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| <b>Date</b>          | <b>September 30, 2020.</b>  | <b>Time</b>   | <b>9:30am</b> |
| <b>Location</b>      | <b>Van Anda Improvement District Fire Hall training room</b>  |   |               |
| <b>In Attendance</b> | <b>Trustees:</b><br>Rodger Hort RH<br>Ron Smith RS<br>John Colongard JC<br>Neale Berjer NB<br>Mike Craggs MC<br><b>Regrets:</b> | <b>Staff:</b><br>Ken Soles (Senior Water Operator) KS<br>Austin Rycroft (Water Operator in Training) AR<br>Sylvia Praught (Admin Asst, Recorder) SP<br>Mike Craggs (Fire Chief) MC<br><b>Regrets:</b> |               |

| <b>Agenda Item</b>                     | <b>Lead</b> | <b>Outcome</b>   | <b>ACTION</b>  |
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| 1. Call to Order                       | RS          | Ron called the meeting to order at 9:33 AM.  | Noted  |
| 2. Declaration of Conflict of Interest | RS          | No conflicts.  | Noted  |
| 3. Approval of the Agenda              | RS          | Moved financial to end of meeting and accepted as is.  | Motion by MC and 2 <sup>nd</sup> NB.   |
| 4. Approval of the Minutes             | RS          | August 8th minutes were approved as written.   | Motion by MC and 2 <sup>nd</sup> NB.   |
| 5. Water Operator Report & Update      | RS          | <p><u>Water Treatment Plant</u> – Board wanted to know how September has been. Cartridge filter issues – presently using 5-micron lasting approximately 1 day, 20-micron were lasting a week and a bit, Hydro Scientific filters are not available presently. Awaiting a pallet delivery of filters. Received a batch of bad filters that had to be returned. Ion exchange regeneration is every 3 days, 35 psid, constantly climbing, and regeneration not working particularly well. Forsta filters presently are 25-micron. Query about updates from samples to Res'Eau, not yet. Aaron not able to supply salt in timely manner, purchasing from Rona. Was the plant designed for our water? Cost to run plant is not sustainable for Van Anda. Pre filter discussion, how could we address this? Bag filter before Forsta? Will communicate with KWL, BiPure, and Res'Eau to seek options. Particle size analysis and flowmeter verification were missing from data provided to KWL. VAID told KWL to use Res'Eau report for data. Discussed if BiPure on site again useful or wait?</p> <p><u>Leakage</u> – is a priority. Believe our system has a lot of small leaks. AR presented math equation of potential leakage based on data we have so far. Discussed replacing 1 leaky line to see if improvement, easiest and worst. Possibilities include Upper ~500ft and lower Blewett ~ 335ft, Earl east of Nicholas ~425ft, Coleborn to</p> | <p>SP – check with Res'Eau about sample results – Done Res'Eau answered on Oct 5<sup>th</sup> Zoom meeting</p> <p>Late October</p> |

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| <p>Water Operations continued</p> |  | <p>Nicholas ~425ft. Discussion of proposal for replacement and scope of work definition. Determined that standard be set – type of pipe, before and after metering to home/area, ground disturbance standards to be followed, pipe laying best practices to be used and defined, sand, installation, depth, connections. JC to work on this document. Motion to replace upper and lower Blewett – JC motion and NB seconded, all in favour. Discussed contracting out on cost plus basis, hire by the hour, ~ \$5000 per 100ft. New service connections at PL (property line) to include meter setters and curb stops. Discussion of installing temporary meter to prove leaks or not and justify line replacement. Funding for main upgrades, which account designated. Discussed if we have Bylaw about water leakage on private property and owner must repair. Meter setters are now required by Vancouver Coastal Health. Newsletter to include information for ratepayers about identifying and repairing water leaks in your home and on your property. VAID unaware of amount of leakage in village till Water Treatment Plant flow meter suggested such. Strap on flow meter enroute should arrive by end of week. KT, GB has hydrant flow meter we can try as well. KT requested to be involved if available. JC introduced &amp; AR presented math calculation proving potential leakage at 50%.</p> <p><u>Access to Water Treatment Plant (WTP)</u> – Road way improvements discussed. Could Al Davis resurface this road section? Discussed contacting LaFarge as it is their old haul road and maybe they can resurface or contribute product. SP &amp; JC to contact LaFarge.</p> <p><u>Storage tank exposed pipes</u> to be buried – Al Davis is ready to finish off work at tank. Motion by NB and JC to finish, all in favour. Pipe needs to protected from UV and vandalism. Ken to let Al know to go ahead.</p> <p><u>Wall St chamber</u> – valve chamber box fills up in a day with water, leak between box and pumphouse. Needs to be exposed to know. C900 pipe. Box too small to work in for valve operation and exercising. Require highways permit. Discussed contracting out. Motion for permit and contract investigation. MC, RH, all in favour.</p> <p><u>New service connections</u> – Smelter and Alladin property. Smelter first, requires highways permit for road crossing. Alladin investigate if old service still available.</p> <p><u>Broken water line discussion</u> – private or public property, future agenda item.</p> <p><u>Water meter</u> – RV Park installation asap - July, TH Consulting as required.</p> | <p>JC proposal/scope of work document</p> <p>Motion JC &amp; NB</p> <p>SP to contact BT and query account history<br/>SP to review Bylaws</p> <p>SP to include in newsletter</p> <p>KS, AR &amp; SP to do flow tests once equipment available</p> <p>SP to set up LaFarge meet &amp; discussion asap</p> <p>KS to advise Al Davis ok to finish</p> <p>SP highways permit<br/>Motion MC &amp; RH</p> <p>SP highways permit<br/>KS &amp; AR investigate</p> <p>Postponed</p> <p>Postponed</p> |
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| Water Operations continued |         | <p><u>Old storage tank</u> – revisit in August and determines next steps.</p> <p><u>Water Operator in Training</u> – AR has successfully completed TRU course and exam. Next up, Environmental Operator Certification Exam. SP investigating 1-day exam prep course. AR to shared documents with EOCP and sign up for EOCP exam.</p> <p><u>Lake temperature sensor</u> – discussed location and what data used for. Further review required.</p>   | <p>Revisit</p> <p>SP &amp; AR</p> <p>Postponed</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, no 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>Vehicles</u> all have been serviced; inspections are next. Great condition for their age. Discussed smart charger, trickle charger, no market for used fire trucks, hours of use not mileage age determiner. First line truck must be less than 25 years, ours to be replaced in 2035.</p> <p><u>Rescue</u> grant in kind received from qRD.</p> <p><u>FireSmart</u> – project underway, Fire permit for some burning to clear a section of a property.</p> <p><u>Training</u> for the foreseeable future will be on as needed basis, no attendance is expected for training previously taken, we will maintain two separate units for training purposes. 50% done to qualify 4 – 5 new members as exterior attack qualified. Training was suspended in September due to Powell River area COVID outbreak. Transportation/packaging course for Rescue members being arranged, will take place in Powell River (max 6 people). Traffic management training Oct 6<sup>th</sup>. Incident Command System 100 online course being done now.</p> <p><u>Twin Comm outbuilding</u> attached to Fire Hall, 16ft x 8 ft. Review Fire income and liability insurance with Capri.</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> Board meeting Wednesday Oct 14<sup>th</sup> 9:30am.</p> | <p>Check if completed</p> <p>MC</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>SP to review</p> <p>On hold till Budget finalized</p> <p>Board attendance</p> |

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| 8. Financial Documents – Tabled due to time | RS | <p><u>Financial reports</u> – discussed Fire budget, ensure all hydrant costs charged to Fire and investigate adding expense of fire protection to domestic line. VAID &amp; Fire cost for water lines.</p> <p><u>Improve financial returns</u> - Discussed meeting with First Credit Union or other. Postponed</p> <p><u>Budget training options</u> to be investigated for after AGM.</p>  | <p>SP, MC, JC</p> <p>SP &amp; RH</p> <p>SP</p>  |
| 9. Grant Completed                          | SP | Grant final claim approved by UBCM. Received final payment, closed Royal Bank account.   | Removing from minutes going forward   |
| 10. Administration Report & Update          | SP | <p><u>Water tolls &amp; parcel taxes</u> ongoing processing, meter billing invoices sent out, reverted to Crown properties in discussion with Province and provided documentation again, banking incorrect deposits corrected.</p> <p><u>Water Operator in Training</u> EOCP exam options, locations and CEU queries for Operators.</p> <p><u>GST rebate</u> 2020 first 2 quarters on USB stick to auditor. GST examiner phoned and discussed letter forthcoming that we are under CRA GST examination and will need to provide 2019 last 2 quarters, grant project, revenue, expenses, organization, trustees, &amp; more information.</p> <p><u>Assisting in Field</u> worked with AR in field whilst KS away, good refresher and good to be in touch with operations.</p> <p><u>Fire Computer issues</u> mostly resolved, outside tech contacted to complete resolution.</p> <p><u>Flow data evaluations</u>, review, comparisons, drawdown assessment, and spreadsheets.</p> <p><u>Provincial Authorizations Land Specialist</u> letter to be answered and Traditional Lands Use request to be sent.</p> | <p>Ongoing</p> <p>Noted</p> <p>Letter received Sep 7 &amp; 52 pages info faxed to CRA Oct 2, with Auditor for next steps</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>SP provided draft RS/Board to edit, approve &amp; sign</p> |
| 11. Old Business                            | RS | <p><u>Water tank fill</u> by non residents. September 19<sup>th</sup> email.</p> <p><u>Coastal Water Suppliers Association</u> annual conference update, Virtual Zoom Nov 17 – 19th</p>  | Tabled – time \$150 to sign up Decide for Oct   |
| 12. New Business                            | RS | Purchase camera and speaker for Zoom meetings.   | RH, Motioned by JC, seconded RS.  |
| 13. In Camera/Closed                        | RS | Delinquent accounts discussed.   | Noted   |
| 14. Meeting Adjourned                       | RS | Meeting adjourned at 12:20pm.  | Motioned by NB, seconded by RS.   |
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