



VAN ANDA IMPROVEMENT DISTRICT
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BOARD OF TRUSTEE'S MEETING

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| Date | June 20, 2017 | Time | 7:00 PM |
| Location | Van Anda Improvement District Office | | |
| In Attendance | Trustees: Bob Timms (chair) Walter Gussman Mike Craggs Rodger Hort Ron Smith | Staff: Ken Soles (Water Operator) Mike Craggs (Fire Chief) Lin Johnson (Administrator, Recorder) | |

| Agenda Item | Lead | Outcome |
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| 1. Call to Order | Bob | Bob called the meeting to order at 7:01 pm. |
| 2. Declaration of Conflict of Interest | Bob | There was no conflict of interest declared. |
| 3. Approval of the Agenda | Bob | Additions to the Agenda. Add: <u>New Business</u> : 8.1 web 8.2 channels of communication Under <u>Financial</u> add: 11.1 Fire Hall accounting 11.2 Changes to process for account transfers 11.3 Delinquent Accounts 11.4 Reading financial statements |

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| | | <p>Motion: It was moved and seconded that the June 20, 2017 agenda be adopted as amended. Motion Carried.</p> |
| 4. Approval of the minutes of May 16, 2017 | Bob | <p>Rodger Hort did not attend that meeting.</p> <p>Motion: It was moved and seconded that the minutes of May 16, 2017 be adopted as amended. Motion Carried.</p> |
| 5. Waterworks Report | Ken | <p>The report was discussed and reviewed.</p> <ul style="list-style-type: none"> • Ken will talk to Chuck Childress about replacing the Wall St meter. Also, the meters at both the Credit Union and the Arnold property are not functional. Discussion about metering. Meters will be installed on some properties for information, not billing purposes. <u>Action:</u> Ken will buy 1 meter for the credit union, and will research types of meters. Ken will also check the cost of electronic meters that can be read by an electronic meter reader. Ken will report back to the July Trustee meeting. • Maintenance discussed. The Genset was refueled and started on May 22 and appears to be in good working order. • Repairs were made to the Merv Bannick property waterline. <u>ACTION:</u> Ken will prepare a list for billing. • Spare hydrant parts have been ordered and received. All hydrants, including the spare hydrant will be serviced this year. • Water sampling was discussed. All samples submitted for testing on June 14 were OG, so testing for coliforms and e.coli was not possible. Discussion. Total coliforms on raw water was not very high which makes the testing results questionable. It is possible that the samples were contaminated in transit or at the lab. All 8 sample sites have been sampled today, and results should be back on Friday. Next week, sampling will be done on Monday and Wednesday. VCH pays for water testing. VAID pays for shipping to Powell River. The shipping coolers and sample stations have been cleaned with bleach. |

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| | | <ul style="list-style-type: none"> • Sprinkling restriction sign was posted on June 7. • Roger Gillen, the diver who examined the well casing reported that there is cement at the bottom of the well, which would make it difficult to make the current well any deeper. The well would need to be re-dug further out into the lake. |
| 6. Dam Report | Ken | <p>A cedar tree has fallen over the trail to the dam. <u>Action:</u> Ken will cut branches to clear the trail. <u>Action:</u> Ken will talk to Dan Fudge regarding upgrading and gravelling the trail to the dam. Ken will get an estimate and report back at the next meeting. Currently, there is approximately 2" of water flowing over the dam, and the dam appears to be in good working order.</p> |
| 7. Fire Dept Report | Ken | <ul style="list-style-type: none"> • Report reviewed and discussed. • There were no calls for either fire or rescue in May. • All major incident responders are required to participate in a debriefing. • There are 4 potential new members. 2 members resigned because they have left the community. • Van Anda Fire Dept will participate in Funeral arrangements for Ken Olpin, who was instrumental in setting up the fire dept and was Van Anda's first Fire Chief. Funeral bunting has been purchased for fire truck 601. Firefighters will be attending the July 8 service in uniform. • Walt will bring photos in of the hardware store fire for the photo album. • Island wide rescue service discussed. Currently, there are no first responders outside VAID. 1st responder services are limited to VAID boundaries. If there is a medical call in GB and the ambulance is not available, Texada Rescue can use a training code to respond 1 -2 times but not more. • Mike is attempting to coordinate island wide rescue services. In order for this to happen, GBID must provide financial support. Discussion. Mike will be making a presentation to the meeting Director McCormack is hosting on June 21 in regards to this. Mike will also be making a presentation to Jim Mason, Chair of the GBID to |

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| | | <p>ask for support. There are at least 6 people in Gillies Bay who would like to take the training. Mike is optimistic that island wide 1st Responder services could be in place by fall 2017.</p> <ul style="list-style-type: none"> • 2018 budget preparations will begin shortly. Discussion. <p>Motion: It was moved and seconded that Van Anda 1st Responders pursue funding and volunteers to establish an island wide first responder program. Motion Carried, with 1 abstention.</p> <p><u>Action:</u> Mike will leave a copy of the report he will be presenting with Lin, who will forward to Bob.</p> |
| <p>8. Administrators Report</p> | <p>Lin</p> | <ul style="list-style-type: none"> • Reviewed and discussed. • Jack Cook Scholarship – discussed. Lin will put an ad in the Express Lines tomorrow. The amount of the scholarship will be added as a discussion item to the 2018 AGM. Discussion. • Draft tax sale letter reviewed and discussed. Rodger will review the letter and suggest changes. After the tax sale letter is sent to a ratepayer, the Minister of Community, Sport and Culture is asked to conduct a tax sale. Currently, the process to recover outstanding accounts is: <ul style="list-style-type: none"> ✓ Send a copy of the invoice each month account is overdue ✓ Send a fine letter ✓ Send a letter threatening to cut off the water ✓ Hand deliver a 24 - hour water cut off notice ✓ Send a tax sale letter ✓ Ask the Ministry to take over the tax sale. <p><u>Action:</u> Lin will contact Dan DaVita in regards to property which has just been listed with him, which is in arrears with tolls and taxes.</p> <p><u>Action:</u> Lin will send an annual reminder to lawyers and realtors regarding taxes and tolls owing on property sales.</p> |
| <p>9. New Business</p> | <p>Bob</p> | <ul style="list-style-type: none"> • Facebook/Communication – the information sent by Dan Glover will be used as standard text to communicate with ratepayers in regards to Boil Water Advisories. |

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| | | <ul style="list-style-type: none"> • Lin will advise ratepayers that contact her asking for information that a Trustee will contact them. • Website – Lin will contact Sandra Haszard in regards to a website redesign. Lin will arrange a meeting with Sandra and interested Trustees in July. |
| 10. Old Business/Action Plan | Bob | <ul style="list-style-type: none"> • Strategic Planning meeting will be scheduled for the end of September. |
| 11. Meeting Adjourned | Bob | <ul style="list-style-type: none"> • Meeting adjourned to financial meeting at 9:36 pm. Ken Soles left the meeting. |
| 12. Financial Statements | Bob | <ul style="list-style-type: none"> • Fire dept financials were presented and clarified. • Financial statements for April and May 2017 were presented. • Monthly totals were presented and discussed. <p><u>Action:</u> Mike will check the cost of changing the deductible on the trucks.</p> <p><u>Action:</u> Bob, Rodger and Ron will get together to review financial statements. Bob will arrange a time.</p> <ul style="list-style-type: none"> • Transferring funds – the accounts have been changed to require two signatures on any bank transfers. • Delinquent accounts reviewed and discussed. A letter with fine for accounts overdue (with no payments received) will go out this week. Outstanding accounts 30 days after the letter goes out will receive the water cut off letter. • 2017 UBCM Grant Application – Bob will call UBCM in regards to this application. Bob will also inform the funders of our current Boil Water Advisory and ask when announcements will be made. |
| 13. Adjournment | Bob | <ul style="list-style-type: none"> • Meeting adjourned at 9:46 pm. |

