



VAN ANDA IMPROVEMENT DISTRICT
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TRUSTEE MEETING

Date	December 18, 2019	Time	9:30 AM
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) Ken Soles (Senior Water Operator)	

Agenda Item	Lead	Outcome
1. Call to Order	Bob	Bob called the meeting to order at 9:35 AM.
2. Declaration of Conflict of Interest	Bob	There was no conflict of interest declared.
3. Approval of the Agenda	Bob	Agenda item # 4 should read Approval of the Minutes of November 26, 2019. <u>Motion:</u> It was moved and seconded that the December 18, 2019 agenda be approved as amended. Motion carried.
4. Approval of the Minutes of November 26, 2019	Bob	<u>Motion:</u> It was moved and seconded that the minutes of November 26, 2019 be approved as circulated. Motion carried. Discussion regarding VAFD grant application. If the application is successful, this will be added as a line item to the agenda.
5. Old Business/Action Items	Bob	The Action items were reviewed and discussed.
6. Water Operator Report	Ken	The Water Operator report was reviewed and discussed. Action: A drain field needs to be installed around the waste water tank. The ditch is complete and waste water line and phone line are ready to install. Action: A "T" will be installed on the

		<p>waste water line. An air valve and a vent will be installed at the water storage tank on December 19, 2019. Tom Hoen will be working with Ken to complete this work. Stairs have not yet been installed. Action: The new water storage tank will be commissioned as soon as possible. This will provide useful data on the capacity of the new water tank. Once the new water tank is commissioned, we will also know how much the old tank was leaking.</p> <p>Water Operator trainee discussion. Ken Taylor will be asked to do daily checks to relieve Ken Soles. There was discussion about training the current laborer to do chlorination and daily checks. As soon as the new administrator is hired, recruiting a new water operator will begin.</p>
7. Dam Report	Ken	The dam was inspected and appears to be functional and in working order.
8. Financial Documents	Bob	Financial reports were reviewed and discussed. <u>Motion:</u> It was moved and seconded that \$30,000. be transferred from the VAID Power Saver account to the chequing account. Motion carried. Action: Lin will transfer \$30,000 from the Power Saver account to the chequing account.
9. Grant Update	Bob	<p>The grant update was reviewed and discussed.</p> <p>Training and commissioning of the new water treatment plant will be held from January 6-10, 2020.</p> <p>Ron is away from Jan 6-30. Bob away from Jan 9-20.</p> <p>Training and commissioning discussion. Training needs to be ongoing until the water operator is comfortable with the water treatment plant operation. Action: Training dates need to be confirmed with BI Pure. We have \$17,500 in the budget for five days of training. If training time is going to be reduced, we will need to discuss the training costs with BI Pure. Action: Lin will contact Walter to see if he can attend a meeting on Jan 9, 2020 with RES EAU. Action: Lin will try to arrange the meeting with RES EAU for the afternoon of Dec 9 so that Rodger can attend. Action: Ron will contact Madjid regarding the biological ion exchange process, and whether that could be used with our water treatment plant. Discussion about water treatment plant warranty, and the need to consider that before any changes to the operation are made. Action: Lin will try to move the RES EAU meeting to Jan 7 or 8.</p> <p>Bob read a revised financial position report. Discussion about second water line into Van Anda. \$60,000 is an</p>

		<p>estimate. The scope of that work includes a new water line on Marble Bay Road, installing another hydrant and hooking that water line to the new main water line.</p> <p>Discussion about accurate maps of the water system. The new water lines need to be documented. Action: Current maps need to be updates and revised as soon as possible. The placement of the new water lines needs to be documented.</p> <p>Discussion about establishing time lines for work.</p> <p>ROW discussion and review. qRD asked VAID to attend planning meeting on January 14, 2019 to discuss the Right of Way application. Action: Bob will ask Sandy McCormick to speak on VAID behalf at that meeting, and will get Sandy up to date on ROW application.</p> <p>UBCM Grant extension to March 31, 2020 has been approved, but VAID will not see formal acceptance until January 2020.</p>
<p>10. Fire Chief Report</p>	<p>Mike</p>	<p>Mike will get the tv installed in the training room as soon as possible.</p> <p>Mike has registered for a three-day Critical Incident Stress Management course in Vernon in January 2020. This will be followed by a two-day course in May.</p> <p>Three new radios have been purchased, which will allow for communication with other halls during mutual aid call outs.</p> <p>VAFD annual dinner was discussed.</p> <p>Discussion regarding using a Captain if the Chief is not available. This worked well during the recent Van Anda fire, when Mike was called to the ambulance.</p> <p>It is expected that Mike Robert will become the new chief as Mike prepares to retire within the next 24 months. Mark is being mentored and is being offered more training.</p>
<p>11. Administrators Report</p>	<p>Lin</p>	<p>Date of next trustee meeting January 27, 9:30 am.</p> <p>Bylaw 152 needs to be repealed. VAID needs to take out line item 5, which revokes the 2019 tax bylaw. <u>Motion:</u> Van</p>

		<p>Anda Improvement District Bylaw # 152 Taxes that was given first and second reading on November 26, 2019 was repealed. <u>Motion</u> carried. <u>Motion</u>: Van Anda Improvement District Tax Bylaw # 152 was reconsidered on December 18, 2019 and accepted as Van Anda Improvement District Bylaw # 152. Motion carried.</p> <p>Tailgate Safety Meeting Policy, Working Alone policy and Safety Meeting records were reviewed and discussed. <u>Motion</u>: As per BC Worksafe regulations, VAID Safety Policies have been adopted and must be followed by all employees. Motion carried. Tailgate reports must be completed prior to each job commencing. Tailgate Safety Meeting forms must be submitted with monthly reports. Action: The water operator will be asked if there is a first aid kit at the water treatment plant. Action: The water operator will be requested to restock the first aid once per month.</p> <p>Discussion about office phone. Action: Lin will arrange to have a land line installed at the VAID office.</p> <p>VAID trustees will meet on December 28, 2019 at 9:30 am to review administrator job applications.</p>
13. New Business	Bob	No new business.
14. Meeting Adjourned	Bob	Meeting adjourned at 12:09 PM.

Minutes approved January 27th board meeting.