



VAN ANDA IMPROVEMENT DISTRICT
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BOARD OF TRUSTEE'S MEETING

Date	June 19, 2018	Time	7:00 PM
Location	Van Anda Improvement District Office		
In Attendance	Trustees: Bob Timms (chair) Mike Craggs Ron Smith Rodger Hort Walter Gussman	Staff: Ken Soles (Water Operator) Mike Craggs (Fire Chief) Lin Johnson (Administrator, Recorder)	Guests: Bob Gordon, Van Anda TV Association Gerry Childress, Van Anda TV Association Diane & Terry Marshall, ratepayers

Agenda Item	Lead	Outcome
1. Call to Order	Walter	As Bob Timms, Chair was delayed, Walter Gussman agreed to chair the meeting until Bob arrived. Walter called the meeting to order at 7:00 PM.
2. Van Anda TV Association	Walter	The Van Anda TV Association would like to move its equipment to the VAFD. This would involve use of one of the office rooms in the upper part of the fire hall. Twin Comm would also like to be able to move their equipment to the same location as the Van Anda TV Association. Van Anda TV Association would also like to use one of the existing towers located at the fire hall. Van Anda TV Association would require access to the building, but they will

		<p>not require a key. Action: Gerry Childress will find out who owns the tower, and he will get approval from that agency to use the tower.</p> <p>Van Anda TV Association will pay the power costs of having its equipment located at the fire hall, and pay a nominal rent.</p> <p>It was decided that Van Anda Improvement District will consider this matter.</p> <p>Bob Gordon and Gerry Childress left the meeting at 7:25 pm.</p>
3. Late Payment Fee Discussion	Walter	<p>Terry and Diane Marshall Diane asked the trustees to reconsider its late penalty policy.</p> <p>A 10 % penalty for people who are a few days late in punitive and unfair. Discussion.</p> <p>The Trustees agreed to consider late penalty fines and how they are applied. Action: Trustees will consider late penalties and how they are applied. Action: A letter will be send to Terry and Diane Marshall, after trustees consider VAID late payment penalty, and how it is applied.</p>
4. Declaration of Conflict of Interest	Bob	There was no conflict of interest to declare.
5. Code of Conduct	Bob	Tabled to Action Plan/Old Business
6. Approval of Minutes of May 15, 2018	Bob	<u>Motion:</u> It was moved and seconded that the minutes of May 15, 2018 be approved as circulated. Motion Carried.
7. Water Operator Report	Bob	<p>Water Report – presented and discussed. Ken put up Stage 1 water restriction sign. Action: Lin will add this to the website.</p> <p>Water hook-up cost is \$900, or the cost of installation, whichever is greater. VAID work stops at the property line. Work on personal property is a private contract between Ken and homeowner.</p>

		<p>Total and free chlorine was discussed. Free chlorine is what is in the tank. Total chlorine is chlorine that hasn't been consumed. Free chlorine is related to contact time.</p> <p>Meters at Ron Arnold's –Discussion about whether damaged meters can be repaired. Action: Ken will investigate if damaged meters can be repaired. Water usage at the Arnold property needs to be monitored. Currently, he is being charged a flat rate per trailer, and water consumption is unknown. Action: Ken will install the 1" meter at Ron Arnold's, and will order a large meter for that property.</p>
8. Dam Report	Ken	<p>Ken reported that the dam was checked and is functioning and operating normally.</p> <p>Discussion about building a trail to the dam. As per the dam inspection report, two big trees need to be removed. Flaggers will have to be hired while this work is being done, as a dump truck will be crossing the highway.</p> <p>Dan Fudge has assessed this project, and he estimates that we will need approximately 6 loads of rock. Discussion about how soon this can be organized. Action: Walter and Ken will oversee this project, which includes arranging for flag personnel the day of the work, contacting Imperial to see if they have the materials required, contact Fortis regarding crossing the natural gas line, contact Dan Fudge to see when he is available, and find out when Jeff Robert and/or Billy Gussman are available to fall and buck the big trees, and to find a skidder to move the logs. As the Dam Inspection Report asked that this work be completed by July 31, it was decided to start on this project as soon as possible.</p>
9. Financial Report	Bob	<p>Action: Lin will add a line item for contractors' labour such as Fudge Contracting titled Contractors – repair and maintenance.</p> <p>Fire Dept financial report was reviewed and discussed.</p>

		<p>Water Dept financial report was reviewed and discussed.</p> <p>Bob will be talking to PRRD tomorrow in regards to the grant.</p> <p>Discussion about capital reserve funds.</p> <p>Action: Lin will find the exact amount of capital reserve. Lin will update the financial report.</p> <p>A financial review meeting will be held on July 3, 2018 at 10:00 AM.</p> <p>Delinquent accounts were tabled to Financial meeting.</p>
10. Fire Chief Report	Mike	<p>The Fire Chief report was reviewed and discussed. Procedure for impairment will be developed after federal regulations in regard to marijuana are released.</p>
11. Administrator's Report	Lin	<p>Discussion regarding temporary employees. Draft policies and procedures tabled to the financial meeting.</p> <p>Letter from Austin Engineering was duly noted and filed.</p> <p>Emergency Response Fair – the Van Anda Fire Department will be participating.</p>
12. Action Plan/Old Business	Bob	<p>Website – ongoing.</p> <p>Walter will get sand and ask Fudge if it can be stored on his property.</p> <p>Highways letter – complete.</p> <p>Signage for Spectacle Lake – no. Lin will remind Ken.</p> <p>Letterhead – Roger submitted sample for approval.</p> <p>Boat Club - ongoing.</p> <p>Meters – ongoing.</p> <p>Water leaks – ongoing.</p> <p>GB has acoustic listening devise – will be added to meeting with Gillies Bay Improvement District agenda.</p> <p>Earthquake Proofing the Firehall - in progress.</p> <p>Bylaw review -in progress.</p> <p>Respirator – purchased.</p>

		<p>Econics – tabled. Sign - in progress. Code of conduct – tabled. Ineligible costs – GST question for PRRD. Investment – Lin will follow up with the Credit Union. Lafarge - Lin will phone Tim tomorrow.</p>
13. Correspondence	Bob	Email received in regards to having crown property put for public sale. Action: Lin will follow up in regards to crown lands.
14. Date of Next Meeting	Bob	<p>July 3, 2018 Financial Planning Meeting July 17, 2018 Trustee Meeting</p>
15. Meeting Adjourned	Bob	10:45 PM