



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

<b>Date</b>	<b>November 26, 2019</b>	<b>Time</b>	<b>1:00 PM</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 Mike Craggs Walter Gussman	<b>Staff:</b> Lin Johnson (Administrator, Recorder) Mike Craggs (Fire Chief) Ken Soles (Senior Water Operator)	

<b>Agenda Item</b>	<b>Lead</b>	<b>Outcome</b>
1. Call to Order	Bob	Bob called the meeting to order at 1:04 pm.
2. Declaration of Conflict of Interest	Bob	There was no conflict of interest declared.
3. Approval of the Agenda	Bob	<p>Under New Business: add Safety Policies, Rebecca Stephens meeting after probationary period, performance reviews.</p> <p>Under Grant Report: add electrical invoices.</p> <p><u>Motion:</u> It was moved and seconded that the November 26, 2019 trustee meeting agenda be approved as amended. Motion carried.</p>
4. Approval of the Minutes of October 22, 2019	Bob	<p><b>Action:</b> Van Anda Fire Department will be referred to as Van Anda Fire Department or VAFD, not fire.</p> <p><u>Motion:</u> It was moved and seconded that the minutes of October 22, 2019 be approved as circulated. Motion carried.</p>
5. Financial Documents	Bob	<p>Financial documents were reviewed and discussed. Bank Reconciliation titles need to be changed to 2019.</p> <p><b>Action:</b> Lin will ensure dates are correct in financial statements. <b>Action:</b> Lin will include amounts in notes.</p>

		The November 2019 – March 2020 financial forecast was reviewed and discussed.
6. 2020 Water Tolls & Taxes Bylaws	Bob	<p>Bylaws 151 Water Tolls and 152 Taxes were reviewed and discussed. <b>Action:</b> A screen and projector will be available at meetings to review documents. Water tolls and taxes due date will be changed to April 1, 2020. A 10 % late penalty will be added to payments not received by April 1, 2020. Ron suggested changes to the formatting of Bylaw 151, which was approved.</p> <p>Motion: Van Anda Improvement District Bylaw # 151 Water Tolls was given first reading, and after being reconsidered, was finally moved, seconded and accepted as Van Anda Improvement District Bylaw # 151 Water Tolls.</p> <p>Motion: Van Anda Improvement District Bylaw # 152 Taxes was given first reading, and after being reconsidered, was finally moved, seconded and accepted as Van Anda Improvement District Bylaw # 152 Taxes.</p>
7. Grant Update	Bob	<p>Grant Update report was reviewed and discussed. <b>Action:</b> Mike will purchase a tv for the fire hall training room. <b>Action:</b> On the grant budget, Lin will split the water distribution line into two line items, the Boat Harbour project (30,000), and the Marble Bay Road upgrade (60,000). <b>Action:</b> Lin will ask qRD for a grant extension to March 31, 2020.</p> <p>Ken reported that the infrastructure work that remains to be done includes:</p> <ul style="list-style-type: none"> <li>• hooking up the waste water tank and the waste water line</li> <li>• installing the phone line</li> <li>• the electrical work inside the seacan needs to be completed.</li> <li>• Ditching from the water treatment plant to the water storage tank needs to be done. <b>Action:</b> Ken will talk to Al Davis regarding completing the ditching.</li> <li>• A date for training and commissioning has not been established.</li> </ul>

		<ul style="list-style-type: none"> <li>• Discussion about installing an air valve from the water storage tank.</li> <li>• Tom Hoen is attending the site on Thursday to review and inspect the work to date.</li> <li>• Brackets are being made to support valves from the water storage tank.</li> <li>• All pipes and valves will remain exposed until after commissioning.</li> <li>• The new pump will be installed in the coming days. The old pump will remain operational by switching it on manually.</li> <li>• The report from Origo Environmental was reviewed and discussed. The main water line is on the road allowance at Sellentin, but ratepayers have expropriated some of that land. Parts of the water line are behind fences and under planted shrubs. Discussion about sending letters to ratepayers who have built or planted on top of the water line.</li> </ul>
8. Waterworks Report	Ken	<p>Discussion about salt. <b>Action:</b> Lin will ask BI Pure if salt can be kept in the wtp. Commissioning of the water treatment plant and training of the water operators are separate things. KWL will come for commissioning. <b>Action:</b> Ken will talk to BI Pure closer to the end of the week regarding training dates for the water treatment plant. <b>Action:</b> Lin will inform KWL that training and commissioning of the water treatment plant will not be taking place the first week of December. The water treatment plant will start by pumping water into the old water storage tank, and then switching to the new water storage tank once the plumbing is completed. Discussion about putting a liner into the old tank or if we are going to decommission the old water storage tank.</p> <p>Ken was not contacted by the fire department during the recent house fire. Mike has put a poster in all trucks advising volunteers to contact Ken if there is a fire, so that he can monitor the water levels. North Island 911 has also been notified to contact Ken if there is a fire in Van Anda. Discussion about draw on the lines during fire fighting. Mike informed trustees that a volunteer is constantly monitoring pressure on the</p>

		<p>trucks to ensure that the water lines are not being overdrawn.</p> <p>Discussion about including Austin Rycroft in the new water treatment plant training as a volunteer. It was decided that Austin may attend the water treatment plant training if there is capacity for four people. Austin could also be shown how to operate the water treatment plant by Ken and Rebecca. <b>Action:</b> Lin will contact BI Pure in regards to training.</p> <p><b>Action:</b> Lin will arrange a meeting with David Vanzella to discuss his invoicing and quotations.</p> <p><b>Action:</b> The water operator report will be moved to the top of the agenda so Ken will not have to attend the entire board meeting.</p> <p>Discussion about building a cover over the waste water tank at the water treatment plant.</p> <p>Rebecca is now able to do chlorine by herself.</p> <p>Discussion about Texada Transfer invoices to deliver water samples.</p>
9. Dam Report	Ken	The dam was inspected and is functional and in working order.
10. Fire Chief Report	Mike	<p>Mike is booking himself into a Critical Incident Stress Management course in Vernon for four days in January.</p> <p>Three new radios have been purchased.</p> <p>Discussion about recent house fire. Mutual aid with GBFD went very well. Discussion about water use during the fire. Discussion about Mike being called out to the ambulance during the fire. Mike said that his Incident Commander takes over if he is unavailable. The Incident Commander did a good job during the recent fire. When a fire is in Van Anda VAFD Chief is the IC, in Gillies Bay, the GBFD Chief is the IC, unless they stand down and ask someone else to take over.</p> <p>Mike will distribute honorariums during the next training session.</p>

		<p>Exercise equipment is being removed from the kitchen.</p> <p>The recent Van Anda fire pointed out the need for additional training in SCBA's, and radio communication. Refresher courses will be held as soon as possible.</p> <p>Mike will receive notification of the grant application in February 2020.</p> <p>The annual VAFD Christmas dinner will be held at the Texada Island Inn on December 16, with seating at 5:30. Please notify Mike if you will be attending by November 30.</p>
11. Administrators Report	Lin	<p>The next trustee meeting will be held on December 18, 2019 at 9:30 am. Meetings will now be held the third Wednesday of the month, at 9:30 am.</p> <p>A staff meeting was held in November. Staff meetings will now be held once a month.</p> <p>Discussion regarding Dropbox. <b>Action:</b> Lin will continue to use the portable hard drive to store data. <b>Action:</b> Mike and Lin will once again work on developing fire web pages.</p> <p>Discussion regarding RES EAU. <b>Action:</b> Lin will contact Madjid and advise that we would like RES EAU to monitor our new water treatment plant.</p> <p>Emergency Response Plan – <u>Motion:</u> It was moved and seconded that the 2019 Emergency Response Plan be approved as presented. Motion carried.</p>
12. Old Business/Action Plan	Bob	<p><b>Action:</b> Lin will research working in a water shed and report back. <b>Action:</b> Lin will check the cost of chlorinator tubes with BI Pure. <b>Action:</b> Lin will talk to insurance agent regarding new infrastructure. <b>Action:</b> Lin and Rodger will meet with the Financial Advisor, First Credit Union in January 2020 to discuss investments. <b>Action:</b> Bob will arrange a meeting with Rebecca for December 9.</p>
13. New Business	Bob	<p><b>Action:</b> Lin will circulate safety policies to water operators for review. Safety documents will be reviewed at the December 2019 meeting. It was</p>

		suggested that Ken be offered the position of safety officer. If he declines, this will be offered to Rebecca.
14. Meeting Adjourned	Bob	The meeting adjourned at 4:45 pm.

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