

NORTH CEDAR IMPROVEMENT DISTRICT

MINUTES OF THE AUGUST 13, 2015
BOARD OF TRUSTEES MEETING

TRUSTEES PRESENT:

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

STAFF:

Jennifer Bradley, Treasurer
Percy Tipping, Fire Chief

PUBLIC: -

None

1. CALL TO ORDER

Chairperson Johnson called the meeting to order at 7:02 p.m.

2. APPROVAL OF AGENDA

15.371 MOVED by Trustee Murdoch **SECONDED** by Trustee Loos
To approve the agenda and late items as presented.

CARRIED

3. DELGATION

(A) Mr. Salapura – 2073 Walsh Road

Mr. Salapura was not in attendance but the Board of Trustees discussed the request.

15.372 MOVED by Trustee Loos **SECONDED** by Trustee Rosato-Taylor

To approve the connection for one residence at 2073 Walsh Road. All fees must be paid up front before the connection to the system is activated.

CARRIED

Trustee Murdoch and Trustee Jean Louis abstained from voting.

4. ADOPTION OF MINUTES

(A) July 9, 2015

15.373 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch

To approve the minutes of the July 9, 2015 Board of Trustees Meeting as presented.

CARRIED

(i) Business Arising from the Minutes

(a) Parcel Tax Bylaws

MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To stay with the current due date of June 30th.

WITHDRAWN

The Board of Trustees discussed the issue and chose to leave until the fall when the Parcel Tax Bylaw comes before the Board for approval.

(b) Motion #15.323 Operations Meeting to be scheduled

15.374 MOVED by Trustee Anderson **SECONDED** by Trustee Loos
To rescind motion 15.323 for administration purposes. **CARRIED**

(ii) List of Board Motions

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

5. STAFF REPORTS

(A) WATERWORKS

(i) Waterworks Report

15.376 MOVED by Trustee Murdoch **SECONDED** by Trustee Jean Louis
To receive and file the July 2015 Waterworks Report. **CARRIED**

(ii) Services/Subdivision

No Changes.

(B) FIRE PROTECTION AND STREET LIGHTING

(i) Fire Chiefs Report

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

(ii) Board Update

15.378 MOVED by Trustee Murdoch **SECONDED** by Trustee Anderson
To receive and file the August 2015 Board Update Report. **CARRIED**

(C) ADMINISTRATION

(i) Treasurers Reports

15.379 MOVED by Trustee Jean Louis **SECONDED** by Trustee Murdoch
To receive and file the Treasurers Report. **CARRIED**

(ii) Accounting Firm Proposals

15.380 MOVED by Trustee Jean Louis **SECONDED** by Trustee Loos
To remain with Hayes Stewart Little as auditors for the period 2015-2020 **CARRIED**

- (iii) Correspondence Received from Ratepayer

15.381 MOVED by Trustee Loos **SECONDED** by Trustee Rosato-Taylor
To hold the letter in legal file for future should more issues arise. **CARRIED**

- (a) Copy of response to ratepayer

15.382 MOVED by Trustee Murdoch **SECONDED** by Trustee Loos
To receive and file the response to ratepayer. **CARRIED**

- (iv) Budget – Schedule Meetings

Trustee Jean Louis will forward his schedule to the office, staff will let the Board know what dates are available and work from there to schedule meeting.

- (v) Request from Ratepayer to Pressure Wash

15.383 MOVED by Trustee Jean Louis **SECONDED** by Trustee Loos
To allow the resident to pressure wash his house during the 2 hour window permitted through Level 3 Watering Restrictions. **CARRIED**

6. COMMITTEE/PORTFOLIO REPORTS

(A) Trustee Reports

- (i) Post AGM Take 5 Submission

Board discussed and have decided it is too late to submit.

(B) Election Policy

- (i) Administration Report
 - (a) Amended Election Policy & Procedures
 - (b) Current Election Policy & Procedures
 - (c) Improvement District Manual, Section B, Elections

15.384 MOVED by Trustee Murdoch **SECONDED** by Trustee Jean Louis
To move to the Committee of the Whole meeting on August 27, 2015. **CARRIED**

7. BYLAWS, POLICIES AND RESOLUTIONS

(A) BYLAWS

- (i) Bylaw #438 – Amending #401

15.385 MOVED by Trustee Jean Louis **SECONDED** by Trustee Murdoch
To approve first and second reading of Bylaw #438 as presented. **CARRIED**

15.386 MOVED by Trustee Jean Louis **SECONDED** by Trustee Rosato-Taylor
To approve third and final reading of Bylaw #438 as presented. **CARRIED**

(B) POLICIES

No Policies

(C) RESOLUTIONS

No Resolutions.

8. CORRESPONDENCE/CONSULTANT REPORTS

(A) ASSOCIATED ENGINEERING

- (i) Monthly Report

15.387 MOVED by Trustee Jean Louis **SECONDED** by Trustee Anderson
To receive and file the engineers monthly report. **CARRIED**

(B) ISLAND HEALTH

- (i) June 30 Detailed Submission to IH

15.388 MOVED by Trustee Jean Louis **SECONDED** by Trustee Merkel
To receive and file the engineers design brief sent to Island Health. **CARRIED**

- (ii) Response from IH

15.389 MOVED by Trustee Jean Louis **SECONDED** by Trustee Murdoch
To receive and file the email received from Island Health. **CARRIED**

- (iii) Email to and from IH

15.390 MOVED by Trustee Jean Louis **SECONDED** by Trustee Rosato-Taylor
To receive and file the emails to and from Island Health. **CARRIED**

(C) VI AND COAST CONSERVATION SOCIETY

15.391 MOVED by Trustee Jean Louis **SECONDED** by Trustee Murdoch
To receive and file the correspondence from VI and Coast Conservation Society. **CARRIED**

(D) THE SMART TEAM

15.392 MOVED by Trustee Jean Louis **SECONDED** by Trustee Murdoch
To receive and file the correspondence from The Smart Team. **CARRIED**

9. QUESTION AND ANSWER PERIOD

None

10. ADJOURN AND MOVE IN-CAMERA

15.393 MOVED by Trustee Rosato-Taylor **SECONDED** by Trustee Loos
To adjourn the meeting at 8:35 p.m. and move to in-camera.

CARRIED

Date

Chairperson of the Board of Trustees

Administrator to the Board of Trustees