Van Anda Improvement District
Safe Water for Everybody

MINUTES - BOARD OF TRUSTEES MEETING

Date	**Jun 17, 2026**	**Time**	**1:30 pm**
Location	**Firehall upstairs**		
In Attendance	**Trustees:** Ron Smith RS (Chair) Gary Friars GF Jane Waterman JW Jennifer Moore JM **Regrets:** John Colongard JC	**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:** Gena Hollingshead

Agenda Item	Lead	Outcome	ACTION
1. Call to Order	RS	RS called the meeting to order at 1:32 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 GF 2nd JW
5. Approve Minutes	RS	Last meetings minutes approved.	Moved JW 2nd JM

6. Public	RS	• Asked about Wall St flush point repair
		  ○ planned for end of July.
		• Asked about flush schedule – needed monthly.
		  ○ Plans are underway.
		• Meter rental charge queries – current fee schedule is in place for specific circumstances and will be changed for when everyone is charged metered rates. Structure not determined yet. Public meeting to be held next week for updates, rates, and billing. Date and time to be published shortly.
		• Also asked about if Fire Tax covers costs, including new fire truck. Part of fire budget is to contribute to new truck savings annually. We are long way from enough, borrowed before for truck. Less expensive options may be available e.g. mini pumper; Chief is looking at this.
			SH add to meeting report

7. Safety Moment	MS	• Heat safety – stay hydrated, use sun protection, be alert to symptoms, extra careful when windy.	Info
8. Water, Dam, & Operations Report	JS	• Daily testing and ioneX full cycle by MS, BR, and JS as back-up. Frequency changed from 5 days to 4 after psi differential increased. Will continue with tests for best schedule once UVT reader is back from repair. Test results will be analyzed by a professional to determine schedule and salt + water amounts. • Dam last inspected June 11th by BR. Spillway clogged with debris. Debris is cleaned away and continues to accumulate. • Lake level at 29cm, was 31cm in May. Warning - following closely the pattern of 2023. Climate change funding for deepening well intake; SH is monitoring opportunities. • Chlorine levels continue within proper range. Manual adjustments continue. Seems to have a mind of its own.	Info

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<tr><th>Agenda Item</th><th>Lead</th><th>Outcome</th><th>ACTION</th></tr>
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Generator operated monthly. New Finning technician contacted for semi-annual maintenance. Prev tech lacked knowledge.
Forsta filter screens have mechanical degradation. Replacements received tho not in use yet. Current are 50 microns, new are 25.
BR completed SWS course. Now certified with EOCP
MR working on Level 1 Treatment courses. To be completed by June 30th
Plan still to start hydrant maintenance program once the meter installation work is complete
Plans still to develop valve and line flushing program once hydrant program is underway. Tricky ones may cost 12-15k per valve. Some old valves are not flanged so much more work required.

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

Meter Project

Still aiming to be substantially complete in August
Duker Rd (Wilson). Substitute the 2” meter with two ¾” indoor meters. New antennas ordered (need indoor type)
Cemetery doesn’t have enough pressure for a meter. Has been tested for leaks and will be retested periodically; check with flowmeter. Will have flat rate.
Three meter boxes are to be moved off one property on Smelter Ave – coordinate with owner. Boundary to road allowance located using survey pins found via driveway easement on property title
Substantial leaks on private property repaired on Smelter Ave and Waterman Ave
Substantial leaks on private property to be notified: Blubber Bay Rd, Para St
Continuous consumption: Coleborn St. SH send letters to owners with attached image from 360; invite to come to the office for more info.
All connections have been located

<table>
<tr><td></td><td>Total</td><td>Installed</td><td>Remainder</td></tr>
<tr><td>Davis Ventures</td><td>148</td><td>118</td><td>30</td></tr>
<tr><td>VAID</td><td>86</td><td>81</td><td>5</td></tr>
<tr><td>Total</td><td>234</td><td>199</td><td>35</td></tr>
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Neptune 360: 105 onboard, 81 to be activated and data being prepared for onboarding. Showed examples of high use from watering and ongoing leakage.

Public meeting to be held June 25. Change time from 6.30 to 4, as there is another meeting that evening. Report has beenproduced – trustee suggestions to add actual dollar amounts to compare annual vs quarterly billing. Also add that high use in early June was halved after 4 owners notified. Most meter billing is done quarterly with basic rate then consumption. Parcel annual, meter quarterly. Billing systems to be discussed at future COP. Reward for early payment? More positive than penalties for late payment. Budget differently for same amount of income about billing. Get screenshots of 360 for meeting and blank out personal info.
Water Bank – LG basically said no, VAID does not have authority to run this program where individuals may contribute to a seperate account from which

</td><td>Info

SH contact Legion to change time

SH publish meeting

SH prep slides</td></tr>
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		the funds are used to help pay rates for individuals that apply and qualify. Could be interpreted to support healthy water system. Trustees agreed to table the idea and to mention it to others in the community and that it can be done if someone else does it. • Succession planning: originally brought up 2025. Back in same position now that Tyler has left – both operators not full time on Texada and JS does additional 3 mornings every 2 weeks to fill in. No give for vacations or illness. Burnout concern. JS is also on call when both are off island. Need another part time person – minimum 10 hrs. Offer $25/hr for first 3 months, 6 months probation. GK (GB op) still a backup but not always avail. JM moved and JW seconded to start process to hire new operator assistant.	JS publish ad
10. New Business	RS	• Express Lines: Jun 25 meeting – thanks for attending, notes are online; Stage 2 water restrictions Jul 1 and what they are; thanks for fixing leaks, production halved after 4 owners notified even tho only halfway thru meter onboarding; water saving tip – cartoon? • New Trustee information package – gives fuller description of duties, support staff, guidance, glossary. Relevant docs (policy, bylaw, financials, letters patent) can be linked and printed on request. Suggested changes will be made. • One response to call for contractors. SH will respond and ask about their travel rates (they are based in PR). • 2026 EM Regional Services agreement- renewal of agreement in place where all participating fire departments will help each other if requested, but only when resources are available and only after the requesting department asks for help. No changes to previous agreements. JW moved and JM seconded to accept agreement. • Main St alley sinkhole – not on maintained road so Capilano will not repair. Ask local to repair. Cap will take over maintenance if it is brought up to provincial road standards.	SH send SH edit and finalise SH respond & query SH sign and send JS ask resident
11. Admin Report	SH	**WATER** • Leak investigations and follow-up • Customer issues: late-payment calls, meter info requests, parcel questions. • Mapping & system updates: Diamond Maps, easement searches, SROW review. • Equipment & supplies: Bipure/Harmsco orders, cl2 leak response, water truck file updates. • Sinkhole/line-locate follow-up. **MPP (Meter Project)** • Meetings & coordination: contractor discussions, Neptune onboarding. • Field work: meter reviews, location checks, install planning, photos, **MEETINGS** • Board meeting. • Multiple site and office meetings **FIRE** • Brush shirt order • FD purchases (boots, hose couplings). • Fire trailer purchase • Fire Act review and explanatory documentation. • CEPF purchase enquiries and related admin. • Wood fired sauna: follow-up with MR. **ADMINISTRATION / OTHER** • Overdues: letters, calls, payment plans, conveyance files, customer office visits. • New to report: hour tracking	Info

Agenda Item	Lead	Outcome	ACTION
		• Parts & materials: MPP parts orders, inventory sheets, equipment tracking. • Financials: budget updates, FCU terms, contractor amounts. • Documentation: install records, mapping updates, planning notes, onboarding tasks. • Project management: scheduling, service connection reviews, Dunsmuir/Smelter/Duker issues. • Financial admin: invoices, cheques, payroll/CRA, bank rec, savings transfers, credit limit update. • Communications: agendas, meeting docs, welcome letters, correspondence property owners • Water bank: policy work, LG inquiry. • Technical & systems: backups, website updates, formula protection, routine scheduling. • General: CARM enrollment, Xpress lines, hydrant form, Legion booking.	
12. Financial Review	SH	• Bank, Fire and Water Fire accounts all look good except water truck vehicle expenses. It is being used tho, and personal vehicle mileage is way down. • MPP Budget – room for unexpected issues - remainder calculated using expected final costs, not costs to date. Consider if any other work that needs to be done could fit into project.	JS ask AD
13. Policy & Bylaw	RS	• Development Policy – updates remove details already in Bylaws and focus on process and internal roles. Moved by JW and seconded by JM to approve as presented.	Moved JW 2nd JM SH process

14. Fire Report	MR	• Fire Dept Responses
		  ○ Medical Calls: 3
		  ○ Motor Vehicle Accidents (MVA): 0
		  ○ Fire: 0
		  ○ Duty Officer: 2 – for burning during a fire ban. Investigation underway for garbage burn.
		• Training & Preparedness
		  ○ Average members at practice this month was 4.
		  ○ Average members responding to calls in May was also 4.
		• Equipment
		  ○ Our main fire ladder went to Powell River for testing, and it passed. The only note was to change how the rope is attached to the ladder.
		  ○ All SCBA packs currently in use have been sent out for testing. Any repairs needed are being done. The tanks will be sent out soon.
		  ○ Gear purchased through the CEPF grant is starting to arrive, with more still coming. Check to see if ok to publish (had to wait for Ministry official release).
		  ○ The cargo trailer is now on site. I'll talk with Paul about what materials we need to build shelves for storing all our wildfire gear, and a small table to set up a command centre inside. Possible donations from retired forestry worker. We should add some Fire Department decals to the trailer as well.
		• MVA attended last night has rumor spreading which is untrue.
		• Investigation underway with CO who with MR visited dumpsites. Documents have been recovered with names and VINs recorded from abandoned vehicles.
		• Squatters in place just past Shingle Beach. Fire risk concern – take building down. Part of Regional Park.
			SH check release

Agenda Item	Lead	Outcome	ACTION
		• Another boat sank at dock last night after being parked wrong way to wind. • Trustees would like to show appreciation to firefighters – bbq with steaks? MR will talk to members for date. • RV Park has reported site with fire hazard. MR investigating with help of OFC. If action is needed, OFC will make owners meet standards. • Resident with gazebo fireplace will be allowed to use it if they get it WETT certified.	
15. Meeting adjourned	RS	Meeting adjourned to closed meeting – in camera at 4.30	Info
16. Reg Meeting Resumes	RS	Regular meeting resumed at 5.15	
17. Next meeting	RS	Community Info Meter Project – Thu Jun 25, 4 pm (TBC) Monthly Board Meeting – Wednesday, Jul 15 at 1:30 pm. Location FCU mtg room	Info
18. Meeting adjourned	RS	Meeting adjourned 5.15pm	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			