



VAN ANDA IMPROVEMENT DISTRICT
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BOARD OF TRUSTEE'S MEETING

Date	November 21, 2017	Time	7:00 PM
Location	Van Anda Improvement District Office		
In Attendance	Trustees: Bob Timms (chair) Mike Craggs Rodger Hort Ron Smith Walter Gussman	Staff: Ken Soles (Water Operator) Mike Craggs (Fire Chief) Lin Johnson (Administrator, Recorder)	

Agenda Item	Lead	Outcome
1. Call to Order	Bob	Bob called the meeting to order at 6:57 PM.
2. Declaration of Conflict of Interest	Bob	There was no conflict on interest declared.
3. Approval of the Agenda	Bob	The agenda was amended to include under New Business Water Leak Detection and Water Operators Networking session reports. <u>Motion:</u> The November 21, 2017 agenda was approved as amended. Motion Carried.
4. Approval of the minutes of October 26, 2017	Bob	<u>Motion:</u> It was moved and seconded that the minutes of October 26, 2017 be approved as circulated. Motion Carried.
5. Waterworks Report	Ken	Presented and discussed. Ken will be insulating and winterizing the waterline near Fudge/Torrence properties this week. Ken has insulated all meter boxes. Chlorinator and turbidity meters were serviced. Action: Walter will bring fuel for the genset. <u>Chlorine Pricing</u> - Chlorine prices have actually dropped. After research, Rodger feels that chlorine prices are fair. Chlorine costs could be reduced by changing to drums, rather than 4 litre containers. Discussion. Action: Ken will

		arrange for Ron and Rodger to tour Gillies Bay water system.
6. Dam Report	Ken	<p>Lin has contacted the dam inspector in regards to changing the classification of the dam from significant to low.</p> <p>Action: Lin will contact the inspector again next week.</p> <p>Currently, we are required to have an annual inspection of the dam, develop an emergency response plan, remove logs from the dam and clean the lower dam area, which Ken and Doug have done. Signage needs to be installed on both sides of the dam with contact information. In addition, we are required to develop an annual Operation, Maintenance, Surveillance manual (OMS). The purpose of the dam is to keep the lake level higher in summer.</p>
7. Fire Dept Report	Mike	<p>The Fire Chief report was reviewed and discussed.</p> <p>There was one fire in Van Anda this month, involving a sparking, arcing hydro pole.</p> <p>The VAFD is moving to a more professional Incident Command Response, using the proper commands on the radio.</p> <p>Hydrant head painting has been postponed until January.</p> <p>The VAFD is sponsoring the annual Christmas tree in Vananda. Lights will go on as weather permits. Action: Mike will ask Julie to contact Bob in regards to the tree lighting ceremony.</p> <p>Container for the fire hall - \$8,300 container cost, delivery approximately \$3000 and wiring will be an additional charge. Action: Mike will make final arrangements for the delivery of the Sea container.</p> <p>Uniforms were purchased for three members, with a cost of approximately \$1500.</p> <p>Term deposit purchased does not mature until January 29. Mike advised that he may require a loan from VAID if extraordinary expenses arise before then. Action: Lin will look at interest rates at other financial institutions.</p>
8. Administrators Report	Lin	<p>Discussion about RES'EAU meeting. Action: Lin will try to arrange a meeting for December 7.</p> <p>The December VAID Trustee meeting will be held on December 14.</p>

		<p>Action: Lin will contact Amos Zook in regards to making a donation for VAID water he uses in the summer months.</p> <p><u>Strategic planning meeting</u> – ongoing. Action: Bob and Lin will have a strategic plan for the December meeting.</p>
9. Old Business/Action Plan	Bob	<p><u>RES'EAU meeting agenda</u> – reviewed and discussed. Are they interested in having a meeting to discuss the agenda items we present? Action: Lin will try to arrange an in-person meeting with the RES'EAU team on December 7.</p> <p><u>Tour of the waterworks plant</u> – tour of the watershed postponed until the weather is better. Action: Lin will send Rodger the photo of the water plant tour start in the snow.</p> <p>Facebook Page for FD is up. Action: The webpages for the VAFD will be ready by January 31, 2018.</p> <p>Action: Lin will embed documents into the agenda for the next meeting as a trial.</p> <p><u>Long lasting valves</u> – tabled.</p> <p><u>Boat Club invoices</u> have been paid.</p> <p><u>Hydrant flow</u> seems to be working. Action: Ken will test the hydrant near the Cragg residence.</p> <p><u>Malfunctioning meters at Arnolds</u> – replacement of meters is ongoing.</p> <p><u>Aaron invoices</u> – completed.</p> <p><u>Fudge</u> – completed.</p> <p><u>Dam reclassification</u> – ongoing.</p> <p><u>Removing logs from the dam</u> – a machine would have to be brought in to remove the logs. Discussion. Tabled until late spring.</p> <p><u>Leak Detection course</u> – on agenda.</p> <p><u>Tour of Watershed</u> – tabled until January.</p>
10. New Business	Bob	<p><u>Email from Lafarge</u> – Action: Lin will respond to the Lafarge email requesting that a meeting with the new GM and the Lafarge team be scheduled as soon as possible.</p> <p><u>Letter from RD re Rescue expansion</u> - discussion. It was suggested that this be brought to the Gillies Bay AGM. Expansion of VAFD Rescue would cost approximately \$20,000 to set up. After that, annual operational costs would be approximately \$5000. Discussion. Action: Rodger will talk to Doug Paton in regards to expansion of the VAFD Rescue program.</p> <p><u>Leak Detection Course summary</u> - Water Balance = water pumped - how much water we get paid for. Water Balance document was distributed and discussed. Currently, it appears that the VAID is losing a substantial amount of water. The 2017 Summary of Water Expenses document was discussed. Gallons required is based on 220 hook ups x</p>

		<p>220 gallons per household. Based on this data, we are losing 15,792,664 gallons of water at a cost of \$20,433.</p> <p>Discussion about how to find leaks was discussed. The Leak Detection course suggested that one leg of the system at a time could be shut down for an hour and listen to see if water is rushing through the pipes. This will help determine where the leaks are. Listening devices can be as simple as a steel rod placed on a hydrant. Acoustic detection devices are also available, but they are expensive (approximately \$6,000). It would probably take a week to examine the system to detect leaks. Some water is also lost at the tank. Discussion. Water would be shut off during periods of low usage, such as late night/early morning. If we were to eliminate substantial leaks, pump hours could be substantially reduced. Discussion about incorporating this into an action plan. Next steps: Discussion about installing water meters on houses with suspected leaks in their system. Action: Ken will order 10 meters to monitor water consumption. It was suggested that trustees have water meters installed on their homes. Action: Ken will install meters on trustees' homes.</p> <p>Discussion about having a leak repaired on a ratepayers' property. Action: Lin will draft a letter to the homeowner with a suspected leak on their property. Discussion. Action: Rodger and Ken will begin the process of determining where the leaks are in Van Anda. Residents will be notified of this procedure.</p>
11. Meeting Adjourned	Bob	Meeting adjourned at 9:20 PM
12. Financial Statements	Bob	<ul style="list-style-type: none"> • Term - reinvest \$53,000 in a Term Deposit for the best rate. \$6,111.14 to come from chequing account (2016 GST rebate) and \$46,888.86 from Tolls and Taxes acct (Term 13). This leaves \$10,465 from Term 13 remaining in the Tolls & Taxes account to be used to purchase a Seacan for the VAFD. • Ownership acct – put it into current accounts. <p>Action: Lin will draft a letter to the First Credit Union authorizing this transfer.</p> <ul style="list-style-type: none"> • Overdues – tabled.
13. Adjournment	Bob	Meeting adjourned at 9:50 PM