



VAN ANDA IMPROVEMENT DISTRICT
2036 Marble Bay Road, Box 115
Van Anda, BC V0N 3K0
C: 604.414.3508
E: contact@vananda-id.ca

TRUSTEE MEETING

Date	September 26, 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) Ken Soles (Senior Water Operator) Rebecca Stephens (Water Operator) Mike Craggs (Fire Chief)	

Agenda Item	Lead	Outcome
1. Call to Order	Bob	Bob called the meeting to order at 9:30 am.
2. Declaration of Conflict of Interest	Bob	There was no conflict of interest declared.
3. Approval of the Agenda for September 26, 2019	Bob	Under New Business add: fire ban removal, STT Statutory Declaration, Water Operator training <u>Motion:</u> It was moved and seconded that the Agenda for September 26, 2019 be approved as amended. Motion carried.
4. Approval of the Minutes of August 20, 2019	Bob	In the Fire Chief Report, the line that reads that the Van Anda Volunteer Fire Fighters Association has not contributed...' should be struck. <u>Motion:</u> It was moved and seconded that the minutes of August 20, 2019 be approved as amended. Motion carried.
5. Financial Reports	Bob	Reviewed and discussed. Fire truck savings was discussed. Currently, most of the fire truck savings are in a term deposit. Once that term matures, it will be re-invested with most of the funds in the truck savings account. Having one term is easier to track than several. <u>Motion:</u> It was moved and seconded that the fire truck savings account funds be invested into a term

		<p>deposit with the funds from term 19 when term 19 matures. Motion approved.</p> <p>Discussion regarding meeting with a wealth management advisor from First Credit Union, and speaking to Robert Brillante from RBC regarding investments. Action: Lin and Rodger will meet with First Credit Union financial advisor and RBC regarding investments.</p> <p>Action: Lin will move MSP payments from deductions payable into MSP payable.</p> <p>Discussion regarding fire ventilation account. Currently \$1,500 is being set aside annually for ventilation. Discussion about upgrades to fire hall and adding another bay. Action: Lin will move line items 20 & 43 together on the fire budget. Action: Lin will add better notes to the financial page. Action: Lin will have monthly bank statements and bank reconciliations available at trustee meetings.</p>
<p>6. Grant Update</p>	<p>Bob</p>	<p>Discussion about the second water distribution line into Van Anda. Action: Lin will send Al Davis an email asking him for his timeline and engineering reports for the second distribution line.</p> <p>Action: Lin will fix the grant tracker and send a revised copy out as soon as possible. Discussion about the water storage tank leak test.</p> <p>Action: Ken and Rebecca will have the leak test completed by Monday, September 30.</p> <p>Action: Ken will have the tank and tank plumbing ready by the end of next week.</p> <p>Action: Lin will set up a drop box account.</p> <p>Revised grant budget reviewed and discussed.</p> <p>Action: Lin will send an email to Venkat asking BI Pure to supply us with free water treatment plant supplies because of the delay in getting the water treatment plant on site.</p>

		<p>A call was placed to John Wilby, CFO, STT Enviro Corp, asking why we were sent a Statutory Declaration stating that all suppliers, contractors and labour had been paid, when a local contractor has not been paid. John advised trustees that he would look into this and get back to Bob.</p>
7. Water Operator Report	Ken	<p>Reviewed and discussed.</p> <p>Chlorinator tubes are changed every 200 hours, approximately once per month. The new system may mean that the chlorinator tubes could last longer than 200 hours.</p> <p>The water in the new tank was included in the water sampling done in September, and came back acceptable.</p> <p>The new lake pumps have been received; Ken has built a shroud. The pump is ready to install.</p> <p>The leak at the trailer park has been repaired. Discussion regarding the changes to landscaping at the trailer park. Some of VAID shut off and other valves have been buried. It may be easier to install a new line than to try to find our existing lines. Action: Ken will mark the main water valve. Ken plans to mark the main water valve at the trailer park with large rocks, so it can't be driven on. Action: Ken will prepare an invoice for Arnolds.</p>
8. Dam Inspections	Ken	<p>The dam was inspected and appears to be functional and in working order.</p>
9. Fire Report	Mike	<p>Reviewed and discussed. There are currently 12 active members in VAFD. Insurance requires that there be 16 active members, or rates may increase.</p> <p>Materials that are required for First Responder will be purchased and shared amongst 3 firehalls, bringing the cost down to approximately \$1,000 per department.</p> <p>All members have been CPR recertified.</p> <p>Currently 2020 training is being planned.</p>

		<p>The containers have been levelled. Hydrant heads will be painted after the hall renovation is complete.</p> <p>Standards need to be updated this year. E-books have been purchased for each member. One set of bunker gear will be purchased this year, and funds will be set aside to purchase two sets of bunker gear each year.</p> <p>Mike has been informed that if there is a death of a member while on duty, the hall may be locked down for up to six months while Worksafe investigates. This will include the VAID office.</p> <p>Discussion regarding fire ban. The date restriction is effective and will remain in effect, but the ban may be moved as the situation warrants. <u>Motion:</u> It was moved and seconded that VAID supports lifting the fire ban effective immediately. Motion carried.</p> <p>Draft fire hall budget reviewed and discussed. Action: It was suggested that fire truck saving could be an agenda item for the next AGM. Action: Lin and Mike will meet to revise the budget. Action: There will be a financial meeting on Monday, October 7, 2019 at 9:30 am to finalize the VAFD 2020 budget and to begin to work on the VAID 2020 budget.</p>
<p>10. Administrator's Report</p>	<p>Lin</p>	<p>Reviewed and discussed. <u>Motion:</u> It was moved and seconded that Ken and Rebecca be authorized to attend the water operator training being offered in Powell River on November 1, 2019. Motion carried.</p> <p>Action: Lin will contact the water storage tank supplier to see if the water tank can be painted, and what type of paint can be used. Also, what type of paint or material will harm it.</p>
<p>11. Action Items/Old Business</p>	<p>Bob</p>	<p>Discussion regarding lock blocks for the slope beside the water storage tank. It was decided to leave this for now, and see if sluffing occurs. Action: Lin, Ken and Walter will meet as soon as possible to set up a tail gate/safety procedure. Action: Lin will contact CWSA members to ask where they purchase their water treatment plant supplies.</p>

		<p>Mike is working on a grant application to increase rescue services island wide.</p> <p>The CWSA has a new administrator and chair. Bob has sent an email reminding CWSA that they serve the Sunshine Coast as well as Vancouver Island.</p> <p>Lin will send out letters to delinquent ratepayers.</p>
12. Meeting adjourned	Bob	Meeting adjourned 1:00. Next VAID meeting date to be determined.