Van Anda Improvement District
Safe Water for Everybody

MINUTES - BOARD OF TRUSTEES MEETING

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

Agenda Item	Lead	Outcome	Action
1. Call to Order	RS	RS called the meeting to order at 1:33 PM.	Noted
2. Welcome to Public Guests	RS	Welcome to guest, invited to speak after Minutes approved.	Info
3. Declaration of Conflict of Interest	RS	None	Info
4. Approve Agenda	RS	Agenda was approved with additions.	Moved JC 2nd JW
5. Approve Minutes	RS	Last meetings minutes approved. Minor edit (location).	Moved JM 2nd JW
6. Public	RS	TR shared info from GBID meeting yesterday: • Canada Community-Building Fund (prev known as Federal Gas Tax) Funds are distributed upfront twice a year on a per-capita basis to provinces and territories. qRD gets Texada amount. Previously lumped into RD projects, Texada's share will now come to Texada. Est $25-30k total. • GB Fire Chief requesting Amrize to add valve and fittings to water trucks to be usable for firefighting. • EMS agreement with First Responders being adjusted. GBFD members go to calls outside district; overlaps with Texada Rescue responses. (Tex Rescue operated from VAFD). No known agreement apart from qathet REGIONAL FIRE DEPARTMENTS' EMERGENCY SERVICES AGREEMENT.	
7. Safety Moment	MS	• Heat safety – for outside workers especially: stay hydrated, use sun protection, be alert to symptoms, extra careful when windy.	Info

8. Water, Dam, & Operations Report	JS	• Daily testing and ionX full cycle by MS, BR and JS as back-up;
		  ○ Frequency at four days
		• Dam last inspected July 9th by BR. Lake level at 21cm. Levels still following pattern from 2023, lowest ever for this time of year.
		• Chlorine levels continue within proper range
		  ○ Manual adjustments continue
		  ○ SW to clean and check the chlorine monitor
		• Generator operated monthly
		  ○ New Finning technician contacted for semi-annual maintenance; he works locally
		• New Forsta filter screens have been installed
		• One UV CommCentre failed
		  ○ System has three, but one can operate the three UV controllers	

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<tr><th>Agenda Item</th><th>Lead</th><th>Outcome</th><th>Action</th></tr>
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Still works but cannot provide specific values, only colored lights showing if effective or not.
Dealing directly with Viqua for reconfiguration

UVT tester failed for the third time

Is there trade-in value?
Provide model # to RS so he can find alternative.

Starting hydrant maintenance program this coming Thursday with MS BS and PN (who will be paid at contact rate).
Plan to develop valve service and line flushing programs once hydrant program is underway.

Every valve we know of is on new map. Some paved over or very deep.

Handrail welded to stairs at WTP
Diver is coming next week to inspect the intake pipe and clean the screen at the lake pump

Water samples should be taken at the intake and further out in the lake – deeper for planning new intake location
He also checks the culverts

BS passed EOCP SWS.
Commercial meter quarterly totals show increased use for 2; one may be water theft – SH contact owners if repeated high use.
Pump hours gradually climb during dry spells then drop back to 60-70k USG after rain.

</td><td>SH send to RS

SH contact owners</td></tr>
<tr><td>9. Old Business and Extended</td><td>RS</td><td>

Meter Project
<table>
<tr><th></th><th>Total</th><th>Installed</th><th>Remainder</th></tr>
<tr><td>Davis Ventures</td><td>148</td><td>136</td><td>12</td></tr>
<tr><td>VAID</td><td>86</td><td>81</td><td>5</td></tr>
<tr><td>Total</td><td>234</td><td>217</td><td>17</td></tr>
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Aim to be substantially complete in August
Neptune 360: 105 onboarded, 112 to be activated and data prepared for onboarding. Activations should be complete by end of August.
Duker Rd (Wilson). Substitute the 2” meter with two ¾” indoor meters. New antennas ordered
Consider paddle wheel meter for graveyard where pressure is too low for electronic meter.
Texada Island Inn to have a 2” meter in lieu of 1”, scheduled for Monday Aug 3rd (BC Day)
Three meter boxes to be moved off one property on Smelter Ave
Letters & emails sent to owners that have continuous flow or substantial use. These are making a difference.
Pit vault lid. ¼” steel plate requires a 2” hole to be cut
Public meeting was held June 25. Next meeting will be after customer access set up (October?); offer billing alternatives – SH currently getting info on information systems via Kirk @ econics, who is asking other orgs.

</td><td>JS investigate</td></tr>
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Agenda Item	Lead	Outcome	Action
		• New employee – Shaun Rachkowski starts as Assistant Water Operator on Monday.	
10. New Business	RS	• Express Lines: welcome Shaun, update meter project, thank for reporting leaks and other issues, need FD members • Smelter connection – a connection is in use at a property new to the district in 2022 where an application was on hold. Unknown how water was turned on. Discovered to be in use when owner reported water off after valve closed for investigation. It was previously believed that this line piggy backed off the last house, so a new line was needed – we have learned recently that it does not. Invoice owner for water (3/4) and let them know they can use this for the current set up only – will need to apply for larger water supply if developing. Shut off is located on private property belonging to someone else – meter to be installed close to existing shutoff, at boundary of road allowance, with the current shutoff to be treated as corpstop and buried. Have Al report on condition of waterline. • T&R approached JC about buying water. JC will respond with info and office contact info.	SH send SH letter to owner
11. Admin Report	SH	**WATER** • Water use checks, consumption investigation. • Emergency broadcast re: water use. • Testing, WTP review, backwash, plant alarms. • Watermain locate (GB Road), sinkhole follow-up • Olive St and Wall St connection reviews. • Lawn sprinkler checks. • On-call coverage • VCH test results (high coliforms). **MPP (Meter Project)** • MPP budget update, wages, water data. • FCU term letters and term change. • Neptune review meeting. • Meter install records, assignments, scheduling, spreadsheets, photos. • Smelter review, duplicate meters (Wall St), gas station meter review. • MPP public info meeting at Legion; • June 25 meeting report. • CoP #6 review. • Receive MPP orders; parts/materials updates. **FIRE** • FD orders received. • CEPF tracking • ICS command board search. • FUS portal change • Dispatch update checks. **MEETINGS** • Board meeting. • COP Teams meeting on rates. • Multiple site/office meetings (RS, MS, AD, BR, QG). • Dam webinar. • Meeting prep and reports. • MPP Community meeting **ADMINISTRATION / OTHER** • Payroll, CRA deductions, bank reconciliation, monthly account totals. • Overdues: final notices, reminder letters, • conveyance. • HR letters; employment ad. • Salt use review. • Communications: trustee guide, minutes, meeting slides. • Address check (Caesar Cove Rd). • RD emergency agreement. • CMK emails (T2 filing, next-year prep). • Website updates; office forms. • Respond to contractor interest • invoice customers for parts/repairs. • Grant application intake (climate change). • Prep for public info meeting; billing transition considerations.	Info

Agenda Item	Lead	Outcome	Action
		Is RV Park 2" standpipe metered? Check is planned with meters to see if use is measured. Showed location on map. Lock if not. Not useful to fire dept. Good location for hydrant but would be on private property.	JS plan check

12. Fire Report	MR	• Calls in June:
		  ○ Medical Calls: 3
		  ○ Motor Vehicle Accidents (MVA): 1
		  ○ Fire: 0
		  ○ Duty Officer Calls: 4
		  ▪ Two related to sinking boats at the Van Anda regional dock. Information and photos were forwarded to the Coast Guard and Transport Canada. No fuel spills observed.
		  ▪ Two burning complaints – one was a propane campfire, the other a woodstove.
		  ○ Texada Rescue / External Coordination:
		  ▪ Duty Officer call regarding fireworks outside our fire district. Chief contacted BC Wildfire; they requested a check of the campground @ Shingle Beach. No issues or fireworks evidence found.
		• Training & Preparedness
		  ○ Joint wildfire suppression and water management practice with Gillies Bay Fire Department. Used 2 forestry pumps, bladder tank and fire trucks and figured out timing. Can add more pumps to increase.
		  ○ One member registered for EMA-FA first aid training in October.
		  ○ Chief met with the Conservation Officer regarding illegal dumping and abandoned vehicles in the forest. Contact info has been recovered.
		  ○ BC Parks has confirmed that the unauthorized structure on Parks land must be removed. They will provide a barge for disposal of demolition materials along with financial support, and MR plans to carry out the demolition with his team this winter.
		  ○ No practice for August due to heat and people being busy.
		• Equipment
		  ○ Additional gear purchased through the CEPF grant continues to arrive.
		  ○ The next Mark 3 wildfire pump has been received, along with other equipment.
		  ○ More items are still in transit or pending purchase
		  ○ More SCBA tanks are being sent for testing. MR has purchased wood to make proper tank stand.
		• RD allowing FD to access storage in Smithson Park building.
		• Trailer needs hitch and decals. Shelves to be built – wood or metal? To be decided.
		• FD has no issue with boats at public dock – boat club is preferred by Emerg Services.
			Info

13. Financial Review	SH	• Bank, Fire and Water Fire accounts all look good. Overdues from previous years are paid! • MPP Budget – room for unexpected issues. Unknown if excess can be kept – hopefully can be used for financial support during transition to metered billing.	

Agenda Item	Lead	Outcome	Action
14. Policy & Bylaw	RS	• Policy comparison completed to ensure policies and bylaws do not conflict or duplicate info. Some additions made to future reviews to clarify. These can wait till review date. • Workplace Bullying and Harassment (annual as specified by WorkSafe). Have added section referring to policies for conflict resolution and code of conduct. JC moved and JW seconded to approve as presented. • Timesheet & Timekeeping (new) – to ensure consistent documentation and support clear, accurate operational records. Add section for board responsibility (timely approval). Table until all employees have reviewed.	Moved JC 2nd JW SH process SH email for review
15. Meeting adjourned	RS	Meeting adjourned to closed meeting – in camera at 3.25	Info
16. Regular Meeting Resumes	RS	Regular meeting resumed at 4.00	Info
17. Next meeting	RS	Monthly Board Meeting – Wednesday, Aug 12 at 1:30 pm. Location FCU mtg room	Info
18. Meeting adjourned	RS	Meeting adjourned 4 pm	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			