

NORTH CEDAR IMPROVEMENT DISTRICT

MINUTES OF THE JUNE 12, 2014
BOARD OF TRUSTEES MEETING

TRUSTEES PRESENT:

Trustee Johnson, Chairperson
Trustee Edwards
Trustee Jean Louis
Trustee Loos
Trustee Merkel
Trustee Mulholland
Trustee Murdoch

STAFF:

Heather Sarchuk, Administrator
Percy Tipping, Fire Chief

PUBLIC: - No Public

1. **CALL TO ORDER**

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

2. **APPROVAL OF AGENDA**

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

CARRIED

3. **COMMITTEES**

(A) APPOINTMENT OF TRUSTEES TO COMMITTEES

Chairperson Johnson appointed the following Trustees to the following Committees/Portfolios:

Trustee Edwards – Chair - Operations Water & Fire
Trustee Loos – Fire Liaison – Operations Water & Fire
Trustee Merkel – Vice Chair – Finance
Trustee Mulholland – Trustee – Finance
Trustee Murdoch – Chair – Personnel & Admin.

14.227 **MOVED** by Trustee Jean Louis to receive and file the Committee Appointments.

CARRIED

4. ADOPTION OF MINUTES**(A) May 8, 2014 Minutes of the Board of Trustees Meeting**

14.228 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To approve the minutes of the May 8, 2014 Board of Trustees Meeting as presented. **CARRIED**

(i) Business Arising from Minutes

No Business Arising from the Minutes.

(ii) List of Board Motions

14.229 MOVED by Trustee Loos to receive and file the list of Board motions. **CARRIED**

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

(i) Waterworks Report
(a) Wilkinson & Alice Rd Service Leak

The Trustees had a lengthy discussion regarding this repair/leak.

14.230 MOVED by Trustee Loos **SECONDED** by Trustee Edwards
The Administrator is directed to have the Level III Contractor investigate to see if the service line goes to a meter box, if not shut the service off. Have the contractor stay in the community for a few hours to see if the District receives a call regarding no water. **CARRIED**

(b) Flushing & Maintenance Report

14.231 MOVED by Trustee Loos to receive and file the Flushing Report. The Administrator is to thank the Level III Contractor for such a good report. **CARRIED**

14.232 MOVED by Trustee Merkel **SECONDED** by Trustee Edwards
The Administrator is directed to have the Level III Contractor provide estimated costs for both options he provided in his report for the PRV Chambers. **CARRIED**

14.233 MOVED by Trustee Jean Louis **SECONDED** by Trustee Merkel
Once the costs for both options are received from the Level III Contractor, the Administrator is to conduct a telephone poll to facilitate the PRV Repairs. **CARRIED**

14.234 MOVED by Trustee Loos **SECONDED** by Trustee Edwards
For the Level III Contractor to perform the minor repairs needed for the 2 hydrants, on MacMillian Road and on Ivor Road. **CARRIED**

14.235 MOVED by Trustee Loos **SECONDED** by Trustee Edwards
For the Level III Contractor to provide a quote on both Reservoirs to have the Water Level Operating Control recalibrated and or replaced. **CARRIED**

(ii) Services/Subdivision (N/A)

No Services/Subdivision Report

(B) FIRE PROTECTION AND STREET LIGHTING

(a) Fire Chiefs Report

Fire Chief Tipping gave a verbal summary on his attendance at the Fire Chiefs Convention in Victoria. He reported that the convention was very informative.

14.236 MOVED by Trustee Merkel to receive and file the Fire Chiefs Report. **CARRIED**

(C) ADMINISTRATION

(i) Treasurers Reports

There were a few questions asked by the Trustees regarding certain accounts that are higher than what was budgeted for. On the Fire Protection function it was regarding Honoraria which Fire Chief Tipping responded. For the Waterworks function the Trustees wanted to know what items would get allocated to Account #5114 – General Operating Expenses.

14.237 MOVED by Trustee Merkel to receive and file the Treasurers Reports. **CARRIED**

(ii) Market-Smart GIC

14.238 MOVED by Trustee Merkel **SECONDED** by Trustee Mulholland
To have the Treasurer contact the Districts Account Manager at the Royal Bank, to discuss with him what options are best for the District. **CARRIED**

(iii) Tax Sale Date

14.239 MOVED by Trustee Loos **SECONDED** by Trustee Edwards
To set the Tax Sale Date for Tuesday, September 23, 2014 at 7:00 p.m. **CARRIED**

6. COMMITTEE/PORTFOLIO REPORTS**(A) May 14, 2014 Minutes of the Development Committee Meeting**

14.240 MOVED by Trustee Edwards **SECONDED** by Trustee Mulholland
To approve the minutes of the May 14, 2014 Development Committee Meeting as presented. **CARRIED**

(i) Business Arising from Minutes

No Business Arising from the Minutes.

(ii) List of Committee Motions

14.241 MOVED by Trustee Loos to receive and file the List of Committee Motions. **CARRIED**

(B) May 22, 2014 Minutes of the Board of Trustees Meeting

14.242 **MOVED** by Trustee Merkel to receive and file the May 22, 2014 Notes of the Development Committee Meeting. **CARRIED**

7. **BYLAWS, POLICIES AND RESOLUTIONS**

(A) BYLAWS

No Bylaws.

(B) POLICIES

No Policies.

(C) RESOLUTIONS

No Resolutions.

8. **CORRESPONDENCE/CONSULTANT REPORTS**

No Correspondence/Consultant Reports.

9. **QUESTION AND ANSWER PERIOD**

No Questions.

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

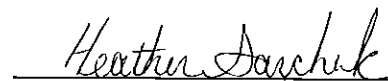
14.243 **MOVED** by Trustee Jean Louis **SECONDED** by Trustee Edwards
To adjourn the meeting at 8:01 p.m. and move to in-camera.

CARRIED

July 10, 2014
Date



Chairperson of the Board of Trustees



Administrator to the Board of Trustees