

NORTH CEDAR IMPROVEMENT DISTRICT

MINUTES OF THE JANUARY 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:

Jennifer Bradley, Treasurer
Percy Tipping, Fire Chief

PUBLIC: -

1. CALL TO ORDER

Chairperson Johnson called the meeting to order at 7:00 p.m.

2. APPROVAL OF AGENDA

16.001 MOVED by Trustee Merkel **SECONDED** by Trustee Murdoch
To approve the agenda as presented.

CARRIED

3. DELEGATION

Hayes Stewart Little Company – Mike Evans presented Audit Planning Report to the Board of Trustees.

16.002 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
To approve having the Auditing Planning report available to the ratepayers even though it is marked Private and Confidential.

CARRIED
Opposed Trustee Loos

16.003 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
To receive and file the Audit Planning Report.

CARRIED

4. ADOPTION OF MINUTES

(A) **December 10, 2015**

16.004 MOVED by Trustee Murdoch **SECONDED** by Trustee Merkel
To approve the minutes of the December 10, 2015 Board of Trustees Meeting as presented.

CARRIED

- (i) Business Arising from the Minutes
 - (a) November 12, 2015 Minutes

16.005 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
 To approve the minutes of the November 12, 2015 Board of Trustees Meeting as presented. **CARRIED**

- (b) Lantzville – Emergency Connection and Treatment

Trustee Anderson talked about the possibility of increasing the height of fill around the wells to stop flooding so that treatment is not required.

16.006 MOVED by Trustee Anderson **SECONDED** by Trustee Loos
 To have the engineers look at building up retaining walls around the wells and importing fill to elevate the wells so that they do not have a risk of flooding. **CARRIED**

- (ii) List of Board Motions

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

- (B) December 17, 2015 Operations Committee Meeting

16.008 MOVED by Trustee Merkel **SECONDED** by Trustee Anderson
 To approve the minutes of the December 17, 2015 Operations Committee Meeting. **CARRIED**

- (i) Business Arising from the Minutes
- (ii) List of Board Motions

16.009 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
 That the Board of Trustees approve Kevin DeJong having a set of keys and his own pass code. **CARRIED**

16.010 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
 That the Board of Trustees authorize Joe Woolls to clean the reservoir and replace the old Ultrasonic Level Transducer. Joe Woolls is to coordinate and communicate with the Fire Chief and the Treasurer for scheduling the reservoir maintenance. **CARRIED**

Staff are to ensure that the sediment is being removed after cleaning. Can old transducer be sold?

16.011 MOVED by Trustee Jean-Louis **SECONDED** by Trustee Rosato-Taylor
 That the Board of Trustees alternate between unidirectional flushing and hydrant maintenance. One year will be unidirectional flushing the following year will be Hydrant maintenance. **CARRIED**

16.012 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
 That the Board of Trustees to advertise to sell the riding mower for \$300 and the push mower for \$50. **CARRIED**

MOVED by Trustee Merkel **SECONDED** by Trustee Johnson
 To ask Joe Woolls if he can sell manhole barrels, manhole base, manhole tops and covers manhole extensions, if he responds that he is able to sell items, than he is authorized to do so at what he thinks they are worth. **DEFEATED**

Trustee Merkel or staff are to try and find value of the above mentioned items.

16.013 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
 That the moratorium stays in place until a new water source is in place. **CARRIED**
4 in Favour, Opposed Trustee Jean Louis, Trustee Anderson and Trustee Rosato-Taylor

Ask the engineer whether the yield test was done and if he knows the capacity of the wells.

5. STAFF REPORTS

(A) WATERWORKS

(i) Waterworks Report

16.014 MOVED by Trustee Jean Louis **SECONDED** by Trustee Merkel
 To receive and file the December 2015 Waterworks Report. **CARRIED**

(ii) Consumption by Water Source

16.015 MOVED by Trustee Merkel **SECONDED** by Trustee Loos
 To receive and file the Consumption by Water Source reports for 2015. **CARRIED**

(iii) SCADA Reports

The Board requested that notes accompany the reports so that they can better understand the reports.
 Ie: what each table means, what is optimum well levels, bench mark level, are the readings taken at the same time each day?

(iv) Services/Subdivision

16.016 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

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

16.018 MOVED by Trustee Merkel **SECONDED** by Trustee Anderson
 To hold an Operations Meeting on January 28, 2016 to discuss the new Playbook regulations for the fire department. **CARRIED**

Service Award night is February 27, 2016.
 New fire truck has arrived.

(C) ADMINISTRATION

- (i) Treasurers Reports

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

6. COMMITTEE/PORTFOLIO REPORTS

None

7. BYLAWS, POLICIES AND RESOLUTIONS

(A) BYLAWS

- (i) Bylaw #447 – NCID Snuneymuxw First Nations Water Tolls Bylaw

16.020 MOVED by Trustee Merkel **SECONDED** by Trustee Jean Louis
To approve first and second reading of Bylaw #447 as presented. **CARRIED**

16.021 MOVED by Trustee Merkel **SECONDED** by Trustee Jean Louis
To approve third and final reading of Bylaw #447 as presented. **CARRIED**

(B) POLICIES

- (i) Policy #75-10 – Amended Wage Loss Reimbursement Policy

16.022 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
To approve policy #75-10 Wage Loss Reimbursement Policy as amended. **CARRIED**

(C) RESOLUTIONS

- (i) Resolution #1-2016

16.023 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
To approve Resolution #1-2016. **CARRIED**

- (ii) Resolution #2-2016

16.024 MOVED by Trustee Merkel **SECONDED** by Trustee Jean Louis
To approve Resolution #2-2016. **CARRIED**

8. CORRESPONDENCE/CONSULTANT REPORTS

(A) Associated Engineering

16.025 MOVED by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor
To receive and file the Engineers Report. **CARRIED**

(B) Island Health – Email Sent from District Engineer

16.026 MOVED by Trustee Murdoch **SECONDED** by Trustee Merkel
To receive and file the email sent by the district engineer to Island Health. **CARRIED**

(C) M6 Security Corporation

16.027 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To receive and file the correspondence received from M6 Security Corporation. **CARRIED**

9. QUESTION AND ANSWER PERIOD

No Questions.

10. ADJOURN AND MOVE IN-CAMERA

16.028 MOVED by Trustee Merkel **SECONDED** by Trustee Anderson
To adjourn the meeting at 9:08 p.m. and move to in-camera. **CARRIED**

Date

Chairperson of the Board of Trustees

Administrator to the Board of Trustees