

Van Anda Improvement District October 8, 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 suggested the **pump used at the storage tower to circulate the water may be unnecessary**. She suggested using a pipe sampler for checking whether or not the circulation pump is necessary. Is it doing what it's supposed to be doing? Take samples of the water from as far down as the pipe will go to closer to the top of the tank and see what the difference in chlorine readings actually are.

Ratepayer would like to see a **flushing system installed for the end of Wall St.** Ratepayers living in that area need to change their screens regularly because of all the extra debris in the water. They are situated at a dead end. The ratepayer would like this noted on a job list for higher priority dealings.

Fire Report

One new member to the department. He has Firefighter Level 1 certification. Chief is expecting one more member to join in November.

The department has **purchased the dryer, shower and sink combo unit**. Fire Chief will be hiring someone to install sometime the third week of October. This will bring the department to Work Safe compliance. Chief will also be hiring an electrician to come in and check on wiring, fuses and the outside lights on the fire hall.

Fire Chief called in the **critical incidence team** after the last accident the department attended. 3 members are experiencing difficulties after having attended the scene; one member has been referred for further support.

Fire hydrant colour coding – Chief was finally able to receive the standard colour coding for fire hydrants based on flow capacity:

Light Blue – 1,500 gallons/minute
Green – 1,000 – 1,500 gallons/minute
Orange – 500 – 1,000 gallons/minute
Red – less than 500 gallons/minute

Two members are attending the **SCBA Maintenance training**. 1 fireman is attending the **Air Brakes training**.

Fire Chief has arranged the **Commercial Vehicle Inspections** for both the trucks.

Chief will look after renewing the **2010 Freightline truck insurance**.

The **Van Anda Volunteer Fire Fighters Association** held their AGM and elected a new board. The VVFFA will need to update their signing authorities on their account with the Credit Union. Looking at replacing the carpeting upstairs through the Fire Association budget.

New captains have been assigned:

Captain of Fire (trucks, maintenance) is Dee Thompson
Medical Captain is Julie Clark
Rescue Captain is Mark Robert

Captain of Training is Sarah Robert
Deputy Chief is Dave Carbery.

Water Report:

Pump hours – distributed for perusal. Pump hours at the lake are averaging 7.75 hours daily or 8,485 gallons daily. Wall Street pump house were averaging 14.17 hours per day.

Work completed over the last month:

- **cleared out brush** around the Para St. hydrant and hauled it away.
- a **leak was reported in the yard at 2304 Columbia St.** Dug up a 2" iron line going to the next yard. Operators repaired the line hot with a rubber coupling and hose clamps. While working at the site, they found a cement box with an array of old iron pipes and valves, ¾" and 1".
- **test results** came back in for Sept. 12 and were not good. Operator flushed the whole system and met with Dan Glover. They resampled at 4 sites. Operator also **cleared the brush from around the hotel hydrant.**
- Results from Dan Glover's samples came back from Coastal Health on Sept. 14. The results showed total coliforms. **A boil water advisory** was posted.
- Operator did a **complete flush of the system again and sampled all 8 sites on Sept. 15.** He cleaned up the brush from around **the wharf hydrant.**
- **Took the garbage** from the shop over to Powell River on Sept. 16 and **picked up a pallet of chlorine** from Aaron Service on the way back.
- Results from the Sept. 15 samples came back bad on the 19th. Operator did yet **another full system flush.**
- **Replaced the flex pro tube** with 198 hours on Sept. 20.
- **Operator noted the drilling company** that was at the old Esso bulk plan doing test drilling. He made copies of maps and found pictures showing where the water lines run in that area. Thankfully, they did not hit any of our water lines while they were working down there.
- **Sampled all 8 sites again** on Sept. 23 and took the samples to Powell River. Picked up more paperwork from Coastal Health. **Picked up spare fittings from Rona.**
- Took **TOC / DOC samples** on Sept. 25 and sent to Exova. Talked to **RCMP member regarding a filter system.** Provided him with a copy of the 2011 analytical report.
- Participated in the **quarry tour** on Sept. 26 to look at holding/settling ponds.
- Did another **full system flush** on Sept. 28 and **sampled all 8 sites** on Sept. 30. Ordered **parts for the Para St. upgrade** and also for the **new connection at 1102 Marble Bay Road.** Located a **valve at the T.A.C.T./Telus** parking lot. The handle is all rotted off and it looks like old iron pipe. Located another **valve at the Elks Hall** and dug it out. Put in 8" pipe around it and a metal cover plate. Found a 3rd **valve at Nicholas and Coleburn** and dug it out to expose it.
- **Serviced Para St. hydrant, school hydrant and Legion hydrant** with Doug on Oct. 1.
- **Gen Set alarm was ringing** when checking on the chlorination building on Oct 2. Reset the alarm and ran the Gen Set for half an hour to make sure it was okay. All was working fine.
- **Serviced Dunsmuir hydrant, Van Anda/Dunsmuir hydrant, Sturt Bay Rd. hydrant and Hotel hydrant** on Oct. 2.
- **Serviced Credit Union hydrant.** All hydrants have now been serviced this year. **Installed cement box and shut-off valve** at 2605 Legion Rd. on Oct. 3.
- **Read meters** on Oct. 5.
- Did a **full system flush** and ran sample stations on Oct. 6. **Collected samples from all 8 sites** on Oct. 7. Did **maintenance** on the chlorinator and flow meter then changed the injectors. Changed out the rotometers and tubing on the analyzer board. Cleaned the turbidity meter and changed out the cl2 measuring cell for the new one. Installed a new tube on the Flex Pro.

Safety Report:

Ratepayer in attendance expressed concerns from the September minutes. In those minutes it mentioned that the improvement district would not be signing up for the Safety Line Call-in System. She did not feel it was the water operator's call to decide if the I.D. would buy into the system. It was explained that the operator only felt it wasn't necessary, not that he made the decision. Administrator will write a letter to Work Safe BC to find out if the check-in system we are currently using is sufficient of if we are not in compliance with Work Safe standards.

Chief will pick up 2 adjustable size **hard hats** when he is in Powell River over the next week.

The **new fire extinguisher** that was recently recharged is showing that it is down again. It must be a faulty extinguisher. Chief will contact Wick's Fire Safety to have the extinguisher replaced. All other extinguishers are current.

Secretary's Report:

September 9, 2014 Minutes – Chair asked for errors or omissions to the September 9 minutes as distributed. There being none, it was moved to accept the minutes as distributed, then seconded, all were in favour; carried.

Correspondence:

Joshua Craig – Issuance of Charitable Donations Receipts – The understanding is if the Improvement District registers with the Canada Revenue Agency we can qualify as a recognized donee and would be eligible to issue official donation receipts and to receive gifts from registered charities. Administrator confirmed with Ministry that gifts and donations can apply to materials and supplies but not necessarily to equipment usage. That would need further investigating.

Workshop on December 9 in Victoria – How Managing Water Now . . . Will Shape the Future”. Information passed on to trustee interested in attending.

Old Business & Follow-up From Previous Meetings:

Filtration and Treatment Systems – Brief update on where we are at. Mike Beeney from Bi Pure Water is requiring some more information, in particular on the specifications on the pumps. He is also still waiting for the TOC/DOC test results.

Storage Tanks – In receipt of several quotes on a number of different types of storage tanks. Information will be forwarded to trustees by email for their perusal. Still needs to gather some information for the quote on a wood stave storage tank.

Storage Containers – There have been a couple of quotes come in for storage containers as well. One more is pending. Administrator will forward for perusal.

New Business:

Projector – Chief will be shopping for a projector when he is in Powell River. Administrator forwarded a number of possibilities for projectors from the Staples website, all of which are on sale at this time.

Training – Administrator inquired about a training session – Local Government Administration Certificate Program - through Capilano University. Will double check to see if there are any other options that are less expensive. Administrator will forward a list of online training options for operator through the EOCP.

Shelves – Administrator asked about having some shelves built above the filing cabinets. It would provide space for easy storage and access of reports, etc. that we have collected. Chief will ask Gavyne Rycroft to construct while he is working on a couple of other projects around the hall for the fire department.

Internet – Chair has donated a wireless router to the improvement district. Administrator will contact a tech about setting up the router for us.

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. Three 24-hour shut off notices have been prepared for distribution.

Meeting Adjourned: 9:20 pm

Next Regular Meeting: November 12, 2014

Minutes Approved:

Bob Timms, Chair

Heidi Gable, Administrator