**VAN ANDA IMPROVEMENT DISTRICT**

**2036 Marble Bay Road, Box 115**

**Van Anda, BC V0N 3K0**

**C: 604.414.3508**

**E: contact@vananda-id.ca**

**TRUSTEE MEETING**

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| **Date** | **March 19, 2019** | | **Time** | **9:30 AM** |
| **Location** | **Van Anda Improvement District Office** | | | |
| **In Attendance** | **Trustees:**  Bob Timms (chair)  Ron Smith  Rodger Hort  Mike Craggs  Walter Gussman | **Staff:**  Lin Johnson (Administrator, Recorder)  Ken Soles (Water Operator)  Mike Craggs (Fire Chief) | | |

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| **Agenda Item** | **Lead** | **Outcome** |
| * 1. Call to Order | Bob | Bob called the meeting to order at 9:35am. |
| 2. Declaration of Conflict of Interest | Bob | There was no conflict of interest declared. |
| 3. Approval of the Agenda | Bob | Additions to the Agenda: Under Correspondence add 12.1 Management Plan for Right of Way and 12.2 United Church letter. Motion: It was moved and seconded that the March 19, 2019 agenda be approved as amended Motion carried. |
| 4. Approval of the Minutes of February 19, 2019 | Bob | On page 3 it should read … elevations with Rodger and Walter. Motion: It was moved and seconded that the minutes of February 19, 2019 be approved as amended. Motion carried. |
| 5. Financial Report | Bob | Reviewed and discussed.  Action: Lin will correct the error in Water Bank Rec Term 17 January. The Seacan purchase for the lake will be transferred to capital expense from infrastructure. It was decided that if grant funds are available. The Seacan purchase will be added to grant expenses. Action: Lin will add headings to the second page of the grant tracker spreadsheet.  Saving Account explanation page. Action: Lin will identify which funds are available, and which funds are designated for a specific purpose. |
| 6. Water Operator Report | Ken | Reviewed and discussed. Pump hours are decreasing as the weather improves. Taps at Wall St pumphouse have been turned off. Discussion about installing a thermometer inside the well casing to obtain an accurate temperature of the lake water.  Fortis permit has been received for work on the water storage tower. Ken has a copy at the site as per the requirement of the permit.  Worksafe – Action: Lin will purchase high vis vests and hardhats for trustees  Discussion about waste water disposal. |
| 7. Dam Report | Ken | The dam appears to be functional and in working order. |
| 8. Fire Chief Report | Mike | In February, VAFD responded to three chimney fires three 1st Responder calls and 1 Rescue call.  Traffic Scene training has been completed and all participants will receive certificates.  Three sets of 3 sets of eyeglass holder.  Kitchen cupboards for the hall have been ordered and will be installed by Valley.  Respectful workplace training will be held April 28, 9-3 at Van Anda Fire Hall. This training is open to GDFD and trustees from both ID’s. Action: Register by contacting Mike. GBFD and VAFD will be collaborating on training in the coming months.  The Occupational Health and Safety Officer will be visiting the firehall in June.  Extraction training will be held in July. This training will be offered to both VAFD and GBFD.  Mask fit testing and resting vital sign documentation will be done next week.  Mike has spoken to Sandy McCormick about the status of the road to the Boat Club. According to BCiD, the road to the Boat Club is a road, and is to be maintained. Capillano Highways has been informed that they are to keep this road open for emergency evacuation. |
| 9. Administrators Report | Lin | Time sheet were reviewed. A total column will be added to both sheets. External projects will be added to the Water Operator time sheet.  Mike will attend the accountants’ office with Lin to pick up the audited financial statements. add a total column  Add external projects to water operator.  Water Distribution – the measuring wheel and maps will be in the office Thursday morning. Trustees will leave everything in the office after working on the project so everyone knows what is completed. Trustees will do the measuring and Ken will take the pressures.  Lafarge letter discussed. Ron will edit with Lin after the meeting.  Telus – Lin will talk to Gerry. Ask Gerry to a meeting and get this happening. Stick a note on Telus office.  CWSA – Ken and Lin are registered to attend the conference and training.  It was decided to combine the financial meeting with the regular trustee meeting on April 16 if the auditors report is ready by that date. |
| 10. Action Items | Bob | Attached. |
| 11. New Business | Bob | No new business. |
| 12. Correspondence  12.1 Management Plan | Bob | After discussion, it was decided that Lin will contact the lawyer and advise her that as the new right of way is being placed on top of an existing right of way, a management plan should not be necessary.  It was decided that Bob will contact Al Davis to see if sand could be stored at his site. If this is not possible, the United Church letter will be signed. |

Fudge asking for reconsideration for water tolls for cottage. Discussion. As it a house on its own property, is does not fit the criteria for a B&B, cottage or trailer, therefore, the rate will remain as a residential hook up. Motion: that the reconsideration of the request for a reduction in the rental property be denied.

TK Bennett – proposed right of way for water line. Asking for permission to use the utility corridor along BB Road to bring water line to their property. This is not in our jurisdiction, and not our responsibility. Can’t grant easement. We do not have authority over that right of way.

TK Bennet – regarding subdivision of 10 acres. Discussion about development cost. Hydrants, water, etc. need to be installed by the developer. In response, ask for a copy of easement. Should be a hydrant installed on this property. Discussion. T

Property A – will they need a water line?

Action: Invite them to the April meeting to discuss development plans to discuss their development plans and fire protection.

Asked for documents from VAID to address: okay with lot on upper side connected to the system. Estimated and projected time that lot A will be connected to the system. Action: Ask Al Davis for a t and valve.

Nicholas – asking that water line be replaced soon. With the new system, the problem may go away. If it doesn’t, we will investigate other options.

Sue Cho – asking that water rate be reduced from single family to B&B. denied.

Edward Towert – asking for reduction in water rates. Denied

Delinquent Accounts

John & Peter Greene –

Rycroft/Hall –

Clayton – did not pay as agreed

When will water be shut off. 24 hour shut off notice.

Right of Way discussion. On existing right of way. Lin and Bob will follow up and report back.

Gavin Rycroft on Facebook. Action: Lin will talk to Ken about cut offs. Rodger will work with Ken to get the water shut off notices out. Ken needs to do preliminary work. Rodger will talk to Ken.

First part is to mark water shut offs. Then send out notice. Within next two weeks.

Meeting adjourned 12:45.

Delinquent

Request for Reconsideration