

NORTH CEDAR IMPROVEMENT DISTRICT

MINUTES OF THE DECEMBER 11, 2014
BOARD OF TRUSTEES MEETING

TRUSTEES PRESENT:

Trustee Johnson, Chairperson
Trustee Edwards
Trustee Jean Louis
Trustee L. Johnson
Trustee Murdoch

STAFF:

Heather Sarchuk, Administrator

PUBLIC: - No Public

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

14.530 MOVED by Trustee Murdoch **SECONDED** by Trustee Edwards
To approve the agenda as presented.

CARRIED

3. DELEGATIONS

No Delegations

4. ADOPTION OF MINUTES

(A) November 13, 2014 Minutes of the Board of Trustees Meeting

14.531 MOVED by Trustee Edwards **SECONDED** by Trustee Murdoch
To approve the minutes of the November 13, 2014 Board of Trustees Meeting as presented.

CARRIED

- (i) Business Arising from Minutes
 - (a) Motion 14.478

14.532 MOVED by Trustee Murdoch to receive and file the Administration Report regarding Motion 14.478 – Penalties on Development Charges.

CARRIED

- (ii) List of Board Motions

14.533 MOVED by Trustee Murdoch to receive and file the list of Board motions.

CARRIED

5. STAFF REPORTS

(A) WATERWORKS

(i) Waterworks Report

14.534 MOVED by Trustee Edwards to receive and file the Waterworks Report. **CARRIED**

(a) Well #6 Pump Quotes

14.535 MOVED by Trustee Edwards **SECONDED** by Trustee L. Johnson
To accept and approve Fyfe Well and Water Services quote to Supply and Install a New 25 HP Stainless Steel Assembly as per his quote received on December 1, 2014 for \$11,750.00 without taxes. **CARRIED**

(ii) SCADA Quote

14.536 MOVED by Trustee Edwards **SECONDED** by Trustee Jean Louis
To approve and to proceed with installing SCADA in 2015 as per Proline Electrical Systems Ltd.'s estimate #0000031, dated March 22, 2014 for \$70,875.00 (includes taxes), as well as the \$850.00 per year Support. **CARRIED**

(iii) Subdivisions

14.537 MOVED by Trustee Jean Louis to receive and file the Subdivision Report. **CARRIED**

(B) FIRE PROTECTION AND STREET LIGHTING

(i) Fire Chiefs Report

14.538 MOVED by Trustee Edwards to receive and file the Fire Chief's Report. **CARRIED**

(C) ADMINISTRATION

(i) Treasurers Reports

That the Treasurer add notes to the bottom of the report on accounts over the 100%, advising what caused the overage and why.

14.539 MOVED by Trustee Jean Louis to receive and file the Treasurer's Report. **CARRIED**

(ii) Court of Revision 2015

The following Trustees volunteered to attend the Court of Revision as per the following schedule:

Wednesday, February 25, 2015 1:00 – 3:00 p.m.

Thursday, February 26, 2015 – 6:00 – 8:00 p.m.

Trustee P. Johnson

Trustee Helen

Trustee Jean Louis tentatively, - Trustee Murdoch is his Alternate.

- (iii) 1691 Nairne Road – RE: Water Meter
 - (a) Administration Report – re: Water Meter

The Administrator is to ask the Level III contractor for an estimate on what it will cost to move the meter at 1691 Nairne Road before authorizing for him to proceed. Need to confirm with the Treasurer that the District has the funds for this project.

14.540 MOVED by Trustee Edwards **SECONDED** by Trustee Murdoch
 To approve the Level III Operator relocating the meter once estimated costs are received and the Treasurer has confirmed the District has the funds. **CARRIED**

6. COMMITTEE/PORTFOLIO REPORTS

No Reports.

7. BYLAWS, POLICIES AND RESOLUTIONS

(A) BYLAWS

- (i) Bylaw #429 – Land Purchase Agreement 2014

14.541 MOVED by Trustee Edwards **SECONDED** by Trustee L. Johnson
 To approve first and second reading of Bylaw #429 as presented. **CARRIED**

14.542 MOVED by Trustee Edwards **SECONDED** by Trustee Jean Louis
 To approve third and final reading of Bylaw #429 as presented. **CARRIED**

- (ii) Bylaw #430 2014 WW Renewal Fund Disbursement Bylaw

14.543 MOVED by Trustee Jean Louis **SECONDED** by Trustee Murdoch
 To approve first and second reading of Bylaw #430 as presented. **CARRIED**

14.544 MOVED by Trustee Edwards **SECONDED** by Trustee Jean Louis
 To approve third and final reading of Bylaw #430 as presented. **CARRIED**

(B) POLICIES

- (i) Policy #67/10 – Purchasing Policy - Amended

Staff are to amend the policy further by removing the following from Section 19.(a):
 Operations Superintendent
 Public Works Supervisor

14.545 MOVED by Trustee Jean Louis **SECONDED** by Trustee L. Johnson
 To approve Policy 67/10 as amended. **CARRIED**

(C) RESOLUTIONS

No Resolutions.

8. CORRESPONDENCE/CONSULTANT REPORTS

(A) Associated Engineering Monthly Report

14.546 **MOVED** by Trustee Edwards to receive and file the Engineers Monthly Report. **CARRIED**

9. QUESTION AND ANSWER PERIOD

None


10. ADJOURN AND MOVE IN-CAMERA

14.547 **MOVED** by Trustee Edwards **SECONDED** by Trustee Murdoch
To adjourn the meeting at 8:05 p.m. and move to in-camera. **CARRIED**

Jan 8 / 15
Date



Chairperson of the Board of Trustees



Administrator to the Board of Trustees