

Date	February 25, 2021	Time	9:30am
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 stayed till 10:15am Austin Rycroft (Water Operator) AR stayed till 10:15am 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 9:35 AM.	Noted
2. Declaration of Conflict of Interest	RS	No conflicts.	Noted
3. Approval of the Agenda	RS	Agenda was reordered. Added leak detection RH Echologics talk and in camera item.	Motion by RH & 2 nd JC.
4. Approval of the Minutes	RS	January 20th meeting minutes	Motion by NB & 2 nd RH.
5. Water Operator Report & Update	RS & KS	<p><u>Upper and Lower Blewett</u> – Capital Works replacement project has begun. Upper Blewett is completed. Lower Blewett may have to wait as it is, weather dependent for welding and crew & contractor availability dependent.</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. – not discussed</p> <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>Old storage tank</u> – revisit and determine next steps. Move to action plan.</p> <p><u>Water meter inventory</u> query – check & report back. Discussion of where to locate water meters to help determine leakage. Move to action plan.</p> <p><u>Mapping/Drawings updates</u> – GIS, summer student discussion. JC has GPS unit, review. Move to action plan. GPS unit provided to KS & AR. Feb 18 - Casey Richards uses Avenza and will help VAID set up using this kind of mapping.</p> <p><u>Worksafe</u> – discussion, MC our in-house Safety Officer, road signs acquired, monthly item. Safety meetings monthly and documentation for files. Move to action plan.</p> <p><u>Dinghy</u> to be dropped off at Boatyard by KS & AR for repair by Gary.</p>	<p>Noted</p> <p>Trustees reviewing</p> <p>KS to check in with Al Davis</p> <p>Revisit</p> <p>KS&AR</p> <p>SP, AR, ongoing</p> <p>MC – no update</p> <p>AR & KS</p>

<p>Water Operations (continued)</p>		<p><u>Subdivision of properties & water connection approvals</u> Message was posted in February Express lines. Include information at AGM. Once leaks located and repaired, will be in much better position to provide water. Few 2020 water service connections were previously approved, no further water service connections can be approved till leaks are repaired or minimized to a great degree. 2 properties outside of district boundaries to be informed of petition to join, can take Province up to a year to approve as well. Costs for applicants to be developed – annual cost, connection cost, infrastructure upgrades, insurance savings, fire costs – prepare for requests. Subdividing without proof of water discussion. B property to be visited by KS & RH. Is there a time limit to how long VAID can take to provide water? Is the RV Park adding more units? <u>Leak detection</u> – Feb 25th – Columbia has been dug in a few places and is being investigated. Mainline appears to be of good material. Some bell & spigots out of alignment but not leaking. Two private yards being investigated for irrigation leaks. Intersection of pipes may have leaks funnelling back to it. Digging on Smelter, seems dry. Closed one valve and think turbulence was creating noise. Elks Hall to be visited next – have been focused on Columbia and Smelter. Discussed where the old feed line runs – bush to trailer park. Residents have walked waterline from tank to town, nothing to note. This line was replaced in the 70s with blue brute. Will walk with listening device. Remainder of town listen due to complete by March 20th. <u>Echologics</u> computerized leak detection benefits and costs. RH to contact Sechelt to discuss their interests. If purchasing could our Operator join the training? <u>2" galvanized</u> all needs replacing in town, possibly borrow funds to replace. <u>Marble Bay Rd</u> replacement has been a topic for 4yrs. What criteria was used here? <u>Sewerin leak detector</u> – motion to purchase from Lang Bay Operators, \$2500. <u>Low water level alarm</u> installed and tested. <u>UV units</u> – sensors have having problems, changing out sensor fixes temporarily, quartz tubes checked & cleaned, factory lifetime expected 2 yrs. or 18,000 hrs – we are not there yet, warranty query. Reach out to BIPure Jeff or Viqua the manufacturer. Feb 25th – 2 UV back on line. Picked up some parts from Pete’s plumbing. Investigate cost of UV controllers. UVT now 70 was 95. Sensors have been cleaned numerous times and replaced bulb on 1 unit.</p>	<p>Chair to contact 1 property owner, letter to other</p> <p>SP to query</p> <p>KS & AR</p> <p>RH</p> <p>Motion JC, 2nd RH. All in favour. Noted</p> <p>KS</p>
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Water Operations (continued)		<p><u>Treatment Plant</u> – Feb 25th - Water turbidity hasn't changed. Is Ion exchange doing its job? BIPure contacted and is involved. RES'EAU sampling ongoing, new sampling report requested. Forstas have been cleaned, had a thick biofilm. 10-micron cartridge filters working fine.</p> <p><u>Wall St pumphouse</u> – Feb 25th – pump hours have increased in the past few days, will investigate properties to see if no one home and leak. Need to determine capacity and possible future Wall St needs & services. Possibly a data logger added?</p> <p><u>Lake pump hours</u> are still high – over 20 hrs daily</p> <p><u>Traffic Safety</u> - Reflective tape for traffic cones and possibly more traffic cones. Road sign bases from fire container. Barricades to be made up or acquired. Staff to wear and use PPE per WorksafeBC.</p>	<p>KS</p> <p>KS&AR</p> <p>JC to review</p> <p>SP, KS, & AR</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 – all good, water going over spillway.</p>	<p>Waiting to hear from Dam Safety Officer</p>
7. Fire Report – no update Feb 25th	MC	<p><u>VACA/Twin Comm outbuilding</u> VACA reviewing their insurance and what other local cable associations use – Linda Messmer verbally confirmed VACA now has insurance. VAID to get confirmation in writing.</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. – Discussion about how to clean and dry chairs, already being done that way. VAID not interested in sharing in replacement purchase.</p> <p><u>Road Rescue grant</u> application completed and submitted. Query from FCABC about our inventory and age of equipment, information shared.</p> <p><u>Fire Chief term</u> – noted that MC's term ends in 3 years. Mike is training, mentoring and considering retiring at that time.</p>	<p>SP</p> <p>On hold till Budget review</p> <p>Noted</p> <p>Noted</p>
8. Financial	SP	<p>Monthly's shared – no queries.</p> <p><u>Capital Reserve</u> resolution and Bylaw completed.</p>	
9. Administration Report & Update	SP	<p><u>Community Works Fund Grant</u> – request RH review & qRD support us.</p> <p><u>Property</u> - Crown properties awaiting reply. LTSA no title updates escalated to next tier.</p> <p><u>Permits</u> – Vancouver Coastal Health Blewett.</p> <p><u>Yearend Rolled Over</u> – audit underway.</p> <p><u>Annual Invoices</u> – created, mailed out.</p> <p><u>Facebook</u> for local government – page in progress</p> <p><u>CVRIS grant</u> – research, letter, sample, support letters, qRD Zoom. This grant is not for our application.</p>	<p>RH</p> <p>SP ongoing</p>

Administration (continued)		<p><u>Mapping</u> – research, best base map to build waterline book on – LTSA, qRD, BCeID, ICIS membership, and more – ongoing. Met with CR mid February – uses Avenza, will help us. Reviewed VAID boundaries and properties developing nearby.</p> <p><u>Court of Revision</u> preparations and documentation for ratepayers and Board review.</p> <p><u>T4s</u> completed.</p> <p><u>Wall St pumphouse</u> documents – pump curve, pump capacity, etc.</p> <p><u>Telus smart hub</u> tested outside treatment plant – worked.</p> <p><u>Leak detection</u> – connected with Rob, Echologics, and Ryan, KWL. Form and map review. 2nd crossing map reviewed and shared.</p> <p><u>Water Applications</u> 7 under review.</p> <p><u>Energy survey</u> for Firehall building.</p> <p><u>Employment grant applications</u> – WorkBC, Canada Summer Jobs, Experience Matters & Get Youth Working.</p> <p><u>Local Government</u> statistics form.</p> <p><u>Annual Safety Binder</u> – made up.</p>	
10. New Business	RS	<p><u>Statue of Limitations</u> on Crown property monies owing query. SP to investigate.</p> <p><u>Lots being developed near Marble Bay Bluff Park and Blubber Bay Rd</u> – no requests for water service as of yet. Access roads have been put in. Board trustee to visit and suggest to owner to apply and that we have water service limitations. Feb 25th – water service request has been received. On hold.</p> <p><u>CVRIS Grant application</u> – Feb 25th – does not apply to infrastructure replacement.</p> <p><u>Community Works Fund Grant</u> – RH to contact qRD and request support to apply.</p> <p><u>Water service applications discussion</u> – is it legal to refuse water service? What if we cannot supply due to availability?</p> <p><u>Property Development Applications & Charges</u> – money for infrastructure can come from development. Bylaws, applications, & fee structure to be reviewed. SP to share sample.</p> <p><u>Office help</u> – discussion of kind of help required, formalized position to aid with succession planning, probationary period 913 hrs. Job sharing, training with SP, duties defined as work learnt. Post on website, advertise on Facebook. Post for February 1st.</p>	<p>SP</p> <p>RH</p> <p>Unanswered</p> <p>Sample shared</p>

<p>New Business (continued)</p>		<p>Feb 25th – reviewed, short listed, email first questions due to COVID, will review for March Board meeting. <u>Private and Public property repairs</u> – discussion about our Water Operators doing work, Contractors contacting VAID to find waterlines and connections, VAID water line running through private property, Water Operators not aware of private property water line locations. Past jobs shared & discussed. Community resources responsibility with work orders, waivers, and supervision. <u>Staffing query</u> – Feb 25th - are our staff overwhelmed? Do we need more help to find the leaks? What resources do we need to move things along? Possibility of a schedule to commit to? Planner? How to help staff – where to focus and where best to contribute? We do not have a Manager or Administrator like other IDs. Cannot compare GB & VA as set up & funded differently. Trustee JC has the lead on organizing leak detection from Trustee angle. From January - assignment of duties, tasks, and schedule. Simplify reporting and keep positive return. <u>Trustee recruitment</u> – 1 no longer eligible, 2 up for re-election (1 not standing). Recruit 2. Post Express Lines, website and talk about town. <u>Website</u> –FAQs, procedures for new connections, leak problems, etc. All to review website and share notes. <u>More treatment plant flow</u> at maximum discussion. Past & present volume issues. Is there a step in pre treatment missing? Is Resin not working right? Affected by flow & fluff. Is contact time reduced? <u>Nightwork</u> – planned and scheduled shift, 8hrs between shifts day and night. <u>Employment Standards Act</u> – all staff to have 1 day (32 hrs) off a week, week is Sunday to Saturday. Minimum shift is 2hrs. OT as agreed July 2020. <u>Worker Safety</u> – PPE hi vis, day & night especially, on street, work alone risks. Night work alone check in? <u>Danger tree</u> on road right of way – Columbia & Midas. SP to contact Highways to discuss.</p>	<p>SP Ongoing KS & AR had left already SP to broach JC to follow up ALL ALL Noted Noted Noted Ongoing SP</p>
<p>11. In Camera/Closed</p>	<p>RS</p>		<p>Noted</p>
<p>12. Meeting Adjourned</p>	<p>RS</p>	<p>Meeting adjourned at 12:45.</p>	<p>Motion to adjourn NB, 2nd RH.</p>