

Date	May 20, 2020.	Time	9:30am virtual Zoom
Location	Van Anda Improvement District Office		
In Attendance	Trustees:	Staff:	
	Bob Timms (chair) BT	Sylvia Praught (Admin Asst, Recorder) SP	
	Rodger Hort RH		
	Ron Smith RS	Regrets:	
Walter Gussman WG	Ken Soles (Senior Water Operator) KS – water leak		
Mike Craggs MC	Mike Craggs (Fire Chief) MC		
	Regrets:	Guests:	

Agenda Item	Lead	Outcome
1. Call to Order	BT	Bob called the meeting to order at 9:35 AM.
2. Declaration of Conflict of Interest	BT	There was no conflict of interest declared.
3. Approval of the Agenda	BT	Not a typical board meeting, covering items with new information and experiment with virtual format.
4. Approval of the Minutes	BT	April 15 th minutes were briefly reviewed.
5. Fire Report & Update	MC	<p><u>Firefighter training</u> in person to possibly start up end of June.</p> <p><u>Worksafe COVID reopen plan</u> in progress. Officers meeting on Monday May 25th. Coordinating with GB and other fire departments to create plan.</p> <p><u>WHMIS for Water Treatment Plant</u> – reference material, binders, product review project underway.</p> <p><u>2 new hydrants</u> being installed, pressure testing soon and will become part of VAID responsibility when subdivision complete.</p>
6. Water Operator Report & Update	BT	<p><u>Lake level</u> measurement/instrument having permanent mount base, ensure measuring lake level above pump intake. To be completed in summer.</p> <p><u>Water Treatment Plant</u> – stainless steel Forsta filters operated few days without need to pressure wash. Ongoing troubleshooting and finding ‘normal’. Turbidity and UV absorbance transmittance meters now in toolkit.</p> <p><u>Water meter</u> – RV Park installation asap, TH Consulting as required.</p> <p><u>New 8” line</u> installed and tied in. New sample station in progress.</p> <p>Van Anda has completed water loop.</p>
7. Dam Report	BT	<u>Dam Classification</u> – Action: Dam Safety Officer to advise if dam can be reclassified as low hazard risk dam.

8. Financial Documents	BT	<p><u>Financial reports</u> reviewed individually. Audit received and shared.</p> <p><u>Improve returns</u> - Discussed meeting with First Credit Union or other.</p> <p><u>Banking</u> - Electronic bill payment, transfers etc with dual authorization being set up.</p> <p>Action: SP check into local budget training options for after AGM. RH to contact FCU or other to investigate and set up meeting.</p>
9. Grant Update	BT	<p>Grant final claim approved by UBCM. Compiling media releases/update for UBCM/qRD request. Compiled ineligible grant expenses for UBCM. RBC bank account to be closed once last claim payment received.</p> <p>Action: SP to share when completed with qRD.</p>
10. Administration Report	SP	<p>Processing ratepayer payments and contractor/vendor invoice payments ongoing. Webpage Water Conservation section to be updated. Online training research, employee code of ethics and responsibilities for labourer training to become water operator. Computer updates, access and repairs postponed online training set up. Action: SP to set up training with OIT (operator in training). SP letter for local lawyers and realtors updating contact info.</p>
11. New Business	BT	<p><u>AGM</u> – discussion about when, how and Ministry guidance.</p> <p><u>May Express Lines</u> to share AGM updates and water conservation/sprinkling bylaw. Action: SP to draft and post.</p> <p><u>Recruitment of Nomination Officer</u> – Grateful for many years from Phyllis Soles. Action: SP to contact Terry Hollo.</p> <p><u>AGM with social distancing discussion</u> – extra cleaning expenses to use indoor spaces, ballpark with tents and dugouts possible, ‘water on tap’ available, voting set up, and grant project completion celebration.</p> <p><u>Website water conservation</u> – Action: to be reviewed by <u>all</u> and suggested updates shared.</p> <p><u>Grant completion announcement</u> – Rodger could create Facebook post sharing on Texada Message Board our completed project. Action: RH to post on facebook.</p> <p><u>Water storage tank ROW</u> under review – Enforcement Compliance Officer visiting site May 21. Action: BT and SP to meet on site 9:15am.</p> <p><u>Capital Works</u> to review in July, defer Para St replacement section till budget updated/known.</p>
12. In Camera/Closed	BT	<p>Delinquent accounts to be reviewed. April overdue notices brought in some reviews, updates, payments and payment plan set ups.</p> <p>Action: SP to review and share May overdue notice ratepayer information with board and determine next steps.</p>
13. Meeting Adjourned	BT	<p>Meeting adjourned at 11:30 AM.</p>