

BOARD OF TRUSTEES MEETING

Date	February 19, 2020.	Time	9:30 AM
Location	Van Anda Improvement District Office		
In Attendance	Trustees: Bob Timms (chair) BT Rodger Hort RH Ron Smith RS Mike Craggs MC Regrets: Walter Gussman WG	Staff: Sylvia Praught (Admin Asst, Recorder) SP Mike Craggs (Fire Chief) MC Ken Soles (Senior Water Operator) KS Regrets: Lin Johnson (Administrator, Recorder) LJ GUESTS: Two Ratepayers	

Agenda Item	Lead	Outcome
1. Call to Order	BT	Bob called the meeting to order at 9:35 AM.
2. Declaration of Conflict of Interest	BT	There was no conflict of interest declared.
3. Approval of the Agenda	BT	<u>Motion:</u> It was moved, RS and seconded, RH that the February 19, 2020 agenda be approved as amended. Motion carried.
4. Approval of the Minutes of December 18, 2019	BT	<u>Motion:</u> It was moved, MC and seconded, RH that the minutes of January 27, 2020 be approved as circulated. Motion carried.
5. Guest Ratepayer	BT	Discussion regarding water meters and establishing a year of meter history. Revisit billing next year. Aiming to have all meters up and running by end of March 2020. ROW – right of way access and survey for future needs. Standpipe values, insulation practices and suggestions. Seasonal water spike is in freezing weather, water not used to water grass. Read meters approximately same day each month. Confirm locations of each meter. Discussed car spray like Blubber Bay used to have, only spray, no wash or soaps. Discussion of using recycling water system like at boat yards.
5. Old Business/Action Items	BT	<p>Safety policies and forms - staff reviewing, signing, following and turning in forms monthly. Action: Ensure field staff reviews new binder and sign agreement to safety policies. Discussion postponed due to time restraints.</p> <p>Insurance – approved new policy with Frank Cowan Underwriters. Action: SP contact CapriCMW, confirm invoice, and pay.</p>
6. Water Operator Report	BT	The Water Operator report was reviewed and discussed. Discussion included – water graphs & data wanted to see differences, 15mos to 5yr comparisons, possible student project, query other CWSA members. Lake level using metal pole instead of stick as stick is dropping/breaking. Free Chlorine and Gallons used daily average Nov 2019, meter readings spreadsheet chart needs

Water Operator Report (continued)		updating. Brush cutting on Fortis pipeline ongoing. Treatment plant – filters, salt, costs, time, samples. Recruiting a new water operator and posting advertisement asap. Action: SP review spreadsheet data, ensure up to date and accurate. BT and SP post Water Operator/trainee advertisement. Book AR for brush cutting. KS review lake level measurement device and ensure best option in use.
7. Dam Report	BT	Dam reclassification discussed – note that latest email, letter, documentation relating to this needs to be circulated. Action: SP to query LJ for input and research.
8. Financial Documents	BT	Financial reports were reviewed. Action: Admin to share updates made to December reports. \$30,000 fund transfer from tolls & taxes to chequing. <u>Motion:</u> RH and seconded MC. Discussed meeting with First Credit Union or other to improve returns and automate where practical. Shared Admin trying new ‘deposit anywhere’ app; photo deposit. LI meeting with Software Tech to assist with bank reconciliation module reset for Sage software. Budgets & budgeting training for new trustees, new administration, and board in general. Action: SP check into local training options for after April AGM. LI and SP finalize auditor box and deliver to auditor.
9. Grant Update	BT	Grant financial status update provided by BT. GST discussed and David Duker input requested. Action: Scan and save BT/MT Grant update. Request GST input and best way to resolve from auditor with auditor box. Electrical invoice for storage container still incoming. Salt storage, freight, and ongoing expense discussed. \$30,000 has been allocated for the connections from the AD Ventures property on Marble Bay Rd to the existing mainline at Sellentin Rd. ROW – thank you letter to qRD for their support signed and being mailed out. UBCM Grant extension to March 31, 2020 has been approved. All grant invoices must be received by February 29, 2020.
10. Fire Chief Report	MC	Fire Chief report was reviewed. Recent grant application denied. Tax exempt letter required for vendors. Tracking training discussion. Fire ban May 15 – Oct 15 agreed for this year; following provincial is not practical discussion. 2 new members. Value of crisis Intervention peer to peer training recently attended

<p>Fire Chief Report (continued)</p>		<p>acknowledged and 2nd session discussed as legitimate expense and worthwhile. Suggested new savings account for AEDs, bunker gear, and N-95 masks approximately \$500 a year. Discussion about SEED capital? Discussion about safety at Water Treatment Plant – first aid, eye wash stations, WHMIS. Discussion about Fire annual expenses spreadsheet including insurance = liability & trucks, occupational health = PTSD & volunteers worksafe, Licenses & dues includes radio &? Chief travel & expenses = identify meetings, ferry fares, fuel, training not local? Forestry fire over budget and how will this be covered? Discussion about online trainer for 2021 = \$1000? Action: SP to draft/research tax exempt letter for vendors. MC to continue to track training/keep roster of volunteers. MC to attend 2nd session of Crisis Intervention peer to peer training. SP to set up new savings account and discuss with MC. MC and KS to install eye wash stations and ensure first aid kit up to date. MC and KS to review items requiring WHMIS documentation and MC to prepare WHMIS binder for onsite at WTP and e copy for office files. SP to update fire annual expenses with information column.</p>
<p>11. Administration Report</p>	<p>SP</p>	<p>Court of Revision February 29, 10am – Noon. Date of next trustee meeting Tuesday March 17th, 9:30 am. Annual General Meeting, April 28, 7pm, Mary Mary’s Café.</p> <p>Receiving payments for water tolls and taxes ongoing.</p> <p>Action: SP post advertisements for Water Operator in appropriate publications. Update local phone book as discussed.</p>
<p>13. New Business</p>	<p>BT</p>	<p>WTP samples for Res’Eau discussed. Action: SP to query Res’Eau for written instructions, time sensitivity, frequency, locations, address and any other requests related to agreed upon sampling that Res’Eau will do for VAID for one year to help establish backflush frequency and salt amounts required to maintain water quality. KS will begin routine sampling once requirements known.</p> <p>Wages noted that wages are 15% of their budget for this year already.</p> <p>Meeting snacks/refreshments only coffee and water were provided for guests and meeting attendees. Action: SP to ensure compliment of refreshments in the future.</p>

New Business (continued)		<p>Sprinkling noted resolution not bylaw required. Found 2014 sprinkling hours but not 4 stage guide. Action: Locate latest 4 stage guide for trustee review and editing.</p> <p>Metro Testing invoice discussion. Action: SP to research and discuss with LJ, locate latest information and share with BT asap.</p>
15. In Camera/Closed		Delinquent accounts review postponed till next month due to time restraints and Court of Revision Feb 29 th .
16. Meeting Adjourned	BT	Meeting adjourned at 12:55 PM.