



**VAN ANDA IMPROVEMENT DISTRICT**  
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## TRUSTEE MEETING

<b>Date</b>	<b>July 25, 2019</b>	<b>Time</b>	<b>9:30 AM</b>
<b>Location</b>	<b>Van Anda Improvement District Office</b>		
<b>In Attendance</b>	<b>Trustees:</b> Bob Timms (chair) Ron Smith Rodger Hort Walter Gussman Mike Craggs	<b>Staff:</b> Lin Johnson (Administrator, Recorder) Ken Soles (Water Operator)	<b>Guest:</b> David Vanzella

<b>Agenda Item</b>	<b>Lead</b>	<b>Outcome</b>
1. David Vanzella	Bob	<p>David's revised quotation was discussed. With the addition of the power line to the water treatment plant, total electrical costs will be approximately \$18,150. This includes a transfer switch that David had not included in his original quote. Also, the Genset will require servicing by a Finning technician as VAID does not have access to the system.</p> <p>David was advised that the Seacan will require lighting and a small heater.</p> <p>Ditching for the line for the electrical, telephone and waste water line was discussed. David does not have the capacity to do this work. <b>Action:</b> Bob will contact other contractors and arrange to have the waste water line ditching done. The WTP pad is compacted and completed. <b>Action:</b> Bob will contact Rick Jones about purchasing his metal stairs and more lock blocks.</p>
2. Call to Order	Bob	Bob called the meeting to order at 9:40 am.
3. Declaration of Conflict of Interest	Bob	There were no conflicts of interest declared.

4. Approval of the Agenda of July 25, 2019	Bob	<u>Motion:</u> It was moved and seconded that the Agenda of July 25, 2019 be approved as circulated. Motion carried.
5. Approval of the Minutes of June 19, 2019	Bob	<u>Motion:</u> It was moved and seconded that the Minutes of June 19, 2019 be approved as circulated. Motion carried.
6. Financial Report	Bob	<p>The fire department financial reports were reviewed and discussed. <b>Action:</b> Lin will transfer funds from the fire department account to the fire truck savings account.</p> <p>The improvement district financial reports were reviewed and discussed. Currently, approximately \$20,000 is in accounts receivable.</p> <p>Discussion about moving capital expenses into the capital works account. <b>Action:</b> Lin will move the capital expenses into the capital works account on the improvement district expense sheet.</p>
7. Grant Update	Bob	<p>It was suggested that any remaining grant funds be spent on water treatment plant parts. <b>Action:</b> Lin will add this to the grant tracker.</p> <p>Discussion regarding upgrading the water distribution line. <b>Action:</b> Lin and Bob will review the agreement with Al Davis. <b>Action:</b> Lin will revise the new budget to include not budgeted expenses and increase the water distribution line from 30,000 to 90,000.</p> <p>Horizon Engineering conducted a site visit on Monday, July 22 and are satisfied with the excavation. A memo in regards to the site visit has been received and has been circulated.</p> <p>The foundation for the water storage tank has started. The foundation costs are STT responsibility. VAID costs are armoring, compaction and fill, and unloading and protecting the tank components when they arrive.</p> <p><b>Action:</b> Lin will send an email to Irfan asking why we need a manhole.</p>
8. Water Operator Report	Ken	The Water Operator Report was reviewed and discussed. The house on Main St with the leaking toilet was discussed. <b>Action:</b> Ken will make it a priority to

		<p>find the shut off valve for this property. <b>Action:</b> Water at Earl and Para will be monitored. <b>Action:</b> Lin will send an invoice to ratepayer on Main.</p> <p>Tom Hoen and Ken are working on a parts list for the infrastructure upgrades. As soon as it is complete, it will be sent to suppliers, asking for quotes.</p> <p>Discussion about the piping. Tom Hoen, Ken and trustees will meet at the water storage tank tomorrow to review piping.</p> <p><b>Action:</b> Water Restrictions will be considered prior to filing next years budget.</p>
9. Dam Report	Ken	The dam was inspected and appears to be functional and in working order.
10. Fire Chief Report	Mike	<p>The <u>AED</u> in the fire truck has failed. Mike is working with the supplier to get it replaced. Discussion. Until the fire truck AED is replaced, Rescue will accompany the fire truck to all calls, in case AED is needed.</p> <p>Discussion about using <u>the fire trucks to supplement water</u> during commissioning of the new water tank.</p> <p><u>UBCM Grant</u> – Mike has begun a grant application for the expansion of Rescue services island wide. If he is unable to proceed with that application, he will forward it to the Van Anda Fire Association who may be able to use the information to apply for alternative funding.</p> <p>Mike conducted <u>training on the use of the AED</u> for the boat club members. Discussion regarding <u>community CPR training</u>.</p>
11. Administrators Report	Lin	<p>The Administrators Report was reviewed and discussed. There was a discussion about changes at <u>First Credit Union</u> that would enable VAID to accept e-transfers.</p> <p><u>Grant Celebration</u> – a modified version of the grant party will go ahead on October 4. Jane Waterman, Karen May, Terry Hollo, Rodger Hort and Lin Johnson will form the committee. A plan will be submitted for approval at the next trustee meeting.</p>

		<p><u>Water Operator Job Description</u> – after discussion, it was decided that there will be one job description for water operators, with a sentence indicating that the senior water operator assumes responsibility for the Van Anda Improvement District water system.</p> <p>Ken was invited to potential candidate <u>interviews</u>. Ron will schedule interviews as soon as possible. <b>Action:</b> As soon as Ron as set up interviews, Lin will contact Ken and trustees with dates and times.</p>
12. Old Business/Action Plan	Bob	Tabled to the next trustee meeting.
13. Meeting Adjourned	Bob	The meeting was adjourned at 12:00.

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