

Van Anda Improvement District

September 9, 2014 Meeting Minutes

In Attendance:

Trustees: Bob Timms
Karen May
Mike Craggs
Walter Gussman
Terry Hollo

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

Fire Report

Fire Department Budget Proposal – trustees discussed proposed budget amounts. Some of the budget amounts were adjusted from what was presented. A motion was made to submit the fire department budget as adjusted, seconded, all were in favour – carried. Fire Chief recused himself from voting. Once the budget is registered with the Ministry Chief will approve the purchase of a shower and sink for the hall, complying with Work Safe standards.

One of the department's **members will be leaving**. They are moving to Vancouver.

Member is still moving forward on **the trainer training program**. She has lots of red tape to deal with – each segment needing to pass through and be approved by numerous departments.

There will be an **air brakes course** in October or November. The department has one or two members attending.

Chief was asked if the department has a **spill kit** and he confirmed there is a spill kit on the fire truck and Operator confirmed there is one in the chlorination building.

Operator was asked if he would **weed-eat around the Para St. fire hydrant**.

Water Report:

Pump hours – distributed for perusal. Pump hours at the lake are averaging 10.26 hours daily or 10,703.2 gallons daily. Wall Street pump house were averaging 14.34 hours per day.

Work completed over the month of August:

- **flushed at the RCMP house** on August 13 after talking to the property manager about their filter clogging in 2 weeks. The water was murky for the first few minutes but then it cleared up. Also checked the line on the haul road but found no wet spots. Flushed at the RCMP house for 30 minutes again on August 27. The water ran clear right away and no sediment was found in the bucket.
- **cleaned the flow meter and installed a new tube** on August 13. This will become a regular maintenance item.
- **removed and replaced the Kitz valve on pump #2** with the new spare valve. The old one is fine.
- **removed access flange plate at the pump piping** and checked the pipe. There was some build up but still open to pump lines. The flange cover was replaced with a new gasket on August 16.
- **removed valve on pump #1** and checked piping. Kitz valve is good. Cleaned out the build-up and reassembled then switched to pump #1. Still putting out only 240 gpm. The supplier will be contacted to discuss the issues with the pump. Operator feels like he has eliminated all other causes.
- picked up **pallet of chlorine** from Aaron Services on August 21. He will need to pick up more probably next week.
- **samples from sites 1 to 4** on August 26 came back good.
- The **Gen Set was run** for half an hour on August 28. The Gen Set was working fine.
- called Fred Surridge on August 28 with list of **parts for the Para St. upgrade**. The quote was received back on Sept. 1. A motion was made to proceed with the purchase of the Para St. parts, seconded, all in favour; carried. Trustee living on Para St. recused herself from the vote.
- **meters were read** on September 3.
- the **new chlorine measuring cell** was received from Corix.
- took **samples from sites 5 to 8** on September 9. Waiting for results. Also submitted raw water samples from the lake to determine the UVT (Ultra Violet Transmittance).

- Operator tested his **cell phone reception** at the chlorinator. He can get reception at the end of the spit and can make and receive calls. He also tried at the top of the tank and could also receive calls and make calls. Will now look into different alarm systems.

A **new connection will need to be installed at 1102 Marble Bay Road** as the owners are building on the property. Operator to install a 1" line to the property and then reduce it.

Operator will try **measuring the lake level from the inside of the well casing**.

Training for another Back-Up –can do the training on line but he would prefer a classroom setting where questions can be asked. We will have to wait to see when a classroom setting would be available.

Safety Report:

The **office First Aid Kit needs to be checked** to make sure there aren't any expired items in the kit.

Need to pick up 2 adjustable size **hard hats** next week when operator picks up chlorine in Powell River next.

Secretary's Report:

August 12, 2014 Minutes – Chair asked for errors or omissions to the August 12 minutes as distributed. There being none, a motion was made to accept the minutes as distributed, seconded, all were in favour; carried.

Correspondence:

Sustainable Infrastructure Society – received their newsletter. It will be left on the office table for the trustees to peruse at their leisure.

Ministry of Community, Sport and Cultural Development – their interest rate for overdue accounts was set at 6%.

Jack Cook Scholarship – only one application was received after running the ad in the Express Lines for 3 months. A motion was made to award the Jack Cook Scholarship to the one applicant, seconded, all were in favour; carried.

Powell River Chamber of Commerce business directory – focusing on Lund. Why don't they focus on the whole area including Texada Island? The trustees decided they will not advertise in the directory.

Draft Action Plan for Paxton Lake and Van Anda Creek Stickleback Species Pair – tabled to Sept. 16 meeting for discussion.

Old Business & Follow-up From Previous Meetings:

Crown Land Use Agreement for the Wall Street Pump House – the resolution needed should come from us, the improvement district. Administrator will prepare the resolution of endorsement and will bring to the September 16th meeting for approval and signing.

Planning Grant Application – administrator received confirmation that the Ministry did in fact receive our application.

Response to Gilles Wendling – tabled to September 16 meeting for discussion.

New Business:

Filtration and Treatment systems – administrator has received 3 quotes so far with 1 more coming. The two quotes from Pro-Star and from Bi Pure Water seem reasonable with costs. Both offer a pilot project.

A motion was put to the floor with regards to **reorganizing the method in which the fire and water reports are presented**. After some discussion with the trustees the motion was rescinded.

Chamber of Commerce Membership Package – administrator requested the package in order that we may be included with their benefit plan for employers with less than 3 employees. There are some incentives to join the Powell River Chamber of Commerce, however, the benefit package they offer for employees was a little too expensive.

Internet – administrator will contact the service provider for Van Anda to have the internet hooked up at the office once again. It should run at half of the cost of the telephone service, which will be cancelled tomorrow.

Finance Report:

- **Financial spreadsheets** – distributed for perusal. Spreadsheets will be emailed to trustees for perusal before every regular meeting. If anyone has questions with regards to what is entered on the spreadsheets, they can then bring it to the meeting for clarification.

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

A list of **outstanding accounts** was distributed.

Transfers of funds – one to transfer funds from the Waterboard Plan 24 account to the Waterboard chequing account to use for operational expenses. The second transfer was to reimburse ½ the administrator's wages from January to June from the Fire Dept. account to the Waterboard Chequing account.

Several **benefit packages** were presented to the trustees. Quotes came in from Pacific Blue Cross, several options from the Powell River Chamber of Commerce and also a quote from the Sustainable Infrastructure Society. The Pacific Blue Cross package seemed reasonable. This item is tabled until the Sept. 16 meeting in order that trustees may peruse the packages.

Meeting Adjourned: 10:00 pm

**Next Regular Meeting: October 8, 2014
Budget and Emergency Response Plan
Meeting – September 16 at 7:00 pm**

Minutes Approved:

Bob Timms, Chair

Heidi Gable, Administrator