

Date	November 16, 2020.	Time	9:00am
Location	Van Anda Improvement District Fire Hall training room		
In Attendance	Trustees: Rodger Hort RH Ron Smith RS John Colongard JC Neale Berjer NB Regrets: Mike Craggs MC	Staff: Ken Soles (Senior Water Operator) KS – for Water Section Austin Rycroft (Water Operator in Training) AR – for Water Section Sylvia Praught (Admin Asst, Recorder) SP Regrets: Mike Craggs (Fire Chief) MC	

Agenda Item	Lead	Outcome	ACTION
1. Call to Order	RS	Ron called the meeting to order at 9:01 AM.	Noted
2. Declaration of Conflict of Interest	RS	No conflicts.	Noted
3. Approval of the Agenda	RS	.	Motion by JC and 2 nd NB.
4. Approval of the Minutes	RS	September 30th minutes, noted to add lower to Blewett and were approved with this correction.	Motion by JC and 2 nd NB.
5. Water Operator Report & Update	RS & KS	<p><u>Water Treatment Plant</u> – Ask RES’EAU, KWL, BIPure for update on whether cartridge filters could be removed or what size they should be. Forsta presently on 25-micron filter, seems to be working well. Difference in the flow meters on pipe and HMI, ask Jeff. Move lake level stick to concrete cylinder surrounding pump.</p> <p>Discussion about meter reading and billing, ensure table shares same units. Meters to be read monthly and billed quarterly.</p> <p><u>Upper and Lower Blewett</u> – Capital Works replacement project beginning November 30th. Expected completion by Dec 17th or sooner. Review parts required and order as necessary. Notify effected residents. Drawings for replacement water lines and updates for records discussion.</p> <p><u>Bylaw about water leakage</u> on private property and owner must repair shared and to be taken home to review by Trustees.</p> <p><u>Access to Water Treatment Plant (WTP)</u> – Road way improvements discussed. Could Al Davis resurface this road section? Emails between VAID & LaFarge, no date to discuss set yet.</p> <p><u>Leak detection</u> tool battery discussed.</p>	<p>SP for Dec</p> <p>SP for Dec AR&KS for Dec</p> <p>SP</p> <p>Davis Ventures & VAID staff KS & AR KS, AR & SP</p> <p>Trustees</p> <p>SP to review KS to review</p>

Water Operations continued		<p><u>Storage tank exposed pipes</u> to be buried – Al Davis is ready to finish off work at tank. Pipe needs to be protected from UV and vandalism. Ken to check in with Al.</p> <p><u>Wall St chamber</u> – valve chamber box to be pumped out and hand digging nearby by AR to investigate.</p> <p><u>Water meter</u> – RV Park installation done.</p> <p><u>Old storage tank</u> – revisit and determines next steps.</p> <p><u>Water Operator in Training</u> – AR has EOCP exam on Nov 20th in Powell River.</p> <p><u>Lake temperature sensor</u> – discussed, remove from conversation.</p>	<p>KS to check in with Al Davis</p> <p>AR</p> <p>Remove next month</p> <p>Revisit</p> <p>AR</p> <p>Remove next month</p>
6. Dam Report	KS & SP	<p><u>Dam Classification</u> – Provincial Dam Safety Officer to advise if dam can be reclassified as low hazard risk dam. Site visit this month by Water Operators – all good, water going over spillway.</p>	<p>Waiting to hear from Dam Safety Officer</p> <p>Noted</p>
7. Fire Report & Update	MC	<p><u>WHMIS for Water Treatment Plant</u> – reference material, binders, product review project underway.</p> <p><u>Twin Comm outbuilding</u> attached to Fire Hall, 16ft x 8 ft. Capri Insurance shared note about Twin Comm insurance recommendations, shared with Gerry Childress VACA.</p> <p><u>Chair replacement</u> – Fire requests VAID assistance to replace the fabric chairs, they are taking far longer to dry than expected, and decontamination is incomplete. Cost is approx. \$150-250 per chair – discussed, SP to investigate less expensive option.</p> <p><u>Fire Budget</u> has been sent to Local Government Ministry.</p> <p><u>Training</u> - Canadian Red Cross is supplying online Exterior Level Firefighter course and Train the Trainer courses for our department. Members attended ‘First in All Alone’ training with Gillies Bay FD presented by Dynamic Rescue, Resurrected Training. Fire Chief attended one day of Critical Incident Stress Management; second day cancelled due to COVID. Members headed to OFA, TE, and ER training this coming weekend and week ahead.</p> <p><u>COVID19</u> – restrictions mean all staff/trustees to wear masks at Firehall, Firehall not open to public.</p>	<p>Check if completed</p> <p>MC</p> <p>SP to review w Gerry</p> <p>On hold till Budget review</p> <p>Noted</p>
8. Financial Documents	SP	<p><u>Financial</u> – Water budget at beginning of this meeting. Draft 3 reviewed. Review Fire misc expenses on what?</p> <p><u>Improve financial returns</u> - Discussed meeting with First Credit Union or other. Postponed</p> <p><u>Sage training</u> – SP met with TH at GBID and will meet with C in January. SP learnt some other things from TH as well.</p> <p><u>Account Balances</u> – reviewed, GST rebate some to return to Capital Reserve and other day to day.</p>	<p>Next budget meet</p> <p>Nov 25th 9am – trustees & SP</p> <p>SP & RH</p> <p>SP</p>
9. Administration Report & Update	SP	<p><u>GST rebate</u> – examination review with CRA complete, rebate on its way.</p>	<p>Noted</p>

BOARD OF TRUSTEES MEETING
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		<p><u>Permits</u> - MOTI highways approved for Smelter, Blewett and Wall St. BC Hydro reviewing Blewett.</p> <p><u>Budget</u> - completion for Fire and Water underway.</p> <p><u>Traditional Use Study</u> meeting Nov 19th.</p> <p><u>Property</u> queries – buy, sell, develop – 10 in past two months. Crown properties awaiting reply.</p> <p><u>Water budget</u> ongoing.</p> <p><u>qRD correspondence</u> – mapping, fund transfers, Wall St civic address.</p> <p><u>Engineering Standards & Specifications</u> – ongoing to find suitable for here, reviewed CRD, City of PR, other online.</p>	<p>SP</p> <p>SP</p> <p>Trustees & SP</p> <p>Noted</p> <p>SP</p> <p>Noted</p> <p>SP ongoing</p>
10. New Business	RS	<p><u>Staff time</u> – create timesheets to better account where time spent for 2021, working alone review, assigning work discussed.</p> <p><u>Drawings</u> – water line updates, Meal property, post office, RV park and going forward. Determine base map to use.</p> <p>Dinghy to be repaired and dropped off at Boatyard by Gary.</p>	<p>SP timesheet Dec</p> <p>Trustees to review</p> <p>AR & KS</p> <p>SP</p> <p>AR & KS</p>
11. In Camera/Closed	RS	Delinquent to be reviewed at December meeting.	Noted
12. Meeting Adjourned	RS	Meeting adjourned at 12:50pm.	Motioned by JC, seconded by NB.