

***NORTH CEDAR IMPROVEMENT DISTRICT***

**MINUTES OF THE JUNE 9, 2016**  
**BOARD OF TRUSTEES MEETING**

**TRUSTEES PRESENT:**

Trustee Wilson, Chairperson  
Trustee Anderson  
Trustee Dives  
Trustee Hyne  
Trustee Jean Louis  
Trustee Murdoch  
Trustee Rosato-Taylor

**STAFF:**

Jennifer Bradley, Treasurer  
Percy Tipping, Fire Chief  
Joe Woolls Contractor

**PUBLIC:** -

See Sign In Sheet

**1. CALL TO ORDER**

The meeting was called to order at 7:28 p.m.

**2. APPROVAL OF AGENDA**

**16.217 MOVED** by Trustee Dives **SECONDED** by Trustee Jean Louis  
To approve the agenda as presented.

**CARRIED**

**3. TRUSTEE COMMITTEES**

(A) Appointment of Trustees to Committees

**4. DELEGATION**

None

**5. ADOPTION OF MINUTES**

(A) **May 12, 2016**

**16.218 MOVED** by Trustee Dives **SECONDED** by Trustee Jean Louis  
To approve the minutes of the May 12, 2016 Board of Trustees Meeting as presented. **CARRIED**

(i) Business Arising from the Minutes

No Business Arising from the minutes.

(ii) List of Board Motions

**16.219 MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
To receive and file the list of board motions.

**CARRIED**

**6. STAFF REPORTS**

**(A) WATERWORKS**

- (i) Waterworks Report – Joe gave a verbal report
- (ii) SCADA Reports
  - (a) April 2016 Reports – Joe noted that Well 3 meter stopped recording at end of May

**16.220 MOVED** by Trustee Murdoch **SECONDED** by Trustee Anderson  
To receive and file the SCADA Reports for May 2016. **CARRIED**

- (iii) Services/Subdivision

**16.221 MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
To receive and file the pending water service connection list. **CARRIED**

- (iv) Emergency Pager

**16.222 MOVED** by Trustee Rosato Taylor **SECONDED** by Trustee Hyne  
To have the administrator bring back the research on answering services and look into possible options that have come available since last time Board reviewed. **CARRIED**

**(B) FIRE PROTECTION AND STREET LIGHTING**

- (i) Fire Chiefs Report

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

**(C) ADMINISTRATION**

- (i) Treasurers Reports

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

- (ii) BC One Call

**16.225 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Rosato Taylor  
To accept as information only. **CARRIED**

- iii. Assessment 1653/1655 Cedar Road

**16.226 MOVED** by Trustee Hyne **SECONDED** by Trustee Rosato Taylor  
To send to Operations Committee for discussion and review. **CARRIED**

- iv. Tax Sale Date

**16.227 MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
To set the tax sale date for Tuesday, September 20, 2016. **CARRIED**

## v. Agendas On Website

- 16.228 MOVED** by Trustee Dives **SECONDED** by Trustee Jean Louis  
To rescind motion 16.202 and move that the agenda be posted on the website 3 days prior to the meeting. **CARRIED**

**Noted: Advise in next newsletter that agendas now posted on website**

**6. COMMITTEE/PORTFOLIO REPORTS**

No Committee/Portfolio Reports.

**7. BYLAWS, POLICIES AND RESOLUTIONS**

**(A) BYLAWS**

No Bylaws.

**(B) POLICIES**

No Policies.

**(C) RESOLUTIONS 4-2016**

- 16.229 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Dives  
To resolution 4-2016 be approved. **CARRIED**

**8. CORRESPONDENCE/CONSULTANT REPORTS**

**(A) Associated Engineering – Monthly Report**

- 16.230 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Hyne  
To move report to Operations Committee meeting. **CARRIED**

**(B) Associated Engineering – Email confirming Bench Testing Sent to Island Health**

- 16.231 MOVED** by Trustee Murdoch **SECONDED** by Trustee Dives  
To receive and file Associated Engineering email to Island Health. **CARRIED**

**Noted: Trustees would like definition of direct filtration opposed to indirect filtration**

**(C) Island Health**

- 16.232 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Murdoch  
To receive and file the correspondence received from Island Health. **CARRIED**

**(D) BC Chamber of Commerce**

- 16.233 MOVED** by Trustee Hyne **SECONDED** by Trustee Dives  
To receive and file the correspondence received from BC Chamber of Commerce. **CARRIED**

**9. QUESTION AND ANSWER PERIOD**

Sharon Thomson talked about home based business versus commercial business. She would like to attend operations meeting if open to the public.

Patti McCann spoke on home based business versus commercial.

Vivian Cameron asked about the tax sale date.

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

**16.234 MOVED** by Trustee Jean Dives **SECONDED** by Trustee Murdoch  
To adjourn the meeting at 8:45 p.m. and move to in-camera.

**CARRIED**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson of the Board of Trustees

\_\_\_\_\_  
Administrator to the Board of Trustees