

NORTH CEDAR IMPROVEMENT DISTRICT

MINUTES OF THE APRIL 14, 2016
BOARD OF TRUSTEES MEETING

TRUSTEES PRESENT:

Trustee Johnson, Chairperson
Trustee Anderson
Trustee Jean Louis
Trustee Loos
Trustee Merkel
Trustee Murdoch
Trustee Rosato-Taylor

STAFF:

Heather Sarchuk, Administrator
Jennifer Bradley, Treasurer
Percy Tipping, Fire Chief
Joe Woolls, Contractor

PUBLIC: -

Richard Bray, 2628 Barnes Rd
Patty McCann, 1587 Fawcett Rd
Joanne Dives, 2043 Brix Road
Jenn Dives, 1585 Fawcett Road
Dale Cross, 1971 Burchell Road

1. CALL TO ORDER

Chairperson Johnson called the meeting to order at 7:10 p.m.

2. APPROVAL OF AGENDA

16.128 MOVED by Trustee Rosato-Taylor **SECONDED** by Trustee Merkel
To approve the agenda with the late additions as presented.

CARRIED

3. DELEGATION

None

4. ADOPTION OF MINUTES

(A) March 10, 2016

16.129 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To approve the minutes of the March 10, 2016 Board of Trustees Meeting as presented.

CARRIED

- (i) Business Arising from the Minutes
 - (a) Engineering Services

16.130 MOVED by Trustee Rosato-Taylor **SECONDED** by Trustee Merkel
To receive and file the Administration Report regarding Engineering Services – Treatment Plant.

CARRIED

(1) Island Health

16.131 MOVED by Trustee Merkel **SECONDED** by Trustee Murdoch
To receive and file the correspondence received from Island Health dated August 13, 2014.
CARRIED

(b) Island Health re: Chairperson Jonson’s Call

16.132 MOVED by Trustee Murdoch **SECONDED** by Trustee Loos
To receive and file the Administration Report regarding Island Health re: Chairperson Johnson’s Call.
CARRIED

(ii) List of Board Motions

16.133 MOVED by Trustee Murdoch **SECONDED** by Trustee Murdoch
To receive and file the list of board motions.
CARRIED

(B) March 16, 2016

16.134 MOVED by Trustee Merkel **SECONDED** by Trustee Murdoch
To approve the minutes of the March 16, 2016 Operations Committee Meeting as amended.
CARRIED

- (i) Business Arising from the Minutes
 - (a) Current CEC Calculation

16.135 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
To receive and file the email dated March 16, 2016 received from Associated Engineering regarding the CEC Calculation.
CARRIED

OPPOSED: Trustee Anderson
Trustee Jean Louis

(ii) List of Board Motions

16.136 MOVED by Trustee Loos **SECONDED** by Trustee Rosato-Taylor
To approve the recommendations from the Operation Committee that the CEC charge be based on three suites equals’ one residence calculated as follows - $\$11,220.96/3=\$3,740.00$ rounded.
CARRIED

OPPOSED: Trustee Anderson
Trustee Jean Louis
Trustee Merkel

16.137 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To receive and file the list of committee motions.
CARRIED

5. STAFF REPORTS

(A) WATERWORKS

(i) Waterworks Report

16.138 MOVED by Trustee Loos **SECONDED** by Trustee Merkel
To receive and file the March 2016 Waterworks Report. **CARRIED**

(ii) Barnes Road Reservoir Report

16.139 MOVED by Trustee Loos **SECONDED** by Trustee Merkel
That the parts listed in poor condition inside the reservoir are to be scheduled to be replaced in 2017. **CARRIED**

16.140 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
To receive and file the Barnes Reservoir Inspection and Cleaning Report. **CARRIED**

(iii) Air Valves Report

16.141 MOVED by Trustee Loos **SECONDED** by Trustee Merkel
To receive and file the Air Valve Service and Maintenance Report. **CARRIED**

16.142 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
That the contractor, Joe Woolls submit quotes for the installation of four (4) air valves as per his recommendations, to be installed in 2017. **CARRIED**

(iv) SCADA Reports
(a) March 2016 Reports

16.143 MOVED by Trustee Loos **SECONDED** by Trustee Merkel
To receive and file the SCADA Reports for March 2016. **CARRIED**

(v) Services/Subdivision

16.144 MOVED by Trustee Loos **SECONDED** by Trustee Rosato-Taylor
To receive and file the pending water service connection list. **CARRIED**

(B) FIRE PROTECTION AND STREET LIGHTING

(i) Fire Chiefs Report

16.145 MOVED by Trustee Loos **SECONDED** by Trustee Merkel
To receive and file the Fire Chiefs Report. **CARRIED**

(ii) Officer Appointments

16.146 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To appoint Clay Armstrong, Will Brodie, Brian Wallace-Tarry and Justin Gueulette to the positions of Captain for the term ending March 31, 2018. **CARRIED**

16.147 MOVED by Trustee Loos **SECONDED** by Trustee Rosato-Taylor
To interrupt the regular Board meeting to allow Dale Cross to ask Joe Woolls questions before Joe

Woolls leaves the meeting.

CARRIED

Dale Cross reported that he works for the City of Nanaimo public works, why doesn't the District use flush trucks for starters for all of your leaks. Every water leak that the City has that is the first vehicle to be on scene, it sucks the water and digs the hole, you won't break anything and you're not digging blind. He stated that the flush truck is expensive per hour, but it pays in the long run.

Joe Woolls responded that he has been looking into the costs for different techniques, and that is one of the ones I have been looking into, costs are a factor.

Dale Cross asked Joe how long it took him to get to the water main break on Cedar Road. He asked Joe, how much water went into the ditches before the water was shut off.

Joe reported that it took him about an hour to get there. He stated that the Fire Chief was first on scene. He stated that the watermain break was on a 4 inch watermain with approximately 70 pounds of pressure, so approximately 800 gallons per minute.

Dale Cross asked if the Fire Chief had a valve key in his truck.

Joe reported that after this incident, the fire department has been trained to turn water off in an emergency. He stated at the time of the watermain break, I was helping the District out and was not the operator in charge, I was only covering for relief.

Dale Crossed asked Joe, when the plant gets built will he be maintaining it, 24-7. I know that the City of Nanaimo's they have someone maintaining it 24-7.

Joe stated that he would be maintaining the treatment plant, that it will not need maintain 24-7 as it is not that big a plant.

16.148 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To go back to the regular Board meeting at 8:12 pm.

CARRIED

Joe Woolls left the meeting.

(iii) Engine #7

16.149 MOVED by Trustee Loos **SECONDED** by Trustee Merkel
To rescind motion #16.057 of February 11, 2016 as per the Fire Chief's recommendation.

CARRIED

16.150 MOVED by Trustee Loos **SECONDED** by Trustee Merkel
To approve the disposal of Engine #7 for the sale price of \$10,000.00, if no interest has been expressed after 60 days, the Board of Trustees will be asked for further direction.

CARRIED

(C) ADMINISTRATION

(i) Treasurers Reports

16.151 MOVED by Trustee Jean Louis **SECONDED** by Trustee Anderson
To receive and file the Treasurers Report.

CARRIED

(ii) AGM Reports

16.152 MOVED by Trustee Merkel **SECONDED** by Trustee Loos

To receive and file the Administration Report regarding AGM Report Submissions. **CARRIED**

(iii) Surplus Fire 2015

16.153 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
 To approve the Treasurer’s recommendations to move the 2015 surplus for the fire function their
 Renewal Reserve Account. **CARRIED**

6. COMMITTEE/PORTFOLIO REPORTS

No Committee/Portfolio Reports.

7. BYLAWS, POLICIES AND RESOLUTIONS

(A) BYLAWS

(i) Bylaw #450 – Amending Bylaw 376 and 436 Miscellaneous Charges.

16.154 MOVED by Trustee Loos **SECONDED** by Trustee Merkel
 To approve first and second reading of Bylaw #450 as presented. **CARRIED**

16.155 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
 To approve third and final reading of Bylaw #450 as presented. **CARRIED**

(ii) Bylaw #451 – 2016 Fire Protection Capital Works & Equipment Renewal Reserve
 Fund Disbursement Bylaw

16.156 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
 To approve first and second reading of Bylaw #451 as presented. **CARRIED**

16.157 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
 To approve third and final reading of Bylaw #451 as presented. **CARRIED**

(iii) Bylaw #452 – Amending Bylaw

16.158 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
 To approve first and second reading of Bylaw #452 as presented. **CARRIED**

OPPOSED: Trustee Jean Louis

16.159 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
 To approve third and final reading of Bylaw #452 as presented. **CARRIED**

OPPOSED: Trustee Jean Louis

(iv) Bylaw #453 – Amending Bylaw

16.160 MOVED by Trustee Loos **SECONDED** by Trustee Merkel
 To approve first and second reading of Bylaw #453 as presented. **CARRIED**

OPPOSED: Trustee Anderson
Trustee Jean Louis

16.161 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To approve third and final reading of Bylaw #453 as presented. **CARRIED**

OPPOSED: Trustee Anderson
Trustee Jean Louis

(B) POLICIES

(i) Policy #106-16 – Repeal Policy

16.162 MOVED by Trustee Loos **SECONDED** by Trustee Rosato-Taylor
To approve policy #106-16 Repeal Policy. **CARRIED**

(C) RESOLUTIONS

No Resolutions.

8. CORRESPONDENCE/CONSULTANT REPORTS

(A) Associated Engineering

(i) Monthly Report

16.163 MOVED by Trustee Rosato-Taylor **SECONDED** by Trustee Murdoch
To receive and file the engineers monthly report. **CARRIED**

(ii) Island Health’s Response

16.164 MOVED by Trustee Murdoch **SECONDED** by Trustee Loos
To receive and file Island Health’s Response to the District engineer. **CARRIED**

(iii) Technical Memorandum sent to Island Health

It was recommended by the Trustees that the staff insert in the next newsletter, the paragraph from the memorandum sent to Island Health, the section regarding “Corrosion Control” so that community members are aware that the Districts water is likely corrosive to copper piping.

(iv) Response from Island Health

16.165 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
To receive and file Island Health’s Response to the Technical Memorandum. **CARRIED**

(v) Fee Estimate for Bench-Scale Testing for Direct Filtration

16.166 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
To approve the Fee Estimate of \$12,941 without taxes for the Bench-Scale Testing for the Direct Filtration as outline in the technical memorandum of April 4th and to approve the additional outside

laboratory costs for the water samples that are not included in the fee estimate of \$12,941.

CARRIED

(B) RDN

(i) Solid Waste and Recycling Service

16.167 MOVED by Trustee Loos **SECONDED** by Trustee Anderson

To receive and file the RDN’s staff report regarding Solid Waste and Recycling Service Rates and Regulations Amendment Bylaw. **CARRIED**

(ii) Cedar Sewer Servicing Study

16.168 MOVED by Trustee Loos **SECONDED** by Trustee Merkel

To receive and file the RDN’s Liquid Waste Management Plan Monitoring Committee Minutes regarding Cedar Sewer Servicing Study. **CARRIED**

(C) Town of Ladysmith – Community Gaming Grants

16.169 MOVED by Trustee Rosato-Taylor **SECONDED** by Trustee Murdoch

To receive and file the Towns of Ladysmith Meeting Minutes for March 7, 2016 regarding Revenues from Casinos. **CARRIED**

9. QUESTION AND ANSWER PERIOD

Discussion among the Trustees and those in attendance regarding Treatment Plant operating costs, possibly collecting additional funds from the fire function, consideration for the District to be transferred to the RDN, grants; and Island Health’s requirements for filtrations.

Trustee Loos thanked the District, Trustees, and staff for flowers that were sent to him.

10. ADJOURN AND MOVE IN-CAMERA

16.170 MOVED by Trustee Loos **SECONDED** by Trustee Merkel

To adjourn the meeting at 9:16 p.m. and move to in-camera. **CARRIED**

Date

Chairperson of the Board of Trustees

Administrator to the Board of Trustees