



VAN ANDA IMPROVEMENT DISTRICT
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TRUSTEE MEETING

Date	November 23, 2018	Time	8:30 AM
Location	Van Anda Improvement District Office		
In Attendance	Trustees: Bob Timms (chair) Ron Smith Rodger Hort Mike Craggs Walter Gussman	Staff: Lin Johnson (Administrator, Recorder) Ken Soles (Water Operator)	

Agenda Item	Lead	Outcome
1. Call to Order	Bob	Bob called the meeting to order at 9:07 am.
2. Declaration of Conflict of Interest	Bob	There was no conflict of interest declared.
3. Approval of the Agenda	Bob	<u>Motion:</u> It was moved and seconded that the December 4, 2018 agenda be approved as circulated. Motion carried.
4. Approval of the Minutes of October 23, 2018 Approval of the Minutes of November 23, 2018	Bob	Minutes should read that Term 18 matures in February 2019. This term was not transferred to the savings account. <u>Motion:</u> It was moved and seconded that the minutes of October 23, 2018 be approved as amended. Motion carried. <u>Motion:</u> It was moved and seconded that the minutes of November 23, 2018 be adopted as circulated. Motion carried.
5. Financial Report	Bob	Action: Lin will send the UBCM grant tracker spreadsheet this afternoon. Action: Lin will track the amount of time she spends working on fire dept administration and the grant. Action: Lin will look at software for time management.
6. Water Operator Report	Ken	The water operator reports for October and November was reviewed and discussed. A water sampling station at the boat club was discussed. Action: Ken will add a water sampling station at the boat club. Decommissioning the old water line to the boat club was discussed. Currently, it is turned off.

		<p>Ken and Steve Croasdale installed the sign required by the grant funder to the water tower.</p> <p><u>Boat Club project</u> – was discussed. Action: Ken and Lin will work on a job costing sheet. Action: Policies will be developed in regards to projects.</p> <p><u>Water Distribution Project</u> – Action: Lin and Rodger will complete this project by December 31. Action: Lin will arrange a telephone conversation with Rodger, Ken and Haroon to ensure we know what is required.</p>
7. Dam	Ken	<p>The dam has been inspected and is functioning normally. Action: Lin will contact Madjid in regards to the dam reclassification project. Action: Lin will send dam restoration project financial report in the next board package.</p>
8. Fire Chief Report	Mike	<p>Reviewed and discussed. There will be big scene training on the Imperial Road in the coming weeks. VAFD will need a letter from the chair of the VAID authorizing VAFD to shut down roads if required. Action: Lin will prepare the letter and Mike will get the documents to the appropriate authorities.</p> <p>Mike presented the trustees with a gift and thanked them for their service to VAFD.</p> <p>Mike is working on procedures, developing a common knowledge base and succession planning.</p> <p>Discussion about the role of the Van Anda Volunteer Fire Fighters Association. The VVFFA will be looking towards applying for grants for the fire hall. The first request is for a thermal imaging camera.</p>
9. Administrator Report	Lin	<p>Discussion about charitable donations. Action: Lin will add a line item to our accounts for donations. Trustees do not need to be informed of receipts issued.</p> <p>Date of next trustee meeting January 15, 2019. 9:30 am.</p> <p>Action: Lin will talk to Venkat about the date of the next teleconference. Action: Lin will contact Fortis in regards to their right of way beside the water storage tank.</p> <p>Motion: It was moved and seconded that the 2018 Emergency Response Plan 2018 be approved as circulated. Motion carried.</p>

<p>10. Action Items/Old Business</p>	<p>Bob</p>	<p><u>Sand and gravel</u> –Discussion. Action: Bob will talk to Karen in regards to storing gravel on the church lot.</p> <p><u>Letterhead</u> – Rodger will draft a letterhead for review.</p> <p><u>Arnold meter</u> – 1” meter and 2” will be ordered. Target date for installation – December 31. Action: Lin will ask Arnolds how many hook ups.</p> <p><u>Seacan</u> – in progress. Discussion about getting another sea can and moving it to the lake. Action: Lin will talk to Vankat about adding another container to the design. Action: Bob will research supply and delivery of Seacan.</p> <p><u>Listening Device from GB/Water Leaks</u> – Action: Ron is pursuing options. Ken Soles has talked to Ken Taylor and VAID can borrow GBID listening device. It was decided to table this work until the spring.</p> <p><u>Earthquake Proofing</u> – in progress.</p> <p><u>Lafarge</u> – Bob will contact Tim Knoop in regards to meeting with VAID to discuss their environmental report.</p> <p><u>Wall St property</u> – Action: Lin will send a letter to the appropriate government authority as soon as possible in regards to the property that could be released for sale.</p> <p><u>Taxation roll</u> – has been started. Action: Lin will have this done by Feb. Trustees authorized Lin okay to hire someone to help with the current workload for up to 20 hours.</p> <p><u>Newsletter and the UBCM year end report</u> will be prepared in January.</p> <p><u>Water Distribution Project</u>– ongoing. Will be completed by December 31.</p> <p><u>Water Operator Training</u> – tabled.</p> <p><u>Emergency Response Plan</u> – completed.</p> <p><u>Delinquent accounts</u> – will be discussed in the closed meeting.</p> <p><u>Capital Expense</u> – Lin will transfer the RES EAU expense for 2018 to Capital Expense.</p>
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		<u>Sage</u> – has been upgraded and installed.
11. New Business	Bob	<p><u>Payment Plan</u> – discussion. It was decided to table this to the financial meeting.</p> <p>January 7, 2019, 9:30 am – Financial meeting January 15, 2019, 9:30 am – Trustee meeting January 22, 2019, 7:00 am – public meeting at Mary Mary Café.</p> <p>Action: Lin will put a notice in the January Grapevine inviting ratepayers to the public meeting to discuss the new water system and new taxation rates coming in 2019.</p> <p>Delinquent Account policy – will be added to the financial meeting. Action: Lin will send letters to delinquent ratepayers advising that water will be shut off without further notice if not paid by December 31.</p>
12. Meeting Adjourned	Bob	The meeting adjourned at 12:11 pm.

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Bob Timms, Chair