Van Anda Improvement District
Safe Water for Everybody

MINUTES - BOARD OF TRUSTEES MEETING

Date	**May 13, 2026**	**Time**	**1:30 pm**
Location	**Credit Union Meeting Room**		
In Attendance	**Trustees:** Ron Smith RS (Chair) Gary Friars GF Jane Waterman JW John Colongard JC Jennifer Moore JM **Regrets:**	**Staff:** Joseph Scott (Operations Manager) JS Sandra Haszard (Administrator, Recorder) SH Marianne Segers (Senior Water Operator) MS **Regrets:** 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 with minor corrections.	Moved JC 2nd JW
5. Approve Minutes	RS	Last meetings minutes approved.	Moved JW 2nd GF
6. Election of Chair	RS	JM nominated RS, JW seconded, RS accepted.	Moved JM 2nd JW
7. Safety Moment	MS	• Fire Safety – dry as a bone. Complete Fire Ban continues in both IDs even tho Prov ban is lifted	Info
8. Water, Dam, & Operations Report	JS	• Daily testing and ionX full cycle by MS, BR and TA • Dam last inspected May 6th by BR. All OK. Lake level at 36cm, was 42cm in April. • Flow continues over the spillway • Chlorine levels continue within proper range. Manual adjustments continue • Chlorine pump roller assembly to be replaced. Lengthy process to determine the right replacement part. • Generator operated monthly. • Forsta screens have mechanical degradation. Replacements ordered and have made it through customs. • Harmsco filters on order. • BR completed SWS course. Exam rescheduled for June 3rd. • MR started Level 1 Treatment courses. To be completed by June 30th. • Plan to start hydrant maintenance program once the meter installation work is complete. A service in the spring, B service in the fall. Winch for the truck is being purchased for lifting hydrants. • Plan to develop valve program once hydrant program is underway. Some have known issues. Many are not flanged so will be more complicated to replace. • Check purchasing policy re: limit for when tender needed. Other contractors have not shown interest. Include regular call for contractors in Express Lines.	Info

<table>
<tr><th>Agenda Item</th><th>Lead</th><th>Outcome</th><th>ACTION</th></tr>
<tr><td></td><td></td><td>• Line flushing plans are also being developed. Adding flush points @ dead ends using yard hydrants. Consider if adaptable for fire use.</td><td></td></tr>
<tr><td>9. Old Business and Extended</td><td>RS</td><td>• Meter Project
• Running behind schedule. Aim to be substantially complete in August
• Dunsmuir St. 130 ft length of 1 ½” sch 40 PVC to be replaced with 2” HDPE to serve three properties. Room in budget for this and parts on hand.
• Not as much plastic as expected in Main St alley.
• Duker Rd (Wilson). Substitute the 2” meter with two ¾” indoor meters. Low pressure issues.
• Texada Island Inn to have a 2” meter in lieu of the 1” the service was initially thought to be. Can use the meter purchased for Duker.
• Investigate Smelter Ave property line re: location of 3 meter boxes in fenced yard with dog. Have found easement plans that may have pins to ensure new location is in the nearby road allowance where no road exists.
• The Smelter 4” AC main ends at Gracemere house up the hill. Just before leaving the sealed road, it branches down to the area with the (3) meter boxes.
• Discussion of Statutory Right of Ways (SROW) – for utility access to land (not an easement). Longer term plan is to obtain SROWs for the properties that have mains and other infrastructure on private land. Now that mapping is nearly complete, we can start to create this list of properties and check the titles for SROW existence then create priority list and procedures for obtaining SROWs.
<table>
<tr><td></td><td>Total</td><td>Installed</td><td>Remainder</td></tr>
<tr><td>Davis Ventures</td><td>148</td><td>107</td><td>41</td></tr>
<tr><td>VAID</td><td>86</td><td>71</td><td>15</td></tr>
<tr><td>Total</td><td>234</td><td>178</td><td>56</td></tr>
</table>
Neptune 360: 35 onboard, approximately 100 activated and data being prepared for onboarding.
• Public meeting to be held around June 25 about billing & data access. COP meeting on Jun 10 will provide billing options to share and use in planning. Make info on plan options available to public before meeting. Get access to display data for privacy during presentation.
• Vast majority of residents are positive. #1 question is “will I have access to my water data?” A: Yes — for at least the first year, because the customer portal subscription is covered by the grant. After that, it becomes a VAID cost of about $4,000 per year. Water-use data will always remain Water Operator truck
• New tires have been installed. Battery not fully charging due to short trips – will be replaced by warranty and trickle charger installed. One bearing and 4WD seals to be replaced.
• AGM – only 2 members of the public attended. How to get more people? Is this a sign of satisfaction (or of apathy)? Satisfaction could be from VAID transparency, Davis visibility getting things done, MS visibility around town in Fire/Rescue truck.</td><td>Info

SH arrange meeting</td></tr>
</table>

Agenda Item	Lead	Outcome	ACTION
10. New Business	RS	• Express Lines: Fire danger, thank firefighters; meter project progress, identified major leaks; meter billing meeting; call for contractors • Fire fighter survey report discussed. Recruitment idea: include bios in express lines, one per issue. Not just local but also professionals. Board wants to show appreciation – dinner? visit at practice? Ask MR. • VAFD needs to create article for lines as prev GBFD Chief included VAFD but new Chief won't. • Governance Workshop – possible training for volunteer boards. JC has been asking around after learning of these. Keep in mind for future needs. SH working on improvements for New Trustee package. • Water Bank – from public comment at AGM on being empathic to those struggling financially. Draft policy created. Totally voluntary, anonymous, Official Tax Receipts to Donors, separate bank account, fully developed procedures to follow to ensure fairness. Confirm with LG if OK before continuing. If ok, consider that fixed incomes can't match cost increase – numbers need adjusting. Help with bill or with repairs identified by meters? Other items will need refinement if we continue with this. • Cargo trailer purchase for fire fighting. A good one is for sale on Texada. Asking 12k; similar advertised are around 16k. MR wants it. Owner is taking it to PR tomorrow if not sold and leaving for Alberta in a month. Better than the one previously viewed and high quality construction. JW moved to purchase and JC seconded. (Later, after confirming with seller: owner will drop off at Fire Hall tomorrow. Paperwork and payment next week.) Fleet insurance can be applied for now – SH enquire	SH send SH ask MR SH plan SH ask LG re water bank Moved JW 2nd JC SH fleet insurance
11. Admin Report	SH	**WATER** • Leak investigations and follow-up (Raw Select, Prospect Trail, Loyal Ave, Columbia/Van Anda, Dunsmuir main, leak letters). • Customer issues: taste/smell complaints, late-payment calls, service inquiries. • Annual reporting: annual consumption report, LG reporting. • Mapping & system updates: Diamond Maps, non-MPP meter location reviews • Equipment & supplies: chlorine leak response, pump parts, Bipure Harmsco filters, water truck file updates. **MPP (Meter Project)** • Meetings & coordination: board, site, contractor (DV), AD/MS/TA, Neptune onboarding, Midas review • Field work: meter field reviews, install planning, mapping, photos, location verification. **MEETINGS** • Board meeting. • AGM • Site meetings **FIRE** • Fire Chief membership and NFPA subscription setup. • Fire Act review and explanatory documentation. • Fire trailer planning. • Fire audit portion and related financial transfers. • Dispatch updates. **ADMINISTRATION / OTHER** • Audit work: audit team meetings, document preparation, capital asset lists, GST rebate, AJEs, CMK correspondence, trustee summaries. • AGM & governance: AGM reports, financial drafts, officer script, voter eligibility, printing/posting AGM materials, drawdown graph, candidate package.	Info

Agenda Item	Lead	Outcome	ACTION
		• Parts & materials: MPP parts orders, inventory sheets, equipment tracking. • Financials: MPP accounts/wages, contractor amounts to date, budget updates, quarterly report, FCU locked-term issues. • Documentation: install records, mapping updates, planning notes, onboarding tasks. • Project management: scheduling, coordination, flow calculations, service connection reviews. • Communications & ratepayer management: overdue letters, payment plans, email backlog, customer calls/visits, conveyance files, complaints. • HR: Cleaning transition. • Financial admin: cheques, savings transfers, FCU deposit corrections, credit limit updates • Misc: dispatch updates (admin), computer backups, website updates, CEPF cheque, Forsta payment issue, freight charges, routine scheduling.	
12. Financial review	SH	• Fire accounts look good. Trailer can be paid with 2025 surplus • Water accounts all on track, even with cartridge order. New Forsta screens 3.5k. Using less salt that expected. Backwash timing changes on hold will UV meter undergoes warranty repair • MPP Budget – room for Dunsmuir and connections which will be done next week	

13. Policy & Bylaw	RS	• BYLAW 195 2025 Capital Works Renewal Reserve Fund Disbursement No.3. This is to authorise remaining expenses for ongoing capital projects up to Dec 31 2025. Moved by JW and seconded by JM to approve the Bylaw. Clearly documented for backup.
		• Planned policy review – all had small amendments from previous, mostly to clarify & match standards, with P-04 adding Dispute Review Process due to recent events.
		  • Policy - P-04 Collections and Resolution of Issues with Ratepayer Accounts
		  • Policy - P-09 Critical Incident Stress Management
		  • Policy - P-12 Document Management
		  • Policy - P-26 Trustee Correspondence
		  • Policy - P-36 Working in Confined Spaces
		  • JW moved and JM seconded to accept these policies as presented with minor edits to P04.
		• Water Bank Program Policy – discussed in New Business
			Moved JW 2nd JM
			
			Moved JW 2nd JM

14. Meeting adjourned	RS	Meeting adjourned to closed meeting – in camera at 3.55	Info
15. Reg Meeting Resumes	RS	Regular meeting resumed at 5.05	

16. Fire Report	SH	MR unable to attend.
		• Fire Dept Responses
		  ○ Medical Calls: 7
		  ○ Motor Vehicle Accidents (MVA): 0
		  ○ Fire: 1
		  ○ Duty Officer: 1
		• Training & Preparedness
			Info

Agenda Item	Lead	Outcome	ACTION
		○ The weather has been super dry, and it's become scary dry out in the forest. My plan is to go over wildfire skills the next little bit. ○ Two members attended the S 100 training with GBFD • Equipment ○ Our last set of SCBA packs have been sent out for testing. We still have to send our tanks to be tested. We will be sending 1/2 of them at a time or a 1/3 of them at a time. Cheque for first half of the CEPF funding received and purchasing is underway.	
17. Next meeting	RS	Monthly Board Meeting – Wednesday, June 17 at 1:30 pm. Location TBD	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			