



**VAN ANDA IMPROVEMENT DISTRICT**  
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### BOARD OF TRUSTEE'S MEETING

<b>Date</b>	<b>August 15, 2017</b>	<b>Time</b>	<b>7:00 PM</b>
<b>Location</b>	<b>Van Anda Improvement District Office</b>		
<b>In Attendance</b>	<b>Trustees:</b> <b>Bob Timms (chair)</b> <b>Walter Gussman</b> <b>Mike Craggs</b> <b>Rodger Hort</b> <b>Ron Smith</b>	<b>Staff:</b> <b>Ken Soles (Water Operator)</b> <b>Mike Craggs (Fire Chief)</b> <b>Lin Johnson (Administrator, Recorder)</b>	

<b>Agenda Item</b>	<b>Lead</b>	<b>Outcome</b>
• Call to Order	Bob	Bob called the meeting to order at 7:01 PM.
• Declaration of Conflict of Interest	Bob	There was no conflict on interest declared.
• Approval of the Agenda	Bob	Under Financials add: financial reports Under New Business add: signage
• Approval of the minutes of July 18, 2017	Bob	The date the Boil Water Advisory was lifted was July 7, 2017, not July 4. <b>MOTION:</b> It was moved and seconded that the minutes of July 18 be adopted as amended. <b>CARRIED.</b>
• Waterworks Report	Ken	The Water Operator report was reviewed and discussed. <ul style="list-style-type: none"> <li>• Vanderkamp is sourcing a meter for Wall Street.</li> <li>• The water level in the lake was discussed. The lake level is measured by an indicator in the well above the casing. Discussion. Historically, the lake Level drops to near 0.</li> <li>• Discussion about water use, whether use has increased, and contingency plans to deal with an increased draw on the water supply.</li> </ul>

		<ul style="list-style-type: none"><li>• Discussion about leaks. Leaks are determined by pump hours. Baseline hours without leaks are 4-5 hours/day with no sprinkling, etc. Leaks are also determined by observation. Listening devices are available to determine leaks. Aging infrastructure is an ongoing problem. Should this be added to the strategic planning meeting? Currently, leaks are repaired as they arise. If pump hours are reasonable, it is deduced that there are no leaks. It was suggested that a listening device could be a good use of resources. <u>Action:</u> Rodger will investigate costs of renting a listening device to determine if there are leaks in the water supply. Ken has some training in using these devices.</li><li>• Discussion regarding putting an impeller in the well intake pipe to assist in drawing water.</li><li>• Leak repairs was made on Earl Street, Legion Rd and Columbia St. Ken assisted an owner to find the shut off for a leak on private property.</li><li>• A new meter for the credit union has been received. <u>Action:</u> Ken will install this on the weekend.</li><li>• Samples were taken July 18. The Marble Bay test site was OG. Samples were taken again Aug 2. Two sites tested OG. Ken will flush and sample again tomorrow. Samples can be submitted to the lab on Tuesday and Wednesday.</li><li>• The Chlorinator missed one cycle. No major issues were identified.</li><li>• Water installed at a residence on Smelter Avenue. <u>Action:</u> Lin will issue an invoice.</li><li>• New water connection being discussed with a ratepayer.</li><li>• An owner wants a water hook that will require a road crossing. Ken has prepared a quote that does not include road work and permits. <u>Action:</u> Lin will submit the quote to the owner after consultation with Ken.</li><li>• Discussion about water system and pumps at the lake, and possible ways to increase capacity.</li></ul>
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<ul style="list-style-type: none"> <li>• Dam Report</li> </ul>	Ken	<p>The water at the dam is currently 7 “below the top of the creek. Discussion about Stage 2 Water Restrictions.</p> <p><b>Motion:</b> It was moved and seconded to enact Stage 2 Water Restrictions, effective Friday, August 18, 2017.</p> <p><u>Action:</u> Lin/Ken will post signage. It was suggested that a lake level be determined to spark a water restriction.</p>
<ul style="list-style-type: none"> <li>• Fire Dept Report</li> </ul>	Mike	<ul style="list-style-type: none"> <li>• The Fire Chief Report was reviewed and discussed.</li> <li>• Dock fire response plan ongoing. This plan will be modified to include Al Davis and other docks as required.</li> <li>• A new forest pump has arrived that will be used to assist with forest fires. Training firefighters in its use is underway.</li> <li>• Due to lake levels, all fire practices are dry.</li> <li>• Approximately \$850 was earned for the Van Anda Volunteer Fire Fighters Association from the Sandcastle pancake breakfast.</li> <li>• A letter is being written to the Gillies Bay Improvement District in regards to proposed expansion of the 1<sup>st</sup> Responder program. Mike will be making a presentation to the OCP committee in regards to the 1<sup>st</sup> Responder expansion. The Van Anda Fire Department is asking the Gillies Bay Improvement District to contribute \$20,000 over 5 years for this program. After the initial expenses, it is expected that this expansion will cost GBID approximately \$2,500 per year.</li> <li>• The Worksafe Inspection Report has been received. There were no infractions, however, a structural engineer needs to examine the expansion of the building, the safety board needs to be moved to the training room, handrails are needed on the stairs in the training rooms and other minor repairs. In addition, the Inspector wanted to know that plans are underway to install a ventilation system in the bays. In the interim, SOG must be developed in regards to starting vehicles in the bays. Standard Operating Guidelines need to be kept in a binder in the hall. Also, the hall does not meet minimum space requirements. Shelving</li> </ul>

		<p>and extra supplies need to be moved to another location. Depending on the results of the engineering report, a garage could be attached to the hall, or another storage facility (such as a sea can could be installed).</p> <ul style="list-style-type: none"> <li>• Fire hydrants are being coded for pressure and volume according to NFBA Canadian standards.</li> </ul>
<ul style="list-style-type: none"> <li>• Administrators Report</li> </ul>	Lin	<ul style="list-style-type: none"> <li>• <u>Action:</u> Lin will send reminders to Trustees in regards to the tax sale webinars scheduled for August 29, and September 12 and September 26.</li> <li>• Strategic Planning Meeting discussion. <u>Action:</u> Lin will look for facilitator. <u>Action:</u> Lin will ask other IDs if they have policies and procedures in place. <u>Action:</u> Lin will send a draft Strategic Planning Meeting agenda, with accompanying documents to Trustees for review. It was decided to table the Strategic Planning meeting to February 2018. <u>Action:</u> Lin will add picking a date for the Strategic Planning meeting to the December Trustee meeting.</li> </ul>
<ul style="list-style-type: none"> <li>• Old Business/Action Plan</li> </ul>	Bob	<ul style="list-style-type: none"> <li>• Tour of the watershed with Walter, Ken, Ron and Rodger was tabled. <u>Action:</u> Walter will contact Ken, Ron and Rodger when he is available to tour the Van Anda watershed.</li> <li>• sand and gravel – tabled.</li> <li>• Digitizing of maps – ongoing. Ken is going through the mapping books. Lin will scan useful documents.</li> <li>• Website &amp; photos reviewed. Lin will ask Sandra where a Boil Water will be placed on the website. <u>Action:</u> Trustees will review the website and report to Lin by Friday. <u>Action:</u> Lin will check with Sandra about a counter. Rodger will take photos for the website. Rodger has reviewed old photos and suggest we include photos that show installations. <u>Action:</u> Lin/Walter will identify people in the photos, what is being done where, and who is doing the work. Once that has been done, she will give the photos back to Rodger. Discussion about staff time to do additional tasks. Probably a line item should be added to the budget for promotion/web site, etc. <u>Action:</u> Promotion/website will be added the budget.</li> <li>• Fire hazards letter to owners– tabled. <u>Action:</u> Mike will send the letters to owners with fire hazards on their property.</li> </ul>
<ul style="list-style-type: none"> <li>• New Business</li> </ul>	Bob	<ul style="list-style-type: none"> <li>• Lots of activity at Spectacle Lake, including people swimming. Dogs are also in the area. <u>Action:</u> Ken will get a sign that says no pets, motorboats, etc.</li> </ul>

		<ul style="list-style-type: none"> <li>• Emergency Response Plan – reviewed and discussed. Add to front page Water Supply Emergency Plan. <u>Action:</u> Lin will update and resend for approval prior to the next meeting. Signage needs to be unified. Cost of bringing in potable water in an emergency – who would pay? Discussion.</li> <li>• Use of water by non-residents – people outside VAID should be making a donation to the VAID. A suitable donation would be \$100 donation per year. <u>Action:</u> Lin will follow up.</li> <li>• Signage – <u>Action:</u> Rodger will work on updating signs and developing letterhead.</li> <li>• <u>Action:</u> Lin will send a letter to Madjid Reseau re UMBC grant and also what is happening with Res’eau. She will also inform Madjid that we just had another Boil Water Advisory and will probably have another one soon.</li> </ul>
• Meeting Adjourned	Bob	Meeting was adjourned at 9:26
• Financial Statements	Bob	<ul style="list-style-type: none"> <li>• Financial statements for July 2017 were reviewed and discussed. <u>Action:</u> Lin will develop a simplified financial summary.</li> <li>• Water cut-off notices have been sent. <u>Action:</u> Lin will have 24 hour cut off notices ready for Ken and Mike by Friday, August 18.</li> </ul>
• Adjournment	Bob	The financial meeting adjourned at 9:50 pm.