

NORTH CEDAR IMPROVEMENT DISTRICT

MINUTES OF THE JULY 14, 2016 **BOARD OF TRUSTEES MEETING**

TRUSTEES PRESENT:

Trustee Wilson, Chairperson
Trustee Anderson
Trustee Dives
Trustee Hyne
Trustee Jean Louis
Trustee Murdoch

STAFF:

Heather Sarchuk, Administrator
Percy Tipping, Fire Chief

PUBLIC: -

See Sign In Sheet

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m.

The Administrator reported that Mr. Kelln has requested to speak as a delegate on Statutory Right of Ways (SRW's). This is presented for Board consideration.

16.250 MOVED by Trustee Anderson **SECONDED** by Trustee Hyne
To allow Mr. Kelln to speak to the Board on SRW's as a delegate.

CARRIED

OPPOSED: Trustee Dives

2. APPROVAL OF AGENDA

16.251 MOVED by Trustee Jean Louis **SECONDED** by Trustee Anderson
To approve the agenda and late additions as presented.

CARRIED

3. DELEGATION

Mr. Kelln reported that he is going to go past the topic of SRW's. He thanked the Trustees who attended the meeting at 1723 Cedar Road, advised that it was very informative. He thanked Trustee Jean Louis for his comments at the end that we should be presenting a joint private partnership proposal that contained more information such as facts and costs and dates. He stated that he is here tonight to ask the Board to invite us to your next operations meeting, we will bring our engineer to that meeting, and I would like to explore alternate opportunities for private partnership to construct your water treatment plant in a very timely fashion.

Trustee Dives spoke against Mr. Kelln's request, he felt that if the District was meeting with him then the district would be giving him special treatment, he stated that the district needs to extend the invitation to other interested parties, otherwise not everyone is being giving the same opportunities. He also stated that if the Board meets with Mr. Kelln, he will not be able to bid on the water treatment plant if it goes out to tender as he will have information that no other contract was given.

Mr. Kelln stated that the information he is looking for at an operations meeting is the criteria in which to present you with something. We are proposing to present to you a design build self-financed treatment plant. If we don't know the ground rules, or the criteria, we cannot even start. If you want to consider a joint private partnership, some of the information is going to have to be divulged. That information isn't secret to us you can divulge it to anyone that wants to tender and I hope you do. I need to know what needs to be built and I don't currently know.

The Administrator stated that once the design is prepared then it will go out to tender.

Mr. Kelln reported that if you are preparing the design and going out to tender then you do not want to hear from him on a joint private partnership.

The Administrator reported that the design is pre-approved by Island Health, that the District must meet their policy #4-3-2-1-0.

Mr. Kelln stated that is why we have requested to attend an operations meeting, possibly with Island Health, the districts engineer, and our engineers so that I can deliver on Trustee Jean Louis request. He stated the district could put this out to tender and advertise that the District is looking for a design for the treatment plant. He hopes there are five (5) or six (6) other contractors that say they will do the same, then you can sit back and let all of us prepare a proposal and choose the one that is best for NCID.

There was further discussion on this item.

16.252 MOVED by Trustee Hyne **SECONDED** by Trustee Jean Louis
To schedule an Operations meeting with Mr. Kelln and his engineers. **CARRIED**

OPPOSED: Trustee Dives
Trustee Murdoch

Mr. Kelln advised that he prefers a day meeting Monday – Friday anytime.

4. ADOPTION OF MINUTES

(A) June 9, 2016

To amend motion #16.218, Trustee Jean Dives should be Trustee Dives.

16.253 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To approve the minutes of the June 9, 2016 Board of Trustees Meeting as amended. **CARRIED**

- (i) Business Arising from the Minutes
 - (a) Answering Service

The Trustees had a lengthy discussion regarding answering services.

Trustee Jean Louis stated that he has looked at the budget, there is enough money in the 2016 budget to have answering services implemented now. There is extra money under staff overtime hours and trustee honoraria.

16.254 MOVED by Trustee Dives **SECONDED** by Trustee Hyne
To approve obtaining an answering service for the District in 2016, that staff determine which package is best suited for the District. **CARRIED**

(b) Assessments

Trustee Dives asked the Board Chairperson Wilson if any action has been taken in regards to the assessment for 1653/1655 Cedar Road. If nothing was sent to the government pursuing this.

Trustee Anderson reported no, that this is on standby, his objective is to have this on the operations committee being scheduled for next week. The circumstance were that there are two properties, in the district that are being charged commercial rates for residentially zoned properties for homebased businesses. Other homebased businesses are not being charged that rate. There is an appeal with the Ministry, and with discussions with the Ministry and with this Board there was a willingness to review and determine what would be appropriate. At the Board meeting the Board sent this to operation to have a discussion on this issue to see if we can resolve this issue internally if not then the appeal will be activated with the Ministry.

16.255 MOVED by Trustee Hyne **SECONDED** by Trustee Anderson

That the Assessment Review is sent to the Operations Committee as originally motioned.

CARRIED

Trustee Dives requested that this discussion is to continue in-camera and that he wanted this request recorded.

MOVED by Trustee Dives **SECONDED** by Trustee Murdoch

That this item be moved to incamera for further discussion on why it should not go to an operations meeting.

DEFEATED

(c) Definitions re- direct and indirect filtration

16.256 MOVED by Trustee Jean Louis **SECONDED** by Trustee Dives

To receive and file the information received from staff.

CARRIED

(ii) List of Board Motions

16.257 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch

To receive and file the list of board motions as amended.

CARRIED

6. STAFF REPORTS**(A) WATERWORKS**

(i) Waterworks Report

Trustee Anderson, for the benefit of the new Trustees reported that last summer numerous leaks were found that may not have been found if it had not been for the dry summer/draught. Grass was showing up green in areas where it should have been brown, a substantial amount of leaks were repaired. In some of the areas, the contractor thought that they were minor leaks and they were actually significant leaks. These leaks would not have ever surfaced as seen with some of the other leaks.

16.258 MOVED by Trustee Hyne **SECONDED** by Trustee Dives

To receive and file the monthly waterworks report for the month of June.

CARRIED

(ii) Air Valves

Trustee Dives reported that he has no problem with raising the air valves as per the quote for Legacy Road and Chartwell Road, but has concerns with installing new air valves on the old asbestos concrete (AC) pipe. He requested that the quote for the new air valve installations be sent to an Operations Committee meeting so that we can determine the risk and their priority.

Trustee Hyne reported that if the District does proceed with the installation of the new air valves, it should fall under capital expenditure rather than a repairs and maintenance.

16.259 MOVED by Trustee Dives **SECONDED** by Trustee Hyne

To approve the Legacy Road Air Valve for \$2,390 and the 1534 Chartwell Road Air Valve for \$1,345. All other air valve quotes are to go to an Operations Committee meeting for further discussion with the contractor. **CARRIED**

The Administrator was directed to ensure that on the Operations Agenda that Joe Woolls is specifically asked about the old AC water mains, and the potential challenges associated with tapping into this pipe at this time.

(iii) SCADA Reports
(a) June 2016 Reports

16.260 MOVED by Trustee Jean Louis **SECONDED** by Trustee Anderson

To receive and file the SCADA Reports for June 2016. **CARRIED**

(iv) Services/Subdivision

Trustee Jean Louis reported that there are approximately 64 properties who are eligible for water that are not connected, the Board motioned to look at the moratorium and investigate. For his investigation he requires an approximate date as to when they require water. Today he made a request to Staff, Jennifer Bradley to contact the properties who at this time are eligible for water to find out what their plans are. He was told that this will require a lot of work and it wouldn't matter what they say at this point in time, at any time they can come to the District to request water. He was told that she would need to speak to the Administrator prior to commencing. As a Trustee this information needs to be on file. He stated that this is not right, he and Trustee Anderson have been given a task by this Board to determine if the District has water available for new connections and should be able to direct staff to gather the information required.

The Administrator reported that all communication to individual property owners must have Board approval, any information requested that can be produced in the office from internal data is available at all Trustees request.

Trustee Jean Louis reported that all that is required is a survey to be sent out to find out what the property owners plans are. He reported that he did not believe a Board motion is required when a Trustee requests information.

The Administrator stated that for the District to gather external information, it requires a Board motion so that they are aware of the information being gathered and are part of the process. All Trustees are responsible for providing water to these properties. If the committee wants a survey prepared and sent out, it is up to the Board to determine what that survey is going to say.

16.261 MOVED by Trustee Dives **SECONDED** by Trustee Hyne

To receive and file the pending water service connection list. **CARRIED**

Trustee Jean Louis asked what limitations a Trustee has and if he needs to come before the Board for approval to gather information or as a Trustee am I entitled to have the information requested.

The Trustees had a further discussion on this item.

The Administrator reported that internally staff can advise what properties have been sold and which ones are currently being built on.

Trustee Anderson requested that the Administrator direct staff to compile a list of properties that may be connected to District water system within the next year or two, then proceed further if needed.

(B) FIRE PROTECTION AND STREET LIGHTING

(i) Fire Chiefs Report

Fire Chief Tipping reported that the Fire Department used 17,000 gallons of water for the month of July.

There was a discussion regarding the ladder truck and the building height.

16.262 MOVED by Trustee Murdoch **SECONDED** by Trustee Anderson
To receive and file the Fire Chiefs Report.

CARRIED

(C) ADMINISTRATION

(i) Treasurers Reports

Trustee Jean Louis reported that that the actual tolls invoiced is less than the 50%, due to weather, the next billing may be down also. The District may have a revenue shortfall.

The Trustees directed staff to prepare a worksheet showing actual to actual for comparison purposes.

The Administrator was directed to ask staff what “Prior Period Adjustments” are as stated on the balance sheet.

16.263 MOVED by Trustee Anderson **SECONDED** by Trustee Hyne
To receive and file the Treasurers Report.

CARRIED

(ii) 1792 Starling Road Repair

Trustee Hyne is to send a picture to the Administrator, the Administrator is to circulate the picture and perform a poll of the Trustees on whether the District will plant grass seed. This will require a load of dirt and seed. If approved this will need to be performed in the fall.

iii. Wilkinson Road

16.264 MOVED by Trustee Dives **SECONDED** by Trustee Hyne
To list the Wilkinson Road property for \$250,000.

CARRIED

iv. Trustee Poll #5-16

16.265 **MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch
To receive and file Trustee Poll #5-16.

CARRIED

6. **COMMITTEE/PORTFOLIO REPORTS**

No Committee/Portfolio Reports.

7. **BYLAWS, POLICIES AND RESOLUTIONS**

(A) **BYLAWS**

No Bylaws.

(B) **POLICIES**

No Policies.

(C) **RESOLUTIONS**

No Resolutions

8. **CORRESPONDENCE/CONSULTANT REPORTS**

(A) Associated Engineering – Monthly Report

16.266 **MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch
To receive and file the engineers monthly report.

CARRIED

9. **QUESTION AND ANSWER PERIOD**

No questions from the public.

10. **ADJOURN AND MOVE IN-CAMERA**

16.267 **MOVED** by Trustee Jean Dives **SECONDED** by Trustee Murdoch
To adjourn the meeting at 8:50 p.m. and move to in-camera.

CARRIED

Date

Chairperson of the Board of Trustees

Administrator to the Board of Trustees