invoices from the past month were reviewed. • Motion: It was moved and seconded that the financial statements for August and September 2016 were accepted as presented. Motion carried.
13. Date of Next Meeting	Lin	<ul style="list-style-type: none"> • November 8, 2016 at 7:00 PM. If this presents a conflict Monday & Wednesday of that week will be considered.
14. Meeting Adjourned		<ul style="list-style-type: none"> • 9:35 PM