



VAN ANDA IMPROVEMENT DISTRICT
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BOARD OF TRUSTEE'S MEETING

Date	September 19, 2017	Time	7:00 PM
Location	Van Anda Improvement District Office		
In Attendance	Trustees: Bob Timms (chair) Walter Gussman Mike Craggs Rodger Hort Ron Smith	Staff: Ken Soles (Water Operator) Mike Craggs (Fire Chief) Lin Johnson (Administrator, Recorder)	

Agenda Item	Lead	Outcome
1. Call to Order	Bob	Bob called the meeting to order at 7:01 PM.
2. Declaration of Conflict of Interest	Bob	There was no conflict on interest declared.
3. Approval of the Agenda	Bob	Under New Business add: Discounted Goods & Services <u>Motion:</u> It was moved and seconded that the agenda for the September 19, 2017 VAID Trustee meeting be adopted as amended. Motion Carried.
4. Approval of the minutes of August 15, 2017	Bob	Approval of the Minutes of August 15, 2017 – should read Rodger will look for water leak detector. <u>Motion:</u> It was moved and seconded that the minutes of August 15, 2017 be adopted as amended. Motion Carried.
5. Waterworks Report	Ken	Waterworks Report was reviewed. <ul style="list-style-type: none"> • A new meter installed at the Wall Street pump. • The turbidity meter has been serviced and cleaned. • The pump lake screen will be changed this fall. Action: Ken will contact Rodger Gillen about doing this work. • Discussion about chlorine use. • Discussion about water restrictions, and whether they impact the amount of water ratepayers use. Discussion about the purpose of water restrictions, and the value of making ratepayers aware of the lake levels. In

		<p>summer, the lake level recedes approximately 1/4" per day.</p> <ul style="list-style-type: none"> • Ken did lots of flushing of the system in August. • Boat Club – work has started. Action: Ken will track hours spent on the boat club project, so the Boat Club can be billed for Water Operator time. Action: Ken will have the supplies ordered for this job delivered directly to the Boat Club. • A water line has been upgraded near Gracemere Street. A new meter was installed at the Credit Union. Action: Ken will install insulation around the new meter to help prevent it from freezing. • A water leak was reported near the hotel. The source of the leak has not been determined. Discussion. It was suggested that Ken check the line coming from the gas station. • Action: Ken will install a large sign at Spectacle Lake indicating that there is no swimming, pets, camping or motor boats allowed in the lake. It was suggested that future signs read "This Is Your Drinking Water". • Discussion about projects that need to be completed this year. Fire hydrants will be serviced. Capital Works plan includes installing new meter bases. There may be changes to the Al Davis project. No work has started on that project to date. A higher density for this site would result in increased water draw. Discussion. • The storage tank needs to be cleaned approximately five years.
6. Dam Report	Ken	Ken checked the dam checked August 15. Currently, there is approximately 6 "of water above the dam.
7. Fire Dept Report	Mike	<ul style="list-style-type: none"> • First Responder Expansion – Gillies Bay does not want to assist with funding this program. Mike is pursuing alternative sources of funding. Currently, the cost for Texada Rescue is approximately \$1,500/annually. The cost to set up a satellite centre in Gillies Bay would be approximately \$20,000, payable over 5 years. It is expected that maintenance costs for the satellite centre would be similar to the Van Anda cost. Discussion. It is expected that the cost per resident would be less than \$3/person to fund an island wide service. • Small jobs to comply with the Worksafe report are being completed in the firehall, including placing bannisters on upper stairs. • PEP has been asked to remove the tower from the VAFD property. North Island 911 will be installing a

		<p>booster on Pocahontas and at the firehall to increase the signal for VAFD pagers.</p> <ul style="list-style-type: none"> • A quote has been received for adding a storage shed to the fire hall. As the site being considered is on top of the septic field, this will not be viable. Action: Ken and Mike will meet to discuss the possibility of creating a storage area for the fire hall. • Mike asked if it would be possible to divert the truck saving fund to pay for a shed for the fire dept. Discussion. It was decided that the \$17,454 put aside each year for fire truck replacement must remain. However, it may be possible to borrow funds from this account, repayable on an annual basis. Van Anda Rescue owes \$9000 to VAID for the purchase of the Rescue truck, which is being repaid annually from the Rescue funding. • Earthquake Proofing – discussion. This work can be completed in stages. No estimate has been obtained to date for the updates. • Fire in Van Anda – Action: Mike will visit the owners of the house VAFD responded to on September 18 because of a chimney fire and advise them to either pay their water bill, or receive a \$1,000 invoice for the VAFD call out. • Fire Dept budget – presented and reviewed. Tabled to the financial meeting. • Worksafe – the inspector wants an annual report on the status of the ventilation project. This system will cost approximately \$20,000. In the meantime, an SOG has been developed for safe starting of vehicles, and a savings account has been established for the ventilation system. • New SOG’s developed. Discussion.
8. Administrators Report	Lin	<p>Scholarship Application – one application was received.</p> <p><u>Motion:</u> It was moved and seconded that Sydney Rairie be awarded the Jack Cook Scholarship for 2016 and 2017 for a total of \$500. Motion Carried. Lin will send a letter.</p> <p>RES’EAU letter and response– Action: Lin will follow up with grant application by contacting the Regional District, and then try to arrange a teleconference with RES’EAU.</p> <p>Action: Lin will ask RES’EAU for an update on the RES’EAU WaterNET status as they near the end of their mandate.</p>

		<p><u>Motion:</u> It was moved and seconded that the 2017 Emergency Response Plan be approved as presented. Motion Carried.</p> <p>Date for budget meeting in October 3. 7:00</p> <p>Date for next board meeting October 25. 7:00</p>
9. Old Business/Action Plan	Bob	<p>Water Restrictions – can be removed.</p> <p>See attached Action Plan.</p>
10. New Business	Bob	<p>Discount prices on goods & services – Action: Lin will prepare a list of suppliers for Rodger. Action: Rodger will contact suppliers to ask for discounted prices on goods and services.</p>
11. Meeting Adjourned	Bob	9:15 PM
12. Financial Statements	Bob	<p>The financial statements were approved as circulated. Lin will continue to use that format.</p> <p><u>Motion:</u> It was moved and seconded that \$15,000 be transferred from the VAID Water Tolls & Taxes account to the VAID chequing account. Motion carried.</p> <p><u>Motion:</u> It was moved and seconded to transfer the \$10,000 grant fund to a one-year cashable Term Deposit, once it is received. Motion carried.</p> <p>The VAFD proposed budget was reviewed and discussed.</p> <p>Delinquent accounts were reviewed and discussed. Action: Ken and Mike will arrange a time to deliver water cut off notices to delinquent owners.</p> <p>Action: Lin will talk to Nicholas Simons assistant in regards to collecting water tolls and taxes on properties that have reverted to the Crown.</p> <p>Action: Lin will talk to the Ministry in regards to water tolls and taxes on property owned by Ministry ratepayers.</p> <p>The VAFD draft budget was reviewed and discussed.</p>
13. Adjournment	Bob	The Financial meeting adjourned at 10.30.