



VAN ANDA IMPROVEMENT DISTRICT
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TRUSTEE MEETING

Date	October 22, 2019	Time	1:30 PM
Location	Van Anda Improvement District Office		
In Attendance	Trustees: Bob Timms (chair) Ron Smith Rodger Hort Mike Craggs Walter Gussman	Staff: Lin Johnson (Administrator, Recorder) Mike Craggs (Fire Chief)	Regrets: Ken Soles (Senior Water Operator)

Agenda Item	Lead	Outcome
1. Call to Order	Bob	Bob called the meeting to order at 1:35 pm.
2. Declaration of Conflict of Interest	Bob	There was no conflict of interest declared.
3. Approval of the Agenda	Bob	Under Fire add: UBCM Grant Application.
4. Approval of the Minutes	Bob	<u>Motion:</u> It was moved and seconded that the minutes of September 26, 2019 be approved as circulated. Motion carried. <u>Motion:</u> It was moved and seconded that the minutes of October 7, 2019 be approved as circulated. Motion carried.
5. 2020 Budget	Bob	<p>Action: change container in infrastructure to capital expense. Action: Lin will add cleaner to the 2021 Fire budget. Action: Lin will check the hydro cost on Duker Road. Action: Lin will research liens and tax sale for the house with outstanding invoices. Action: Econics review tabled to 2021.</p> <p>The budget expenses were finalized. Action: Lin and Bob will put together possible amounts for water tolls and taxes to present at the November meeting. Action: Lin will have bylaws for water tolls and taxes ready for the November meeting.</p>

6. Grant Update	Lin	<p>Trustees placed a call to George Thorpe at BI Pure. George confirmed the shop inspection for October 28 at 9:00 am.</p> <p>\$344,489 grant funds remaining. Outstanding work totals approximately \$320,000.</p> <p>Discussion regarding the second distribution line.</p> <p>Action: A list of questions will be developed for Ken and Rebecca to ask while they are at the BI Pure plant.</p>
7. Water Works Report	Bob	<p>As Ken was not in attendance, the report was tabled to November. Discussion about the amount of time that a labourer was working with the senior water operator.</p> <p>Action: Trustees directed Lin to speak to Rebeca regarding the time she is available to work for VAID.</p> <p>Action: Trustees directed Lin to advise Ken that he is to use Rebecca whenever possible. Only if Rebecca is not available, or a third person is required, is casual labour to be hired. Action: Lin and Bob will create a project schedule of the infrastructure work that remains to be completed for Ken. Action: Trustees will meet with Ken after the list is compiled. Action: Rebecca probationary evaluation will be completed on December 7.</p>
8. Dam Report	Ken	Tabled to the November meeting.
9. Fire Report	Mike	<p>Mike is in the process of preparing a grant application for CISM response training and expanding medical rescue to all of Texada Island. A draft of the grant was circulated to trustees. This application requires a motion from VAID stating that VAID will oversee the grand and that they approve of the proposed project.</p> <p><u>Motion:</u> It was moved and seconded that Van Anda Improvement Distrist supports the Van Anda Fire Department grant application for expansion of medical rescue services and CISM training, and that Van Anda Improvement District will manage the grant if the application is successful. Motion carried.</p> <p>The deadline for the application is November 15. Mike is currently working on a budget and reviewing the application with fire department personnel.</p>

10. Administrators Report	Lin	Reviewed and discussed. The Emergency Response Plan for 2019 was approved as presented. Action: A motion to approve the 2019 Emergency Response Plan will be presented at the November meeting.
11. Action Items/Old Business	Bob	Reviewed and updated.
12. Correspondence	Bob	Letter from the Legion regarding Remembrance Day ceremony. Action: Bob and Mike will attend the ceremony and present wreaths on behalf of the fire department and the Van Anda Improvement District. Action: Lin will confirm this with the Legion. Action: Lin will advise the Legion that both VAID and VAFD will purchase a wreath for the ceremony.
12. Meeting adjourned	Bob	Meeting adjourned to a closed meeting at 4:22.
13. Date of Next Meeting	Bob	To Be Determined

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