

<b>Date</b>	<b>April 15, 2020.</b>	<b>Time</b>	<del>10:00 AM Zoom</del> 10:45 office
<b>Location</b>	<b>Van Anda Improvement District Office</b>		
<b>In Attendance</b>	<b>Trustees:</b> Bob Timms (chair) BT Rodger Hort RH Ron Smith RS Walter Gussman WG (WG on speaker phone)	<b>Staff:</b> Sylvia Praught (Admin Asst, Recorder) SP	<b>Regrets:</b> Ken Soles (Senior Water Operator) KS – water leak Mike Craggs (Fire Chief) MC
	<b>Regrets:</b> Mike Craggs MC	<b>GUESTS:</b>	

<b>Agenda Item</b>	<b>Lead</b>	<b>Outcome</b>
1. Call to Order	BT	Bob called the meeting to order at 10:45 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, MC that the April 15, 2020 agenda be approved as amended. Motion carried.
4. Approval of the Minutes	BT	<u>Motion:</u> It was moved, RS and seconded, MC that the minutes of March 17, 2020 be approved as circulated. Motion carried.
5. Fire Report & Update	MC	<u>COVID-19</u> - Unexpected expenses possible due to COVID-19 – approximate cost of items ordered so far \$1000. <u>Fire truck battery</u> \$3000 from Contingency, ensure noted in financials. <u>Online training</u> – for firefighters up and running via Target Solutions. <u>WHMIS for Water Treatment Plant</u> – reference material, binders, product review project underway. <u>Level 2 First Aid Kit Water Treatment Plant</u> – shipment is on route. <u>EMA License</u> 6month extensions to FR's expiring between now and June 30, 2020. <u>OFA 3</u> – Worksafe will extend if need be. <b>Action:</b> MC to update MSDS binders as needed.

<p>6. Water Operator Report &amp; Update</p>	<p>BT</p>	<p><u>Lake level</u> measurement/instrument having permanent mount base, ensure measuring lake level above pump intake, and ensure data can be compared years going forward. No data available this month for temperature at Chlorinator. – nothing new for March.</p> <p><u>Water Treatment Plant</u> – stainless steel Forsta filters need to be pressure washed frequently. Discussion about intake filter in the lake, plant/vegetation build up? Diver checked intake approximately 3 months ago. Discussion about raw water/pre Forsta filter analysis and requesting Res'Eau to include in testing. Discussion about conference call with Jeff, BiPure? Emails between Board, BiPure, Venkat, and Operator trying to sort out backwash issues. Discussion about warranty with BiPure? What more can KWL do for us without charging more engineering fees? 10micron filters working better than the 5micron filters. Possibly pump on/off coordination to be investigated. Res 'Eau sampling starting soon but with limited tests available due to lab availability with COVID guidelines. Turbidity meter shipment on route. UV absorbance transmittance meter required as well.</p> <p><u>Recruiting</u> for new water operator. Discussion about succession planning. Set up meeting to short list applicants. Senior Operator to be involved throughout.</p> <p><u>Water Operator Report</u> – review for highlight possibilities and daily routine separated from each other. – draft in the works by SP and KS to review.</p> <p><u>Water meter</u> – RV Park installation asap, TH Consulting as required. – no March update.</p> <p><b>Action:</b> KS review lake measurement device and advise board. KS to install/arrange for meter installation. Board to review Water Conservation section of website. BT to purchase UV meter; SP to locate supplier.</p>
<p>7. Dam Report</p>	<p>BT</p>	<p><u>Dam Classification</u> – BT shared reports, elevations, photos, updated Emergency contacts to Dam Safety Officer. KS completed monthly inspection of dam.</p> <p><b>Action:</b> Dam Safety Officer to advise if can dam can be reclassified as low hazard risk dam.</p>

8. Financial Documents	BT	<p><u>Financial reports</u> were reviewed. Few lines to update, equation didn't carry through. Audit not returned yet. Fire budget July to July. Discussion about budget being raised with rate of inflation. <u>Improve returns &amp; automate</u> - Discussed meeting with First Credit Union or other. – no March update.</p> <p><u>Training Budgets &amp; budgeting</u> - for new trustee, new administration, and board in general. – no March update.</p> <p><b>Action:</b> SP to change Fire monthly to July to July and update equations that didn't follow through on spreadsheet as requested. SP check into local budget training options for after AGM. SP to contact Sage, MT or Guardian Bookkeeping and sort out budget reporting. RH to contact FCU or other to investigate and set up meeting.</p>
9. Grant Update	BT	<p>Grant final claim being review by qRD; few qRD requests to clarify specific claim items and resend some invoices and documents. When claim finalized; grant report can be submitted.</p> <p><b>Action:</b> SP to fulfill qRD requests.</p>
10. Administration Report	SP	<p>Processing ratepayer payments and contractor/vendor invoice payments ongoing. Webpage updated to include Current Announcements on front page. Met with ratepayer querying trustee role and elections. Provided requested information for auditor. Research historic lake and dam reports; shared findings with BT. COVID and Fire Ban notices. Job applicants notified posting on hold due to COVID. Financials ongoing. Lawyer Villani queried about whether letter of understanding or easement ROW when a waterline runs across private property. <b>Action:</b> SP letter for local lawyers and realtors updating contact info. SP review Bylaws for easement ROWs.</p>
11. New Business	BT	
12. In Camera/Closed	BT	<p>Delinquent accounts reporting format reviewed. Early April review after payment deadline.</p> <p><b>Action:</b> SP to reformat and prepare early April report.</p>
13. Meeting Adjourned	BT	Meeting adjourned at 12:00 PM.