

**VAN ANDA IMPROVEMENT DISTRICT**

**MEETING OF THE BOARD OF TRUSTEES and RES'EAU TEAM**

<b>Date:</b>	September 13, 2016	
<b>Location:</b>	Van Anda Improvement District Office	
<b>Attendees:</b>	<u>Trustees:</u> <ul style="list-style-type: none"> <li>• Karen May (Chair)</li> <li>• Mike Craggs</li> <li>• Walter Gussman</li> <li>• Terry Hollo</li> </ul>	<u>Employees:</u> <ul style="list-style-type: none"> <li>• Heidi Gable (Administrator)</li> <li>• Ken Soles (Water Operator)</li> <li>• Lin Johnson (Administrator)</li> </ul> <u>Regrets:</u> <ul style="list-style-type: none"> <li>• Terry Halo</li> <li>• Bob Timms</li> </ul>

**ACTION ITEMS:**

- Lin will send another email to Andre regarding forwarding the Dillan Report to VAID and to ask where in the lake the water samples were taken from
- Lin will get the Emergency Response agreement signed and sent to Mike
- Lin will send another email to Al Davis regarding the easement to his property
- Lin will forward the VAID/RES'EAU meeting minutes to Jeff Huang
- Lin will follow up with Madjid regarding an acronym dictionary
- Lin will recirculate the Emergency Response Plan when it is complete
- Lin will add a line item to the financial statement for the firetruck loan repayment
- Lin will prepare the financial spreadsheet that Heidi developed for the next meeting
- Lin will add website to the monthly agenda
- Lin will send meeting reminders the week before the meeting
- Lin will discuss the possibility of obtaining a credit card with the credit union
- Lin/Heidi will develop a job description for the cleaner
- Lin/Heidi will draft a letter which will be forwarded to Ashok Bhatti, Ministry of Transportation and Infrastructure along with a copy of the diver's bill regarding the Priest Lake culvert
- Karen will continue to research ideas for a spring Water Works Workshop
- Mike will pursue funding for a junior firefighter member
- Mike will follow up on Liability Release Forms and report to the next meeting
- Trustees have a look at this website, as the Priest Lake Stickleback are included in this plan
- Bob will contact Diane Coupland to see if she is interested in cleaning the office

<b>Agenda Item</b>	<b>Lead</b>	<b>Discussion</b>
1. Approval of the Agenda for September 13, 2016	Karen	Under OB: add Al Davis Under NB: add Econics Preliminary Report <b>Motion:</b> It was moved and seconded that the Agenda for September 13, 2016 VAID Meeting of the Board of Trustees be accepted as amended. Motion Carried.
2. Declaration of Conflict of Interest	Karen	Mike Cragg declared a Conflict of Interest with the VanAnda Fire Hall Budget and will not be participating in that vote.
2. Review of Action Items and Approval of Minutes from August 9, 2016	Karen	<b>Motion:</b> It was moved and seconded that the minutes from the August 9, 2016 meeting of the VAID Board of Trustees be accepted as circulated. Motion Carried. <u>Action:</u> Lin will send another email to Andre regarding forwarding the Dillan Report to VAID. Mike reported that the reason that the Fire Hall funds were less than expected was because we have surplus funds in the account, which were deducted from the annual budget.

		<p><u>Action:</u> Mike will follow up on Liability Release Forms and report to the next meeting.</p> <p>Powell River Emergency Services Agreement has been received. <u>Action:</u> Lin will get that document signed and sent to Mike.</p> <p><u>Action:</u> Lin will send another email to Al Davis regarding the easement on his property.</p>
3. Review of Action Items and Approval of Minutes from RES'EAU/VAID meeting August 24, 2016	Karen	<p><b>Motion:</b> It was moved and seconded that the minutes from the August 24 VAID/RES'EAU be accepted as circulated. Motion Carried. <u>Action:</u> Lin will forward the minutes to Jeff Huang. <u>Action:</u> Lin will follow up with Madjid regarding an acronym dictionary. <u>Action:</u> Lin will send another email asking Andre where in the lake the samples were taken from.</p>
4. Review of the Emergency Response Plan	Karen	<p>The Emergency Response Plan was reviewed and revised. <u>Action:</u> Lin will recirculate when it is complete.</p>
5. Waterworks Workshop	Karen	<p>It was decided to table this project to the spring. Karen suggested a hands-on workshop such as water barrel catchment project, drip irrigation, etc. <u>Action:</u> Karen will continue to research and will keep Trustees informed.</p>
6. Waterworks Report	Ken	<p>Presented, noted and filed. Pump hours are up, but still low.</p>
7. Fire Report	Mike	<p>Presented, noted and filed. A junior member (aged 16) has asked to join. <u>Action:</u> Mike will pursue funding for a junior member. One member has qualified for a coat and will qualify for a uniform soon. The Target program will be purchased for record keeping and training. Mike has asked this company to ensure that all our records remain in Canada.</p> <p>Three new spill kits have been purchased, one for the hall, one for the truck and one for rescue.</p> <p>There was discussion about amounts owing for the fire truck to VAID. <u>Action:</u> Lin will add a line item to the accounts for this amount. Mike is exploring appreciation gifts and promotional materials. Gaming fundraisers are still being considered.</p>
8. Financial Reports	Lin	<p>Financial reports for July 2016 were presented. <b>Motion:</b> It was moved and seconded that financial reports for July 2016 be accepted as presented. Motion Carried. <u>Action:</u> Lin will prepare the financial spreadsheet that Heidi developed for the next meeting.</p> <p>The Fire Department Annual Budget was presented. <b>Motion:</b> It was moved and seconded that the 2017 Fire Department Budget be approved as circulated. Bob Timms approved this budget via email. Mike Cragg abstained from this vote.</p>
9. Correspondence	Lin/Heidi	<p>Reviewed and discussed:</p> <p>Road Deactivation Report for Kirk Lake – Walter explained the process.</p> <p>Priest Lake Culvert follow-up – <u>Action:</u> Lin/Heidi will draft a letter which will be forwarded to Ashok Bhatti, Ministry of Transportation and Infrastructure along with a copy of the diver's bill.</p> <p>Species at Risk website – <u>Action:</u> it was suggested that Trustees have a look at this website, as the Priest Lake Stickleback are included in this plan.</p>
10. New Business	Karen	<p>Cleaner – <u>Action:</u> Bob will contact Diane Coupland to see if she is interested in cleaning the office. Discussion. <u>Action:</u> Lin/Heidi will develop a job description.</p> <p>Website – will be added to the monthly agenda, with a goal of keeping the website current and interesting.</p> <p>Econics Report – a special meeting has been called for September 29 at 7:00 pm to discuss this report. <u>Action:</u> Lin will send a reminder.</p>
11. Old Business	Karen	<p><u>Action:</u> Lin will talk to the Credit Union regarding the credit card policy.</p>
12. Meeting Adjourned	Karen	9:00 PM
13. Date of Next Meeting	Karen	October 18, 2016; 7:00 PM