



VAN ANDA IMPROVEMENT DISTRICT
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TRUSTEE MEETING

Date	August 20, 2019	Time	9:30 AM
Location	Van Anda Improvement District Office		
In Attendance	Trustees: Bob Timms (chair) Ron Smith Rodger Hort Walter Gussman Mike Craggs	Staff: Lin Johnson (Administrator, Recorder) Ken Soles (Water Operator) Mike Craggs (Fire Chief)	

Agenda Item	Lead	Outcome
1. Call to Order	Bob	Bob called the meeting to order at 9:30 am.
2. Declaration of Conflict of Interest	Bob	There was no conflict of interest declared.
3. Approval of the Agenda of August 20, 2019	Bob	Under New Business add: Bi-election <u>Motion:</u> It was moved and seconded that the Agenda for the August 20, 2019 VAID trustee meeting be approved as amended. Motion carried.
4. Approval of the Minutes of July 23, 2019 and August 15, 2019	Bob	Action: Walter will give Lin more information on safety tail gate meetings. Action: Lin and Ken will begin to develop a safety plan for water operators and contractors. <u>Motion:</u> It was moved and seconded that the minutes of July 23, 2019 and August 15, 2019 be approved as circulated. Motion carried.
5. Financial Update	Bob	Funds have been transferred from the fire department account to the Fire Truck Saving Account. Action: On the Fire Department monthly totals sheet, Lin will change decimals to percentages. On the VAID monthly totals, Lin will change the capital reserve to capital expense, and the capital reserve will be removed from the expense sheet.

		<p>UBCM Grant Tracker was reviewed and discussed. In August, it is anticipated that there will be approximately \$125,000 in expenses. The revised grant budget was reviewed. Pump parts, valve and pipe installation, and a metal chop saw needs to be added to the budget.</p>
6. Water Operator Report	Ken	<p>The Water Operator report was reviewed and discussed. Genset starter and battery have been replaced, and the genset was reprogrammed for 208 electrical. Pipes and valves, the waste tank and lake pumps have been received. Ken has ordered parts for the pump, and will build a shroud to house it.</p> <p>Water main break at the trailer park was discussed. Action: Lin will add replacing the main water line that runs through Arnold property to the 5 year capital works plan. Arnold's will be charged for the break in the water line. Action: Lin will send an email to BI Pure asking about salt and other supplies needed for commissioning. Action: Lin will send an email to CWSA members asking where they buy salt and other supplies for water treatment plants.</p>
7. Dam Report	Ken	<p>Ken reported that the dam was inspected and appears to be functional and in working order.</p>
8. Fire Chief Report	Mike	<p>The Fire Chief report was reviewed and discussed. Discussion regarding a public CPR course. This may be offered in the spring of 2020. The UBCM grant for fire departments will be applied for. Action: Lin and Mike will begin the application next week, and will present a draft to the trustees at the September meetings.</p> <p>Discussion regarding replacing fire engine 602.</p> <p>Van Anda Volunteer Fire Association – discussion about offering special event insurance coverage through VAID or VAFD. As Van Anda Volunteer Fire Association has no affiliation with VAID, and has not contributed to VAFD, they will be advised that they need to secure their own insurance for special events. Action: Van Anda Volunteer Fire Association could be invited to a VAID meeting to discuss this.</p>
9. Administrators Report	Lin	<p>The Administrator's Report was reviewed and discussed. Water Restrictions were discussed. Water Restrictions will remain at Level 3. Action: Increasing</p>

		the depth of the lake pump will be added to the Capital Works plan. Action: Rodger will begin doing regular VAID Facebook updates. Discussion regarding businesses that require water to operate their businesses.
10. Grant Update	Lin	While valves and T's are being installed, there can be no water use in Van Anda for approximately 4 hours. Action: Lin will get notices out as soon as Ken gives her the time and day. Action: Ken will purchase a pipe cutter. Ditching of the lines will be done as soon as possible.
11. Old Business/Action Items	Lin	Letterhead has been completed and will be launches with the new infrastructure. A new meter will be installed at Ron Arnolds as soon as possible. Ken will get Tom Hoen to help him with this job. Discussion regarding water use at Arnold's. Ken was asked to install meters on trustee's homes as soon as possible. Ken has asked Smith and Son Roofing to repair the old water storage tank roof. They will do this work early this fall. Action: Valves at Arnolds need to be secured. Action: Bob is working on getting stairs and blocks for the wtp. Action: Easements will be identified and added to capital works plan.
12. New Business	Bob	Action: BI pure will be asked for a list of materials needed for start up and commissioning. Action: Talk to Bob about manhole and add it to the grant tracker if necessary. <u>Bi- Election</u> – A bi-election will be held on September 24 at 7:00 pm, Mary Mary's Café to elect a trustee to fill the position left vacant by Walter Gussman.
13. Adjourn to Closed Meeting	Bob	Meeting adjourned to closed meeting at 11:50 am.