



VAN ANDA IMPROVEMENT DISTRICT
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TRUSTEE MEETING

Date	April 16, 2019	Time	1:30 PM
Location	Van Anda Improvement District Office		
In Attendance	Trustees: Bob Timms (chair) Ron Smith Rodger Hort Mike Craggs Regrets: Walter Gussman	Staff: Lin Johnson (Administrator, Recorder) Mike Craggs (Fire Chief)	

Agenda Item	Lead	Outcome
1. Call to Order	Bob	Bob called the meeting to order at 10:00 am.
2. Declaration of Conflict of Interest	Bob	Walter Gussman association with Rick Jones and JMG Logging has been duly noted. Walter has booked JMG Logging to begin the site preparation and excavation for the water storage tank. Action: In future, Selection Criteria will be developed for jobs before they are awarded.
3. Approval of the Agenda	Bob	Under New Business add: 11.1 AGM. <u>Motion:</u> It was moved and seconded that the April 16, 2019 Agenda be approved as amended. Motion carried.
4. Approval of the Minutes of March 19, 2019	Bob	<u>Motion:</u> It was moved and seconded that the minutes of March 19, 2019 be approved as circulated. Motion carried.
5. Financial Statements	Bob	<p>Audited financial statements have been received and were reviewed.</p> <p>In 2019, we will move the truck savings account to a dedicated capital fund for the fire truck. Action: Lin will start an audit folder with information such as motions and other financial decisions. Action: Lin will prepare for David Duke to apply for GST rebate in July.</p> <p>Lin will not prepare 3-year totals for the AGM.</p>

		<p><u>Motion:</u> It was moved and seconded that the 2018 audited financial statements be approved as circulated. Motion carried.</p> <p>Monthly financial reports reviewed and discussed. Action: Lin will add a sheet to the UBCM grant claim with explanations. Action: Lin will prepare a separate sheet for each account. Action: Lin will check to see if VAID is required to have an audit for the UBCM grant funds.</p> <p>Action: Lin will apply the lake seacan to the grant expense. Action: Lin will move firehall seacans to the capital expense. Action: Lin will change capital equipment to capital expense.</p> <p>Truck Loan savings account funds have been transferred to a term deposit.</p> <p>It was decided to wait to transfer contingency and capital expense funds to savings.</p>
6. Water Operator Report	Ken	<p>A mistake was noted in the report graphs. Action: Lin will correct the report and circulate. Action: Ken will prepare an invoice for the ratepayer who broke a water line. The water distribution report was discussed. The program Haroon developed will be run as time allows.</p> <p>Action: Lin will prepare an invoice for Canada Post to turn water on/off.</p> <p>One meter has been installed at Ron Arnolds. Meter reading will begin in April. Action: Ron will be contacted and asked to identify meters and boxes so that they are not damaged by heavy equipment.</p> <p>Ken needs to order supplies. He has ordered tubes for the chlorinator at a cost of \$1,700 from Corix. Action: Ken will check the cost of tubes from BI-Pure. These tubes need replacing every 200 hours (approximately once/month).</p> <p>Action: Ken will repair the tank roof.</p>
7. Dam Report	Ken	<p>The dam was inspected and appears to be functional and in working order.</p>
8. Fire Chief Report	Mike	<p>Reviewed and discussed. Discussion about seacans. Ken's shed needs to be cleared before the old shed can be demolished to prepare for the new sea cans. Wood from the shed will be reused. Volunteers will have the first opportunity to take the wood.</p>

		<p>Electric Vehicle Accident Report that Mike prepared was reviewed and discussed. VAFD will not attempt to put out an eva fire. The area that the vehicle is in will be evacuated. Discussion.</p> <p>Training at the airport with GBID – a hanger will be filled with smoke and volunteers will enter the building to retrieve objects.</p> <p>Joint Forestry training with Gillies Bay has been completed.</p> <p>Monitor acquisition – no update.</p> <p>Angela Beaumont is chair of the Van Anda Volunteer Fire Fighters Association.</p> <p>Examination for 601 air brakes will be completed this week.</p> <p>Small burn will be held in the next two weeks. Burning ban begins May 15. Mike is aware of the inappropriate fire in Van Anda and has had a conversation with the people responsible.</p>
9. Administrator’s Report	Lin	<p>The Administrators Report was reviewed and discussed.</p> <p>Sand storage – Action: Lin will write a letter to the church. Waiting for available trucks to haul sand.</p> <p>Letter from ratepayer regarding water quality was read and reviewed. Action: Ken will begin a flushing program at this residence. Action: Lin will write a letter to the ratepayer.</p> <p>CWSA conference was discussed. Leak testing will be postponed until 2020.</p>
10. Action Plan/Old Business	Bob	Reviewed and discussed.
11. New Business	Bob	Meetings will be moved to the fire hall training room.
11.1 AGM	Bob	<p>The agenda will be posted online and will be available at the office for ratepayers.</p> <p>Action: Ron will prepare a slide show outlining the infrastructure upgrade progress to date.</p> <p>Action: Lin will talk to Mike about preparing a 2018 Fire Chief Report.</p> <p>Action: Lin will have audited financial statements, agendas and the Fire Chief Report ready for the AGM.</p>

12. Adjourn to Closed Meeting	Bob	
13. Meeting Adjourned	Bob	4:30 PM

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