

TRUSTEE MEETING

Date	January 27, 2020.	Time	9:30 AM
Location	Van Anda Improvement District Office		
In Attendance	Trustees: Bob Timms (chair) Walter Gussman Rodger Hort Regrets: Ron Smith Mike Craggs	Staff: Sylvia Praught (Admin Asst, Recorder) Regrets: Lin Johnson (Administrator, Recorder) Mike Craggs (Fire Chief) Ken Soles (Senior Water Operator)	

Agenda Item	Lead	Outcome
1. Call to Order	Bob	Bob called the meeting to order at 9:35 AM.
2. Declaration of Conflict of Interest	Bob	There was no conflict of interest declared.
3. Approval of the Agenda	Bob	<u>Motion:</u> It was moved and seconded that the January 27, 2020 agenda be approved as amended. Motion carried.
4. Approval of the Minutes of December 18, 2019	Bob	<u>Motion:</u> It was moved and seconded that the minutes of December 18, 2019 be approved as circulated. Motion carried.
5. Old Business/Action Items	Bob	The Action items were reviewed and discussed.
6. Water Operator Report	Bob	The Water Operator report was reviewed and discussed. Discussion included - meter replacement, hole protection and barriers at/near Arnold property; ongoing treatment plant commissioning and training with BiPurewater; and recruiting a new water operator this year.
7. Dam Report	Bob	Dam reclassification discussed.
8. Financial Documents	Bob	Financial reports were reviewed. Action: Admin to review, confirm and update line items as requested/needed. Budgets & budgeting training for new trustees, new administration, and board in general. Action: Admin to check into local options for after April AGM.
9. Grant Update	Bob	Grant financial status updated and is on track. Second water line into Van Anda ~ \$60,000. Work includes a new water line on Marble Bay Road, installing another hydrant and hooking that water line to the new main water line.

		<p>ROW - All required documents have been submitted to the Ministry regarding a Right of Way on Crown Land for the Utilities and Water line ROW. qathet Regional District Planning Committee received these documents at their January 14, 2020 Planning meeting and unanimously voted that the RD had no objections to the proposed Crown Land ROW.</p> <p>UBCM Grant extension to March 31, 2020 has been approved.</p> <p>All grant invoices must be received by February 29, 2020.</p>
10. Fire Chief Report	Bob	Fire Chief report was reviewed.
11. Administration Report	Sylvia	<p>Date of next trustee meeting February 19, 9:30 am. Court of Revision February 29, 10am – Noon. Annual General Meeting, April 28, 7pm, Mary Mary’s Café.</p> <p>Receiving and filing monthly safety forms from field staff. Action: Administration to file.</p> <p>Office phone update. Action: Telus installing landline January 31st.</p> <p>2020 invoices. Action: Administration to complete and mail out to ratepayers February 1st.</p> <p>VAID trustees have hired Administrative Assistant. Sylvia has begun training with Lin.</p>
13. New Business	Bob	<p>Agenda & Board Meeting package - Action: Admin to send out 5 working days prior to meeting.</p> <p>Communication of upcoming meetings and agenda – for trustees, staff, and public – methods and timely manner. Action: Admin to address as recommended.</p> <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.</p> <p>First aid kit - used for emergencies only and ensuring supplies don’t expire (or become too old to be useful). Action: Review expiration date on first aid kit.</p> <p>Insurance – new policy with Frank Cowan Underwriters. Action: February 3, 9:30am separate trustee meeting for in depth review.</p> <p>Meetings scheduling – pondered every second month.</p>

		Correspondence – letter from Captain Maclsaac, LOA for Paramedicine training March – November 2020.
14. Guest questions		New agenda item.
15. In Camera/Closed		Delinquent accounts reviewed.
16. Meeting Adjourned	Bob	Meeting adjourned at 12:35 PM.