

Date	June 18, 2020.	Time	9:30am
Location	Van Anda Improvement District Fire Hall training room		
In Attendance	Trustees: Bob Timms (chair) BT Rodger Hort RH Ron Smith RS Mike Craggs MC Regrets: Walter Gussman WG	Staff: Sylvia Praught (Admin Asst, Recorder) SP Ken Soles (Senior Water Operator) KS Mike Craggs (Fire Chief) MC Regrets: Guests:	

Agenda Item	Lead	Outcome	ACTION
1. Call to Order	BT	Bob called the meeting to order at 9:34 AM.	Noted
2. Declaration of Conflict of Interest	BT	There was no conflict of interest declared.	Noted
3. Approval of the Agenda	BT	Added TIRC, Express Lines, and Meal Property water line.	Approved by RS and 2 nd MC.
4. Approval of the Minutes	BT	May 20th minutes were briefly reviewed.	Approved by RS and 2 nd MC.
5. Water Operator Report & Update	BT	<u>Lake level</u> measurement/instrument having permanent mount base, ensure measuring lake level above pump intake. To be completed in summer when lake level drops low enough. <u>Water Treatment Plant (WTP)</u> – Road way improvements discussed. <u>WTP updates weekly</u> for office and Board. <u>Flow meter</u> reset on the May 20 th resulted in lower gallons per day average readout and recording. <u>Ongoing issues with WTP</u> discussed. BiPure and KWL involvement and contributions discussed. <u>Document/letter</u> needs to be created to itemize issues and concerns over the past six months. <u>Water meter</u> – RV Park installation asap - July, TH Consulting as required. <u>Sample station</u> - Sellentin & Marble Bay Rd in progress. <u>Old storage tank</u> – revisit in August and determine next steps. <u>Water Operator in Training</u> – discussion about how its going, including training time versus non training time on timesheet. <u>Meter Readings</u> – requested to be read same day every two months.	Summer lake low level KS & AR KS contact Highways KS and SP Noted Noted All to contribute KS, AR & TH(?) KS & AR Revisit KS & AR KS & AR

		<p><u>Lake temperature sensor</u> – discussed location and what data used for. Further review required.</p> <p><u>New water connection</u> – best route to be determined (Van Anda Ave and Prospect)</p> <p><u>Schedule of routine maintenance</u> – weekly, monthly, annually – spreadsheet and in office for Board & staff reference.</p> <p><u>Procedures to be copied</u>, electronically and hard copy stored at office.</p>	<p>KS</p> <p>KS</p> <p>SP, KS & AR</p> <p>SP, KS & AR</p>
6. Fire Report & Update	MC	<p><u>Firefighter training</u> in person to start up early July.</p> <p><u>Worksafe COVID reopen plan</u> completed.</p> <p><u>WHMIS for Water Treatment Plant</u> – reference material, binders, product review project underway.</p> <p><u>2 new hydrants</u> now in service.</p> <p><u>Hydrants</u> – annual painting and flow ID completed.</p> <p><u>Storage reorganization</u> – Ongoing.</p> <p><u>CO2 monitors</u> – being installed for trucks 601 & 602 bays. Truck 603 bay will get one later this year.</p> <p><u>Succession planning</u> – new assignments Deputy Chief Mark Robert and Safety Officer Paul Nilsen.</p>	<p>MC</p> <p>Noted</p> <p>MC</p> <p>Noted</p> <p>Noted</p> <p>MC and crew</p> <p>MC and crew</p> <p>Noted</p>
7. Dam Report	BT	<p><u>Dam Classification</u> – Dam Safety Officer to advise if dam can be reclassified as low hazard risk dam.</p>	<p>Waiting to hear from Dam Safety Officer</p>
8. Financial Documents	BT	<p><u>Financial reports</u> reviewed individually. Fire month to month requires updating.</p> <p><u>Improve financial returns</u> - Discussed meeting with First Credit Union or other.</p> <p><u>Banking</u> – joined small business banking with FCU. Discussed querying Auditor Duke about dual signing recommendations.</p> <p><u>Budget training</u> options to be investigated for after AGM.</p>	<p>SP</p> <p>SP & RH</p> <p>SP</p> <p>SP</p>
9. Grant Update	BT	<p>Grant final claim approved by UBCM. qRD finalizing.</p> <p>Discussed closing grant bank account with RBC.</p>	<p>Waiting to hear from qRD</p>
10. Administration Report & Update	SP	<p><u>Property transfer</u> letter for local lawyers and realtors updating contact info.</p> <p><u>Ratepayer</u> – payment processing and tracking ongoing.</p> <p><u>Information requests</u> – provided for both qRD and Provincial Natural Resources.</p>	<p>SP</p> <p>Noted</p> <p>Noted</p>
11. Old Business	BT	<p><u>AGM</u> – scheduled for July 18th 10am outside at Smithson Park. Agenda to be created and site electrical to be requested.</p> <p><u>Nomination Officer</u> – Terry Hollo has agreed to be Nomination Officer.</p> <p><u>Water storage tank ROW</u> - Enforcement Compliance Officer inspection report complete – all ok.</p> <p><u>Capital Works</u> to review in July, defer Para St replacement section till budget updated/known.</p>	<p>SP</p> <p>Noted & thanked</p> <p>Noted</p> <p>All - July</p>

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12. New Business	BT	<p><u>Gillies Bay Improvement District</u> – discussed request for UBCM Grant and Water Treatment Project binder. Query what parts are of interest.</p> <p><u>Audit review</u> – any VAID/Board questions for Auditor to be submitted as soon as possible.</p> <p><u>Interested Candidates</u> for trustee – contact.</p>	<p>BT to contact GBID trustee</p> <p>All</p> <p>SP</p>
13. In Camera/Closed	BT	<p>Delinquent accounts discussed. <u>Water tolls and taxes</u> overdue past 60 days notices to be created and hand delivered.</p>	<p>SP, RH & RS</p>
14. Meeting Adjourned	BT	<p>Meeting adjourned at 12:40 PM.</p>	