

Van Anda Improvement District November 12, 2014 Meeting Minutes

In Attendance:

Trustees: Bob Timms
Karen May
Mike Craggs
Walter Gussman

Employees: Ken Soles, Water Maintenance
Heidi Gable, Administrator
Mike Craggs, Fire Chief

Ratepayer: Gena Hollingshead

Trustee Terry Hollo not able to attend as she is off island.

Ratepayer wanted clarification on an entry from past minutes that 20% of the **metered water rates** would be going to the capital reserve budget. It was noted the metered rates to date did not have 20% set aside to the reserve fund. A motion was made at that meeting to ensure metered rates would be included in that initiative starting 2015.

Ratepayer wanted clarification on the **increase in the fire department budget for 2015**. Fire Chief confirmed there was a 15 – 20% increase requested for the Fire Department budget for 2015. The increase will cover building upgrade expenses and hydrant maintenance costs.

Ratepayer asked whether the **waterboard budget was on track for 2014**? It appears the 2014 budget for the water department will be in line as to how the budget was allocated. However, the trustees voted to increase water tolls in 2015 by 25% and increase parcel taxes by 35%. Increased regulatory demands as well as the rising cost of doing business accounts for a majority of the increase as well as infrastructure upgrades.

Ratepayer asked about a notation in past minutes regarding the Van Anda Fire Department acquiring a **new Rescue truck**. Fire Chief confirmed the Department would obtain a “new to Van Anda Department” Rescue truck supplied by the Powell River Regional District through their budget.

Ratepayer inquired about the **power supply to the peristaltic pump** at the pump house. Operator confirmed rather than changing the power supply to the peristaltic pump he is checking the flow meter monthly and doing maintenance on it. He also has a spare on hand at all times.

The ratepayer voiced her **concerns once again with the fact that the fire chief is also a trustee of the board**. She feels this puts the chief in a position of being in a conflict of interest and would like the board to review the Local Government Act in this matter. The trustees noted The Act was consulted in this matter and though it may not be an ideal situation it is not disallowed. The ratepayer would like feedback from the trustees after a review.

Fire Report

New member started with the department. He has Firefighter Level 1 certification.

Back-up recovery stick for the fire department's computer records will be stored in the Waterboard's lock box.

Member **passed the instructor level for training**. She can offer courses up to the EMR level. This would mean she could offer St. John's First Aid courses, BC licensing, EMA (Emergency Medical Assistant) courses and EMR courses (Emergency Medical Responders). The department will need to invest about \$4,000 in materials before making any courses available.

There were no **First Responder calls** over the past month. The department responded to **one fire call** which presented as suspicious. The fire was put out with minimal damage to the structure. SCBA's were used from the start of the fire – standard practice when there is any kind of smoke in the air.

The department has **purchased the shower, dryer and bathroom fittings**. New carpeting will be purchased for the upstairs training room. The estimate for the new carpeting is \$1,025.

Standard operating guidelines are completed, a WorkSafe BC requirement. Members of the department are spending time reviewing the guidelines. The department is working on a mission statement – also a WorkSafe requirement.

Laptop, projector and screen have been purchased. These items will be stored in the Waterboard office.

Engine 1 is now insured. **Both engines have passed the Commercial Vehicle Inspections.**

The **Fire Department laid a wreath** at the Legion's Remembrance Day Ceremony.

The **Department has started a new fundraising initiative.** T-shirts in support of the Van Anda Volunteer Fire Department will soon go on sale; proceeds to the Association. Rescue Bears and Rescue Dogs are dressed and ready for action. Rescue Bears will be given to children who have been involved in traumatic situations where the department has responded. Rescue Dogs will go on sale; proceeds donated to the Association.

The department has budgeted \$2,500 for **electrical repairs to the building.** The electrician starts on Thursday. There are several violations within the building that will be corrected right away – overhead light powered by extension cord, 2 doors have live wires overhanging, there are live wires that are accessible outside the building. The electrician will also be wiring 220 volt through the building for the dryer. Any further electrical issues will be addressed in next year's budget.

It's been 6 years since the **members' annual honorarium** has been reviewed. Fire chief has decided to increase the annual honorarium from \$150 to \$200. Members must meet the Income Tax Requirements in order to qualify for the honorarium.

EMBC has raised concerns with how our **Texada Rescue is being funded and managed** after the emergency incident on the road to Shingle Beach this past summer. There may be a review where Texada Rescue falls under the Van Anda Fire Department and funded through a Powell River Regional District grant. This would have implications. If Rescue is included with Van Anda Fire Department then it no longer would necessarily service the whole island.

Van Anda Fire and Gillies Bay Fire Departments will be **training together** next week.

Water Report:

Pump hours – distributed for perusal. Pump hours at the lake are averaging 6.75 hours daily or 7,446 gallons daily. Wall Street pump house were averaging 16.06 hours per day. Operator will have a look at the check valve.

Work completed over the last month:

- **Flushed** Wall St. second hydrant and end hydrant on October 9. It was suggested for the operator to install a flush at the very end of the line below the last house. There is a valve box close by – that valve box is the end of the line.
- **Sampled all 8 sites** on October 14. Ran the GenSet for ½ an hour as the alarm was on. Alarm may have been triggered from the quarry blasts. Perhaps the alarm should be left shut off until the generator is actually running. Operator will check with local heavy duty mechanic and in the operator's manual. Operator also **returned the CL2 measuring cell** he borrowed from Gillies Bay.
- Picked up **Chlorine and shop supplies** from Powell River on October 15.
- Operator received a call at 5:00 am on October 16 to say the **GenSet alarm was on.** It was still on when operator arrived on site. Ran GenSet for another half hour as a check. All is operating fine.
- **Results from October 14** samples all came back good on October 17.
- On October 19 there was an **issue with the computer analyzer.** It had locked up and the chlorine pump ran continuously for about 20 hours whether the well pump was on or off. Storage tank reading were at 10.3 of free chlorine. Operator opened the Legion hydrant to dump water and run the well pump, with no chlorine, to bring down the chlorine levels in the storage tank. The analyzer system was rebooted; the system came up, back to normal. Operator flushed throughout Van Anda to bring down the chlorine levels in the distribution system.
- **Sampled chlorine levels at all eight sample stations** on October 20 to check on levels. All stations registered normal levels of chlorine.
- Operator **collected samples from all 8 sites** on October 21.
- Operator picked up the **new signs from Van Anda Custom Works** on October 22.
- Delivered **shut-off notices** with trustee. Took the broken pipe drilling machine to J & L Manufacturing to get it repaired.
- Spoke with water officer on October 24 and received the go ahead to **take down the boil water advisory.**
- **Repaired the roll-up door on the chlorine storage** shed on October 28.

- Wrote letter on behalf of **RCMP member** confirming Boil Water Advisory dates and did a half hour flush at the RCMP house. On October 30 **phoned Exova for sampling instructions and supplies** for Total Metals, Nitrates, THMs and TOC/DOC testing.
- **Collected Total Metals sample** at Gem Creek on October 31.
- **Received Para Street upgrade order and new connection on Marble Bay Road order** from Fred Surridge on November 4. Operator was asked to hold on the Para Street upgrade until the Spring. It's too late in the year to start the upgrade now. Operator will contact the applicant for the new water connection to find out where the water line will be installed going up to the house.
- Operator **collected samples from 4 stations** on November 5 and read meters.
- **Results from November 5 samples** were received on November 8. One site had a reading of EST 11 for Total Coliform. There was no communication from the water officer.
- **Replaced a leaking valve** on the analyzer board, replaced the cracked nut on the injector tube and cleaned the chlorine cell. Operator turned the heaters on to 15 degrees in the chlorination building and the Wall Street pump house on November 12.

Discussion as to how the fire department would connect to the system if there were a fire at Wilson's or Duker's property. Operator to check on the possibility of a **connection on to the standpipe at the storage tank**.

Boat Club Water Shut-Off – they would like the Boat Club valve to be shut completely off. They can turn the valve down but not completely off. Operator to look into switching the valve to a ball valve type rather than the crank type.

Safety Report:

Office First Aid Kit – has been replenished and expiry dates checked.

WorkSafe BC response to our Check in System Policy – Administrator spoke with representative from the Courtenay office. After explaining the “texting” procedure the Improvement District has in place for the operator for when he is working alone, we are compliant. WorkSafe representative feels our current procedure meets all of the requirements of the policy.

Secretary's Report:

October 8, 2014 Minutes – Chair asked for errors or omissions to the October 8 minutes as distributed. There being none, it was moved to accept the minutes as distributed, then seconded, all were in favour; carried.

Correspondence:

Charities Directorate – the Canada Revenue Agency has received our application for donee status. Our application is under review. However, the CRA requires a letter from the chair confirming the board has agreed to allow the CRA to communicate with the administrator with regards to the application, rather than having to discuss the issue with a trustee or the chair themselves. A letter was prepared and signed.

The **Powell River Regional District acknowledged our application for Community Works Funds** was denied; however they confirmed they would support an application from the Improvement District to the General Strategic Priorities Fund under the Gas Tax program for funding to upgrade the water system. An application from 2012 was included with the letter. Administrator requested assistance in completing the application.

Ministry of Community, Sport and Cultural Development – Bylaw No. 132 cited as the “Fire Protection Taxation Bylaw, 2015” returned with evidence of registration.

Old Business & Follow-up From Previous Meetings:

Project – The fire department will pay the cost of the projector and screen. The Improvement District agrees to pay the cost of the replacement bulb when the current bulb burns out.

UBC Pilot Project – Administrator received a call back from Madjid Mohseni, the professor in charge of the Living Lab. He had some questions regarding our water and our system. He confirmed the pilot trailer would be travelling to Prince George next week; however, he wanted to discuss the possibility of bringing the trailer here to Texada. He wanted to know what our intentions were if the Living Lab were to perform a study of Priest Lake water. What would the improvement district do with the information? Administrator confirmed that we are attempting to move forward with meeting the requirements set out in our operating permit. She will send water data to Madjid Mohseni for perusal. He will be out of town for the next week but will contact her upon his return.

Website and Publicity – a trustee received feedback from a community member with regards to our website. They had read our last submission in the November Express Lines but did not see our website address posted in it anywhere. Administrator will confirm whether it was posted or not and make adjustments for next month's submission. The website address will be posted permanently on the outside wall of the fire hall.

New Business:

Parcel Tax Bylaw for 2015 was prepared. After giving first reading and then being reconsidered, it was moved to accept Bylaw # 134 cited as the Taxation Bylaw, 2015, then seconded, all were in favour; carried.

Water Tolls Bylaw for 2015 was prepared. After giving first reading and then being reconsidered, it was moved to accept Bylaw # 135 cited as the Van Anda Water Tolls Bylaw, then seconded, all were in favour; carried.

New Building Canada Fund –information on the fund was brought in for perusal. The New Building Canada Fund offers funding specifically for drinking water. The information was passed on to the administrator.

Finance Report:

- **Financial spreadsheets** – were distributed by email. Chair asked for any questions with regards to the finances reported on the spreadsheet, there were none.

- **Invoices** already paid and cheques needing to be signed.

A list of **outstanding accounts** was discussed. Those ratepayers receiving 24-hour shut off notices last month have all made arrangements to pay their accounts.

Administrator requested a **transfer of funds** from the Plan 24 to the Power Saving account to set aside Capital Reserve funding already collected for 2014.

Electrical expenses for the Fire Hall building – the Improvement District will contribute \$900 towards the electrical upgrades to the building.

Meeting Adjourned: 9:30 pm

Next Regular Meeting: December 11, 2014

Minutes Approved:

Bob Timms, Chair

Heidi Gable, Administrator