



VAN ANDA IMPROVEMENT DISTRICT
2036 Marble Bay Road, Box 115
Van Anda, BC V0N 3K0
C: 604.414.3508
E: contact@vananda-id.ca

TRUSTEE MEETING

Date	October 23, 2018	Time	1:00 PM
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 1:06 PM.
2. Declaration of Conflict of Interest	Bob	There was no conflict of interest declared.
3. Approval of the Agenda	Bob	Under New Business add: Meeting times and communication. <u>Motion:</u> It was moved and seconded that the October 23, 2018 agenda be approved as amended. Motion carried.
4. Approval of the Minutes: September 21, 2018 September 30, 2018 October 17, 2018 October 18, 2018	Bob	<u>Motion:</u> It was moved and seconded that the September 21, 2018 minutes be approved as circulated. Motion carried, one abstention. <u>Motion:</u> It was moved and seconded that the minutes of September 30 and October 17, 2018 be approved as circulated. Motion carried. <u>Motion:</u> It was moved and seconded that the minutes of October 18, 2018 be approved as circulated. Motion carried, with one abstention.
5. Financial Report	Bob	Financial Reports – reviewed and discussed. Discussion about capital expenses. Action: Lin will add a line item for capital expenses. Action: Lin will add RES EAU to capital expenses. Action: Lin will buy legal size paper.

		<p>Term Deposits maturing – will be held in the savings account. <u>Motion:</u> It was moved and seconded to hold the funds in Term 15 (\$15,187.50, capital reserve) and Term 18 (\$53,000., capital reserve) in VAID savings account. Motion carried.</p> <p>Fire Financials reviewed and discussed.</p> <p>Financial meetings will be held every three months, with the next financial meeting being scheduled for January 2019. Ken was asked to attend the financial meetings.</p>
6. Waterworks Report	Ken	<p>Waterworks Report - reviewed and discussed.</p> <p>Current pump capacity 300 gallons/minute. Discussion.</p> <p>Action: Lin will send an email to KWL that states in the interests of keeping costs down, VAID would prefer to only meet when necessary.</p> <p>Boat Club project - completed and ready to connect.</p> <p>Diver will inspect intake and change screen this year.</p>
7. Dam Report	Ken	<p>Dam restoration project is complete. Lin has notified the dam inspection. The logs recovered from the dam were traded to Fudge Construction for \$500 worth of his services.</p> <p>The dam was inspected and is functioning normally.</p>
8. Fire Chief Report	Mike	<p>Van Anda Fire Ban was removed October 15.</p> <p>Two first responder calls were received. Discussion about maps and mapping.</p> <p>Letters have been sent to Al Davis Boat Yard, Texada Boat Club, Caesar Cove Boat Club and Imperial Limestone asking for contributions to the dock fire fighting apparatus.</p>
9. Administrators Report	Lin	<p>Accounts – VAID has been notified by First Credit Union that we must set up an account with Central 1 banking for customers to continue to pay their bills at First Credit Union. Action: Lin will contact Sage to find out if the current data is transferrable and if the new program allows for account numbers on invoices. Action: Lin will set up account numbers for customers.</p> <p>Water Emergency Response Plan – add Newport Electric. Add Plumbers: Kube. Action: Lin will update the Water Emergency Response Plan for approval at the November board meeting.</p>

		Water Operator Job Description will be developed by Ron and Ken.
10. Old Business/Action Plan	Bob	<p>Action: Capital Works will be included in the budget meeting. Action: Capital Works will be added to asset management meeting with Econics in fall 2019.</p> <p>Bylaw review on-going.</p> <p>Bullying and harassment policy was presented for consideration. <u>Motion:</u> It was moved and seconded that the Van Anda Improvement District Bullying and Harassment Policy be adopted as presented. Motion carried. This will form part of the VAID Policies and Procedures manual.</p> <p>Water Distribution Network – Discussion about going forward. Ron and Rodger can do this work. Action: Lin will get an altimeter.</p> <p>Brew Bay Improvement District – will be visiting the Van Anda Improvement District on November 13. Lin will circulate an agenda once it is developed.</p> <p>Emergency Planning Fair – was attended by VAFD. There was a poor turn out.</p> <p>Budget Planning Meeting – November 7, 9:00 am.</p>
11. New Business	Bob	<p>Meeting times – will be moved to 9:00 am whenever possible. Meetings will be held to 3 hours.</p> <p>Communication – Rodger prefers to have communication by telephone. Action: Bob will look at having a telephone line at the VAID office.</p> <p>Overdue accounts – Lin will have a water cut off letter ready for the budget meeting November 7. Action: A line item will be added to the budget for water shut off locations. It was decided that one day a month would be devoted to water shut offs.</p> <p>Payment plans for water tolls & taxes will be looked at for next year.</p>
12. Adjournment	Bob	The meeting adjourned at 4:17 PM.

Bob Timms, Chair