



VAN ANDA IMPROVEMENT DISTRICT
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BOARD OF TRUSTEE'S MEETING

Date	October 26, 2017	Time	7:00 PM
Location	Van Anda Improvement District Office		
In Attendance	Trustees: Bob Timms (chair) Mike Craggs Rodger Hort Ron Smith	Staff: Ken Soles (Water Operator) Mike Craggs (Fire Chief) Lin Johnson (Administrator, Recorder)	
Regrets	Walter Gussman		

Agenda Item	Lead	Outcome
1. Call to Order	Bob	Bob called the meeting to order at 7:02 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 read the approval of minutes from September 19, 2017, September 26, 2017 and October 5, 2017. <u>Motion:</u> The October 26, 2017 agenda was approved as amended. Motion Carried.
4. Approval of the minutes of September 19, 2017, September 28, 2017 and October 5, 2017	Bob	<u>Motion:</u> It was moved and seconded that the minutes of September 19, 2017 be approved as circulated. Motion Carried. <u>Motion:</u> It was moved and seconded that the minutes of September 28, 2017 be approved as circulated. Motion Carried. After discussion, it was decided that a line item would be added to 2018 Waterworks budget to include revenue paid to the waterworks department from the Van Anda Fire Department. <u>Motion:</u> It was moved and seconded that the minutes of October 5, 2017 be approved as amended. Motion Carried.
5. Waterworks Report	Ken	Report reviewed and discussed. The <u>valve at the Wall St pumphouse</u> was discussed. Action: Ken will ask supplier if a longer lasting valve is available.

		<p>Action: Bob will deliver invoices to the Boat Club Treasurer.</p> <p>Action: Ken will check the hydrant below the Cragg residence. The source of the <u>leak behind the hotel</u> has not been identified. Ken will continue to monitor this situation.</p> <p>All <u>hydrants</u> have been inspected and renewed.</p> <p>The <u>malfunctioning meter at Ron Arnold's</u> was discussed.</p> <p>Action: Ken will replace malfunctioning meters at Ron Arnold's.</p> <p><u>Chlorine Pricing</u> – Rodger will follow up and report back. Chlorine and shipping costs were discussed. The price of chlorine has gone from approximately \$7,000 - \$13,000 in three years. Rodger will follow up with Aaron Vending and other suppliers in regards to reducing chlorine costs.</p> <p>Action: Lin will get Aaron Vending invoices to Rodger.</p> <p>Action: Ken, Rodger and Lin will meet Tuesday, Oct 31, at 1:00 to discuss chlorine. Lin will send a meeting reminder to Rodger and Ken.</p> <p><u>Temporary water line Torrence/Fudge</u> – this water line needs to be winterized. Discussion. Action: Ken will attempt to winterize the water line where it is exposed.</p>
6. Dam Report	Ken	<p><u>Dam Report</u> – Ken met with the Dam Auditor and presented the 2017 dam audit. The Dam Auditor suggested we try to lower the rating of the dam from significant to low, to reduce the dam requirements. Action: Lin will begin pursuing the process of changing the classification of the dam, and begin the process of complying with the Dam Auditor's report. Action: Lin will send copy of dam report to Bob and Ron. Action: Bob will talk to Brian Walker about removing logs that are across the dam.</p>
7. Fire Dept Report	Mike	<p>The Fire Chief Report was presented and discussed. After research and consultation with ICBC, Mike was successful in reducing insurance costs on Fire vehicles approximately \$600/annually.</p> <p>The annual VAFD dinner will be held on December 13 at the Raven. Action: <u>Please RSVP to Mike as soon as possible.</u></p> <p>Discussion regarding <u>Fire Department funds</u>.</p> <p><u>Motion:</u> It was moved and seconded that \$25,000 of fire department funds be placed in a 90 day term deposit. Motion Carried.</p> <p><u>Motion:</u> It was moved and seconded that the VAFD Rescue account be changed from a chequing account to a saving account. Motion Carried.</p>
8. Administrators Report	Lin	<p><u>Leak Detection Course/Water Operator Networking Session</u>– Ken and Rodger will attend the water leak</p>

		<p>detection workshop and Ken will attend the water operator networking session. Action: Lin will register Rodger and Ken for these sessions.</p> <p><u>CWSA Workshop</u> – Bob may attend with Lin.</p> <p><u>UBCM grants</u> - We will probably will not be notified of the successful grant applications until January 2018.</p> <p><u>2018 Budget and Bylaw</u> – Action: Lin will add a line to state revenue owing from fire dept.</p> <p>Van Anda Improvement District Taxation By-law No. 145 was presented and discussed. Action: Lin will double check with Joshua that he needs a copy of the budget.</p> <p>Motion: Van Anda Improvement District Taxation Bylaw No. 145 (2018) was presented. After giving first reading and then being reconsidered, it was moved and seconded to accept Bylaw #145 cited as the Van Anda Improvement District Taxation Bylaw No. 145 (2018). Motion carried.</p> <p>Action: Lin will file Van Anda Improvement District Bylaw # 145.</p> <p>Work party to <u>organize storage room</u> will be held December 12 from 9-12. Action: Lin will ask Heidi if there are any more VAID files at her house.</p> <p><u>Strategic Planning meeting</u> was discussed. Action: Lin will continue to look for a facilitator and will prepare a draft package for discussion at the November meeting.</p>
9. Old Business/Action Plan	Bob	<p>Attached.</p> <p>Res’eau – Action: Lin will develop a list of discussion topics for the Res’eau team and circulate to Trustees for discussion. Action: Lin will arrange a teleconference, after Trustees prepare an agenda. Discussion topics will include distribution line and improving efficiency, Wall Street water pressure, and other ways to optimize the system.</p> <p>Action: Ken will take Ron and Rodger on a <u>tour of the water plant</u> on Thursday, November 2. The tour will start at the VAID office at 1:00.</p> <p>Action: Lin will prepare a <u>water cut off notice</u> list and notices, and Ken and Mike will deliver the shut off notices, and turn off water on Monday, October 30.</p>
10. New Business	Bob	No new business.
11. Meeting Adjourned	Bob	<u>Motion:</u> It was moved and seconded that the meeting adjourn to a financial meeting at 9:50 pm.
12. Financial Statements	Bob	Action: In the accounts, Lin will move boat club expenses to infrastructure and maintenance from sundry.

		<p>Action: Lin will add increase in janitorial duties to the January agenda.</p> <p>Action: Lin will add headings on each page of the financial reports. Lin will make things print to one page when possible.</p>
13. Adjournment	Bob	The Financial meeting adjourned at 10.30.