Van Anda Improvement District
Safe Water for Everybody

MINUTES - BOARD OF TRUSTEES MEETING

Date	**Apr 15, 2026**	**Time**	**1:30 pm**
Location	**Credit Union Meeting Room**		
In Attendance	**Trustees:** Ron Smith RS (Chair) Gary Friars GF Jane Waterman JW **Regrets:** John Colongard JC Jennifer Moore JM	**Staff:** Joseph Scott (Operations Manager) JS Sandra Haszard (Administrator, Recorder) SH **Regrets:** Marianne Segers (Senior Water Operator) MS Mark Robert (Fire Chief, at 4pm)	**Public:**

Agenda Item	Lead	Outcome	ACTION
1. Call to Order	RS	RS called the meeting to order at 1:30 PM.	Noted
2. Welcome to Public Guests	RS	None	Info
3. Declaration of Conflict of Interest	RS	None	Info
4. Approve Agenda	RS	Agenda was approved.	Moved JW 2nd GF
5. Approve Minutes	RS	Last meetings minute's approved with minor edit presented.	Moved JW 2nd GF
6. Safety Moment	JS	• Traffic control – stay aware of potential risks even when being directed.	Info
7. Water, Dam, & Operations Report	JS	• Daily testing and ionex full cycle by MS, BR and TA • Dam last inspected April 6th by TA. All OK. Lake level at 42cm. Flow continues over the spillway • Chlorine levels continue within proper range. Manual adjustments continue • Generator operated monthly • Forsta filter screens have mechanical degradation. No spares on hand. To be discussed in New Business • Erosion around water reservoir. Fortis to re-send a technician to review/fix • BR completed SWS course. Scheduled to write exam April 14th. Ferry cancelled. Reschedule • MR started Level 1 Treatment courses. To complete by June 30th • SW is back for one month. He has a colleague who can assist with the WTP control panel • Sand filter. Getting class 5 rough order of magnitude estimate from Bi-Pure for sea-can re-fit vs prefabricated building. Consider replacement cost of Forsta, if still needed. • Plan to start hydrant maintenance program once the meter installation work is complete • Wastewater tank level needed adjustment as not working properly	Info

8. Old Business and Extended	RS	• Meter Project
		  ○ Running behind schedule. Aim to be substantially complete end of May.
		  ○ School meter to installed during summer break, late June/early July
			Info

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		○ Davis Ventures (setter & meter) of 148 - Installed 100, Remainder 48 ○ VAID (meter only) of 86 - Installed 54, Remainder 32 ○ Project Total – of 234: Installed 154, Remainder 80 ○ Neptune 360: 18 onboard, 16 submitted for onboarding, 20 to be activated by MS and submitted for onboarding. ○ Operator can install about 5 per day. Only MS does activation. ○ Some people are parking on or covering meters. If data transmission is blocked, meters will be have to be read manually and owners will be billed for the extra time. Software will alert if transmission stops. ○ Project budget recently updated based on all costs so far. Shows about 100k left for unforeseen expenses. Email to Ron for chair report. ○ Next COP meeting is billing. Usually there is a presenter with experience. Considering how to bill for leaked amounts, as well as billing systems and frequency. ○ Continuous consumption alerts have already notified us of leaks. • Water Operator truck ○ New tires purchased for a good deal. Not put on yet due to local machine breakdown and ferry issues. • Aaron Service WTP work invoicing: Cheque included with offer to RA has been cashed meaning offer is accepted as stated in letter. Invoices that should be credited are still on statement. SH will check in a couple of weeks to ensure follow thru. • Sturt Bay Rd new service size – under discussion with owner & AD. • Nicholas St water main replacement: discovered during installs to be a mix of 1942 steel, PVC, and multiple clamps. Move to capital plan with priority. Do we have the funds to replace if it lets go completely? Est cost 75k. Current Capital Savings about 90k. • Senior Operator Job Title – as MS is also performing Fire Clerk duties, is there a better job title that covers both. Recommended to use which ever title is relevant to situation; Fire Clerk is a commonly used municipal position. • Cleaning Contract: MS will take over Firehall cleaning as a separate contract outside her regular duties. Work will be invoiced through her business. The first cleaning will take longer to bring the building up to standard, after which she will follow the guidelines in the Custodian Job Description. • School Field Trip: Principial Alex Bella asked Trustees for input on a possible school field trip. RS noted that during a previous visit around 2019, students did not get much out of the tour—some wandered from the group and threw items into the water. He suggested inviting parents to accompany future trips. The Board supports education and encouraging science engagement. A microscope could be used to show raw water and organisms caught on the Forsta filter.	SH check stmt SH update plan SH email AB
9. New Business	RS	• Express Lines: Thanks for coming to AGM. Minutes & reports available on website. Highest water use of year long weekend beginning of summer. Fire ban May 15 and water restrictions stage one also. MPP update.	SH send

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		• Forsta replacement: New filters needed now (1,250 USD ea). Unlikely to last until sand filter is in (which may render Forstas unnecessary). Units are now 7 yrs old. 5 yr maintenance parts total more that entire new unit (6K US ea) • AGM this Sat 18th – AGM needs at least 3 Trustees for quorum. JC won't be there, not sure about JM. RS, JW, and GF will attend. JC standing again. JM had earlier resigned but then retracted and will stand if there is no one else. JW to look after refreshments. Usual Elections Officer TH is away. SH make script for EO if needed. RW will send Chair report to SH later today. Draft statements ready this afternoon – SH email to Trustees. Fire report compiled by SH has been approved by MR. MR not able to attend. MS will be at meeting – possibly present Fire Report? SH to finish operations report – not for presenting, just reference.	JS Order new filters
10. Admin Report	SH	**WATER** • UV Parts • Flow calculator • Quality issues • Before You Dig response • Mapping updates **FIRE** • Memberships • NFPA subscription **MPP (Meter Project)** • Part order • Field review • Scheduled shut off • Invoice review • Installation planning • Maps • Meter pics • Inventory sheets • Update accounts recording • Transfer wages & funds **MEETINGS** • Board meeting. • Site meetings • Office meetings with AD • Rick J • Auditor teams meetings **ADMINISTRATION / OTHER** • Webinar • Payment plans • Harassment report • Email sort 2 months worth • Finance updates • VCH annual report • Conveyance (Coleborn lots) • Annual Water Consumption Report • Audit prep • Cleaner • School field trip request • Capital Assets List created from Auditors report • GST rebate GST rebate prev done by accountant. Easily done online. 2025 GST rebate 37k. Lots of catch up to organise email from 2 months away. Tons of requests from Auditor – is being very thorough.	Info
11. Financial review	SH	• Fire accounts look good. • Water accounts also look good – percentage of year vs budget. Savings transfer done today. Still to move media savings amount. Keep it separate to ensure availably when needed (15k/yr). Tolls transfer to cover MPP cheques until terms mature mid May.	SH xfer
12. Policy & Bylaw	RS	None	Info
13. Fire Report	SH	MR unable to attend. Fire Dept Responses • Medical Calls: 2	Info

Agenda Item	Lead	Outcome	ACTION
		• Motor Vehicle Accidents (MVA): 0 • Fire: 0 Texada Rescue Responses • MVA: 0 • Medical: 2 Attendance • Average attendance of 3 members for practices in March • Average of 4 members responding to calls Training & Preparedness • Two VAFD members participated in joint rope rescue and Jaws of Life training with the Amrize Mine Rescue Team. My plan is to continue joint training opportunities so our members can further develop their rope rescue skills, while also providing fire department–led training in areas we have more experience in, such as extrication and Jaws of Life operations. • Currently, three members are signed up for S-100 (Basic Fire Suppression and Safety for wildland firefighting), with one additional spot available for Tyler if he is still interested. Advertising the course in the Express Lines did not generate any public response. The S-100 training is scheduled for April 18, starting at 8:30 a.m	
14. Next meeting	RS	Monthly Board Meeting – Wednesday, May 13 at 1:30 pm. Location TBD	Info
15. Meeting adjourned	RS	Meeting adjourned to closed meeting – in camera at 3.10	Info
16. Meeting adjourned	RS	Meeting adjourned 3:30pm	Info
Monthly Board Meeting Wednesdays at 1:30pm, Credit Union (2nd Wednesday unless before 11th, otherwise 3rd Wed) 2026: Jan 14, Feb 11, Mar 11, Apr 15, May 13, June 17, July 15, Aug 12, Sept 16, Oct 14, Nov 18, Dec 16; AGM April 28			