

**VAN ANDA IMPROVEMENT DISTRICT**  
**MEETING OF THE BOARD OF TRUSTEES**

<b>Date:</b>	November 5, 2016	<b>Time:</b>	2:00 PM		
<b>Location:</b>	Van Anda Improvement District Office				
<b>Attendees:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Trustees:</u> <ul style="list-style-type: none"> <li>• Bob Timms (chair)</li> <li>• Karen May</li> <li>• Mike Craggs</li> <li>• Walter Gussman</li> <li>• Terry Hollo</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <u>Employees:</u> <ul style="list-style-type: none"> <li>• Ken Soles (Water Operator)</li> <li>• Lin Johnson (Administrator)</li> </ul> </td> </tr> </table>			<u>Trustees:</u> <ul style="list-style-type: none"> <li>• Bob Timms (chair)</li> <li>• Karen May</li> <li>• Mike Craggs</li> <li>• Walter Gussman</li> <li>• Terry Hollo</li> </ul>	<u>Employees:</u> <ul style="list-style-type: none"> <li>• Ken Soles (Water Operator)</li> <li>• Lin Johnson (Administrator)</li> </ul>
<u>Trustees:</u> <ul style="list-style-type: none"> <li>• Bob Timms (chair)</li> <li>• Karen May</li> <li>• Mike Craggs</li> <li>• Walter Gussman</li> <li>• Terry Hollo</li> </ul>	<u>Employees:</u> <ul style="list-style-type: none"> <li>• Ken Soles (Water Operator)</li> <li>• Lin Johnson (Administrator)</li> </ul>				

**ACTION ITEMS:**

- See attached.

Agenda Item	Lead	Discussion
1. Approval of the Agenda	Bob	It was moved and seconded that the Agenda for the November 5, 2016 VAID Trustee meeting be approved as circulated. Motion carried.
2. Declaration of Conflict of Interest	Bob	There was no conflict of interest declared.
3. Review of Action Items and Approval of the Minutes of October 18, 2016	Bob	<ul style="list-style-type: none"> <li>• The new rescue truck does not need recertification because it is under the weight limit.</li> <li>• Firefighters are covered for liability insurance outside the district in accordance with the ESS agreement.</li> <li>• The Priest Lake culvert letter and package are ready to be sent. <u>Action:</u> Lin will get this out on Monday.</li> <li>• <u>Action:</u> Lin will make suggested changes to the revised letterhead (bold the name and darken the font).</li> <li>• <u>Action:</u> Lin will continue to send the water results to RES'EAU, so that they are aware that we are having issues with our water.</li> <li>• <u>Action:</u> Lin and Bob will work on an agenda for a strategic planning meeting.</li> <li>• Action: Lin and Mike wrote an article for the Texada Lines regarding fire fighter recruitment. Lin will also put this on the website.</li> <li>• <u>Action:</u> Lin will look for photos of the hotel fire.</li> <li>• <u>Action:</u> Lin will follow up with a line item for the fire truck purchase on the financial statement.</li> <li>• <u>Action:</u> Lin will prepare a list of delinquent customers for each Trustee meeting.</li> <li>• Ken Soles, Bob Timms, Walter Gussman and Al Davies are scheduled to meet on Sunday, November 6 at 9:00 AM.</li> <li>• Lin will send Overdue 2 letters out on Monday.</li> </ul> <p><b>Motion:</b> It was moved and seconded that the minutes of the October 18, 2016 be accepted as circulated. Motion carried.</p>
3. Fire Dept Report	Mike	Report reviewed and discussed. There was discussion about structural integrity of the building in case of an earthquake. Discussion about ventilation of the garage. Estimated cost for materials only \$20-25,000.
4. Water Operator Report	Ken	Report (attached) was presented and discussed. Karen and Ken will attend the Water Operator course on Monday, November 7. Lake levels have risen dramatically this month. Water usage at the Boat Club is very high. Ken will follow up.
5. Dam Report	Ken	The Priest Lake dam is under water, because of the high lake level.

6. Administrator Report	Lin	Correspondence was presented and discussed. <u>Action:</u> Lin will prepare a draft action plan sheet to be included with the minutes. <u>Action:</u> Lin will adjust the coding on the Chart of Accounts as per the Budget meeting.
7. Old Business	Bob	<ul style="list-style-type: none"> <li>Karen suggested that the water workshop in the spring consist of a rain barrel project that participants can build and take home. This will be a standing agenda item under Old Business.</li> </ul>
8. New Business	Bob	<ul style="list-style-type: none"> <li>Lin has contacted the CWSA asking if the Water on trustee roles and governance could become a webinar. If they agree to this, the VAID group will attend electronically.</li> <li>Discussion about VAID hosting a CWSA workshop.</li> </ul>
9.2017 Water Board Budget	Lin	<p><b>Motion:</b> It was moved and seconded that the 2017 VAID Budget be approved as presented. Motion carried.</p> <p><b>Motion:</b> It was moved and seconded that the 2017 Water Tolls by-law be accepted as presented. Motion carried.</p> <p><b>Motion:</b> It was moved and seconded that the 2017 Parcel Tax By-law be accepted as presented. Motion carried.</p> <p><b>Motion:</b> It was moved and seconded that the 2017 Metered Rates By-law be accepted as presented. Motion carried.</p>
10. Financials	Lin	<p><u>Action:</u> Financial statements for October 2016 were tabled to the December meeting.</p> <p>Delinquent accounts were discussed. <u>Action:</u> Lin will send Overdue 2 letters out on Monday, with a cut off date of November 15.</p> <p><b>Motion:</b> It was moved and seconded that \$15,000 be transferred from Tolls &amp; Taxes to chequing.</p>
11. Date of Next Meeting	Bob	December 6, 2016, 7:00 PM
12. Adjournment		Meeting adjourned 4:26 PM.

---

Bob Timms, Chair

---

Lin Johnson, Administrator