



**VAN ANDA IMPROVEMENT DISTRICT**  
**2036 Marble Bay Road, Box 115**  
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## TRUSTEE MEETING

<b>Date</b>	<b>June 18, 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 (10:00) <b>Regrets:</b> 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. Meeting with David Vanzella, Electrical Contractor	Bob	<p>David's quotation was reviewed and discussed. His revised quotation (17,508.75) which includes installation of the yard pole. David asked the Trustees for a \$7,500 deposit on the contract.</p> <p><u>Motion:</u> It was moved and seconded that David Vanzella quotation for electrical upgrades be approved as presented, and that a contract with David Vanzella be entered into for the work outlined in the scope of work presented to him. Motion carried.</p> <p><b>Action:</b> Lin will arrange to have David sign the contract and Lin will prepare a cheque for \$7,500 for a deposit on that contract.</p> <p>David advised that BC Hydro is not answering phone calls or responding to emails. <b>Action:</b> Lin will follow up with BC Hydro.</p> <p>Labour and materials are included in the quotation. David will excavate at the water treatment plant site and bury the electrical and telephone lines. Electrical line can be in the</p>

		<p>same ditch as the water line so long as there is 12" of separation. <b>Action:</b> Lin will find out who the VAID project manager is at BI Pure and authorize David to contact him and share information.</p> <p>David has built a contingency fund into his quotation</p> <p>The new phone line will be installed on the pole at the tank, and will be installed underground to the water treatment plant.</p>
2. Call to Order	Bob	Bob called the meeting to order at 10:02 am.
3. Declaration of Conflict of Interest	Bob	<p>Bob advised the trustees that STT Enviro Corp crew members will be staying at his vacation rental during the water storage tank construction.</p> <p>Lin advised that when she is contacted for accommodation recommendations from contractors and others with VAID business, she refers them to Bob Timms vacation rental and Karen May B&amp;B, because they are known to her. Lin also recommends that people looking for temporary accommodation visit the TACT website.</p>
4. Approval of the Agenda	Bob	Under New Business add: 8.1 Water Restrictions
5. Approval of the Minutes of May 16, 2019	Bob	<u>Motion:</u> It was moved and seconded that the minutes of May 16, 2019 be approved as circulated. Motion carried.
6. Financial Report	Bob	The trustees questioned the contingency funds being used for the kitchen upgrade for the firehall. Mike will be asked to include capital upgrades and improvements when budgeting.
7. Grant Update	Bob	<p>The grant update report was reviewed and discussed. Grant Tracker was reviewed and discussed. <b>Action:</b> Lin will add a column to the Grant Tracker for Expenditures not included in the budget. To date, ineligible grant expenses are estimated to be \$37,000, but ineligible grant expenses could be higher.</p> <p>Lin reported that grant claims 7 &amp; 8 have been received, totalling \$73,452.53. <b>Action:</b> Lin will arrange to pay RBC line of credit of \$55,000.</p> <p>Grant claim # 9 was amended, because legal expenses and right of way expenses (\$1,050.) are not eligible grant expenses.</p> <p>Discussion about compaction testing. <b>Action:</b> Lin will ask Venkat if Horizon is needed for compaction testing.</p>

		<p>Total project costs – <b>Action:</b> Lin will prepare a spreadsheet of committed grant costs, which include second distribution line and the waste water line.</p> <p>Discussion regarding commissioning and testing the new water storage tank. After discussion, it was decided that the new tank could be connected to the old tank for commissioning and testing. Van Anda residents will be asked to try to avoid using water on the commissioning day.</p> <p>Commissioning the new water storage tank will be on the next KWL teleconference agenda.</p> <p><b>Action:</b> Lin will check with Al Davis to see if he has Shop Drawings of the water storage tank.</p>
<p>8. Water Operator Report</p>	<p>Ken</p>	<p>Water Operator was reviewed and discussed.</p> <p>There is a leak at a ratepayer residence on Gracemere. Ken investigated, and the leak is on the owner’s property, not VAID. The house is in the process of being sold. The new owner will be responsible for repairing the leak.</p> <p>Ken investigated a complaint from a ratepayer regarding a lack of pressure. The problem is with the ratepayer residence, not a VAID problem.</p> <p>Discussion about what information the new water treatment plant will generate. Will Ken continue to have to take manual readings of pump hours, gallons pumped, temperatures and chlorine levels, or will the new water treatment plant generate that information automatically. Is there a flow meter? In a power outage, will the wtp restart automatically, or will it have to be restarted manually?  <b>Action:</b> This will be put on the agenda for the next KWL teleconference.</p> <p>RCMP manager asked Ken to do a flush of the water at the RCMP house.</p> <p>Discussion about lake level. The water at the pump is down 1.5 inches. In the past 5 years, this is the lowest lake level recorded.</p> <p>After discussion, it was decided to implement Level 3 water restrictions as of July 1.</p>

		<p><u>Motion:</u> It was moved and seconded that Van Anda Improvement District implement Stage 3 Water Restrictions July 1, 2019. <b>Action:</b> Lin will place notice in the Express Lines, cable tv, Facebook and notices throughout the community. <b>Action:</b> Lin will find the water saving list and circulate to the trustees. Discussion about using water saving circular as in insert in the Express Lines. Discussion regarding enforcement of water restrictions.</p> <p>Discussion about replacing pumps early to reduce cavitation in the lake pumps. It was decided that VAID would discuss installing one new lake pump as soon as possible. This should reduce the risk of cavitation if the lake level. <b>Action:</b> Lin will add this to the next KWL teleconference agenda. The water restriction by-law will be reviewed prior to next summer.</p>
9. Dam Report	Ken	<p>The dam was inspected and appears to be functioning normally.</p> <p>Discussion about increasing the height of the dam. <b>Action:</b> If funds are available in the fall, raising the height of the dam will be considered.</p>
10. Fire Chief Report	Bob	<p>Tabled to the July meeting, when Mike is available to speak to the June Fire Chief Report.</p>
11. Administrator's Report	Lin	<p>Meeting with GBID scheduled for June 20, at the hotel at 1:00.</p> <p><u>Second Water Operator</u> – The job has been posted on the EOCP website, it has been sent to CWSA, Career Link Powell River, the Van Anda cable tv channel, and posters have been put up in Van Anda and Gillies Bay. The water operator posting closes July 12, 2019.</p> <p>It was decided to table the water operator hiring process to a special meeting. Lin will schedule it for prior/post the KWL teleconference.</p> <p>Agenda items will include:  Review draft job description  Tour potential water operators with Ken  Lunch or dinner with candidates  Whether to pay out of town candidates to attend interview  Develop a set of minimum standards we are seeking in a water operator  Interview process and questions</p> <p>It was decided to add sharing a second water operator with Gillies Bay to our discussion with GBID on May 20.</p>

		<p><b>Action:</b> Lin will prepare the application for wage subsidy for the water operator.</p> <p><u>Transportation &amp; Travel Policy</u> – draft was reviewed. Lin will revise this document and circulate to trustees.</p> <p><u>Water Operator Assistance Review</u> – draft was reviewed. The document will be revised and circulated to trustees.</p>
12. Action Items/Old Business	Bob	Tabled to July meeting.
13. Correspondence	Bob	Tabled to closed meeting.
14. Delinquent Accounts	Bob	Tabled to closed meeting. <b>Action:</b> Lin will send out water cut off notices to delinquent ratepayers on July 1.
15. Meeting adjourned	Bob	Meeting adjourned at 12:20 PM.
16. Date of Next Meeting	Bob	July 16, 2019, 9:30 AM

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