



VAN ANDA IMPROVEMENT DISTRICT
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TRUSTEE MEETING

Date	September 21, 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 2:15 PM.
2. Declaration of Conflict of Interest and Code of Conduct	Bob	There was no conflict of interest declared.
4. Approval of the Agenda	Bob	<u>Motion:</u> It was moved and seconded that the September 21, 2018 agenda be approved as circulated. Motion carried.
5. Approval of the Minutes of August 27, 2018	Bob	<u>Motion:</u> It was moved and seconded that the minutes of August 27, 2018 be approved as circulated. Action: Bob will sign approved minutes at the end of each meeting.
6. Meeting With Kerr Wood Lidal Engineering	Bob/Walter	<p>Bob and Walter met with KWL Engineering Water Team on Thursday, September 21 at their Burnaby office.</p> <p>KWL is willing to take this project on.</p> <p>Discussion included the work that needs to be done to move the VAID grant projects forward including:</p> <p>Water tank – geo tech work needs to be done at the site where the tank will be placed. The WTP site will be looked at as well. The difference between a</p>

		<p>geotechnical report and a hydrology report is that a geotechnical report has a larger scope.</p> <p>KWL advised Bob and Walter that we need to provide them with the information that they need to put a proposal together. We can advise them what we want them to do, and what we want to do ourselves. Once that is determined, KWL will produce a fee schedule. Fees are between 10-20% of the total project.</p> <p>Discussion about pumps. We may have larger pumps than are required, and the new WTP may not be able to process that amount of water. Issues with pumping such as cavitation may be resolved with smaller pumps.</p> <p>Discussion about fire protection. KWL advised that fire capacity is determined by storage volume, not by pumping capacity. Once they have water data from us, they will determine how large our water storage tank should be.</p> <p>KWL suggested that they would find vendors to build the WTP and provide a water storage tank, and make recommendations to VAID. They suggested that there are only two vendors that build the WTP that we are considering. KWL will work with vendors that are known to them and have proven that they can deliver. Bob and Walter were advised that this industry is very busy, and that we need to be prepared to wait. KWL will put the projects to tender and work with VAID to review tenders.</p> <p>The VAID grant budget was discussed. KWL felt that the budget was reasonable, but engineering dollars are not sufficient.</p> <p>The need for a full SCADA system was discussed. KWL suggested that what is needed is an alarm and monitor system, which is substantially less money, and suitable for our location. A simple alarm is a few hundred dollars; a full SCADA system is several thousand dollars with regular software updates required. An alarm system can be installed with a phone line.</p> <p>KWL will design the WTP from the RES EAU report. They will also develop performance specifications for the WTP.</p>
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3. Financial Reports	Lin	<p>Reviewed and discussed. Fire budget was discussed. Mike will have the 2019 fire budget prepared for the October trustee meeting.</p>
7. Water Operator Report	Ken	<p>Reviewed and discussed. Boat Club project is proceeding this fall.</p> <p>Austin Hall has been hired as a casual labourer.</p> <p>Water restrictions can be removed. The lake level is coming up and pump hours are reduced. Action: Lin will have the water restriction notice removed from the website, and Ken will take down the water restriction sign.</p>
8. Dam Report	Lin	<p>Dam Report – Dan Fudge will make a spot for VAID to stockpile sand on his property. Action: Walter will haul some sand to Fudge property, as Imperial is going to stop selling sand.</p>

		<p>Walter will begin the dam restoration project as equipment and time are available.</p> <p>The dam has been checked and is functional.</p> <p>RES EAU will take on the dam reclassification project. Lin has contacted the dam inspector and has asked him for an extension for dam reclassification to November 30, 2018.</p>
9. Fire Chief Report	Mike	<p>The Texada students will visit the fire hall on October 15 as part of Fire Safety Week.</p> <p>SeaCan Purchase – WCB regulations in regards to ventilation was discussed. The Seacan will be required to have adequate ventilation to meet WCB requirements.</p> <p>Earthquake proofing of the fire hall – Bill Kristofferson has inspected the fire hall and is preparing a report.</p> <p>VAFD Christmas dinner will be held at the Raven December 11. Discussion about who is invited, and who pays the cost of this dinner. Action: Mike will ask the Volunteer Fire Fighter Association to pay for part of the dinner.</p>
8. Administrators Report	Lin	<p><u>Jack Cook scholarship</u> – Two applications were received. Discussion. Action: Lin will add scholarship criteria review to the May 2019 agenda.</p> <p><u>Motion:</u> it was moved and seconded that Sydney Rairie receive the 2018 Jack Cook scholarship. Motion Carried.</p> <p><u>Water Distribution</u> document was discussed. Haroon has asked for VAID trustees to check water pressure to verify his data. After discussion, it was decided that this would be done over a four-week period. Action: Walter, Ron and Rodger will assist Ken with compiling water pressure data, and Lin will coordinate. Haroon would also like physical measurements of pipes and define location of pipes to verify the information that he has.</p> <p><u>Brew Bay Improvement District</u> - would like to visit VAID on November 13, from 1:00 – 5:00. Action: Lin and Alice from Brew Bay ID will develop an agenda which will be circulated mid October.</p>

		<p>Water Operator Level 1 training will not be offered in Powell River. Action: Lin will investigate the feasibility of bringing a water operator trainer to Texada.</p> <p><u>Emergency Planning Fair</u> – VAID has been asked to participate. VAFD will have a table, and VAID could have Emergency Response Plan available at the VAFD table. Action: Lin will contact Elayne to verify VAFD attendance, and to advise her that VAID will have copies of our Emergency Response Plan available at their table.</p> <p><u>Emergency Response Plan</u> – Action: Lin will review the Emergency Response Plan and send it to trustees for review prior to the October trustee meeting.</p> <p><u>UBCM Grant Reports</u> – reports are due at the end of the year, and after the project is completed. Lin has added this to her calendar.</p>
9. Action Items/Old Business	Bob	Reviewed and discussed. It was decided to add a Will Be Completed By column to the Action Plan.
10. New Business	Bob	No New Business.
11. Meeting Adjourned	Bob	Meeting adjourned to closed meeting at 4:00 PM.

Bob Timms, Chair

