

NORTH CEDAR IMPROVEMENT DISTRICT

MINUTES OF THE MAY 12, 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:

Heather Sarchuk, Administrator
Jennifer Bradley, Treasurer
Percy Tipping, Fire Chief

PUBLIC: -

Sharon Thomson, 1742 Wilkinson Rd
Patty & Randy McCann, 1587 Fawcett Rd
Viv Palmer, 1584 Fawcett Rd
Robyn Kelln, 1764 Cedar Rd
Jamie Colligan, 1754 Cedar Rd
Barbara & Alec McPherson, 2768 Nicola Rd

1. CALL TO ORDER

The Administrator, Heather Sarchuk called the meeting to order at 7:00 p.m.

2. APPROVAL OF AGENDA

16.192 **MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch
To approve the agenda as presented.

CARRIED

3. ELECTION OF CHAIR, AND FINANCE CHAIR

(A) Oath of Office

Policy #68-10 Oath of Office was handed out for all Trustees to sign and were collected by the Administrator.

(B) Election of the Chair

Trustee Anderson suggested that prior to the election of the Chair, the Trustees could give a speech about themselves for the ratepayers in attendance. The Trustees concurred. Each Trustee introduced themselves and spoke about themselves for the ratepayers in attendance. The ratepayers in attendance were also given the opportunity to ask the Trustees questions.

The Administrator called for nominations three times for the Board Chairperson. The following candidates were nominated:

- Trustee Dives nominated **Trustee Wilson**
- Trustee Jean Louis nominated **Trustee Anderson**
- Trustee Jean Louis nominated **Trustee Hyne**

The Administrator read back in reverse order and asked each candidate if they were willing to stand. Trustee Anderson and Hyne declined, Trustee Wilson is Board Chair by acclamation.

(C) Election of the Finance Chair

Chairperson Wilson called three times for nomination for the Finance Chairperson.

- Trustee Dives nominated **Trustee Jean Louis**

No further nominations received. Chairperson Wilson asked Trustee Jean Louis if he is willing to stand, he agreed to stand as long as the Board accepted him being allowed freedom of speech as is his right. The Trustees accepted his declaration to freedom of speech. He is Finance Chairperson by acclamation.

(D) Appointment of Trustees to Committees

- (i) Committee Structures

Trustee Dives reported that he is interested in being the Chair of the Development Committee.

4. DELEGATION

None

5. ADOPTION OF MINUTES

(A) April 14, 2016

16.193 MOVED by Trustee Jean Louis **SECONDED** by Trustee Anderson
To approve the minutes of the April 14, 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

16.194 MOVED by Trustee Jean Louis **SECONDED** by Trustee Anderson
To receive and file the list of board motions. **CARRIED**

5. STAFF REPORTS

(A) WATERWORKS

(i) Waterworks Report

16.195 **MOVED** by Trustee Dives **SECONDED** by Trustee Jean Louis
To receive and file the April 2016 Waterworks Report. **CARRIED**

(ii) SCADA Reports

(a) April 2016 Reports

16.196 **MOVED** by Trustee Jean Louis **SECONDED** by Trustee Dives
To receive and file the SCADA Reports for March 2016. **CARRIED**

(iii) Services/Subdivision

16.197 **MOVED** by Trustee Dives **SECONDED** by Trustee Jean Louis
To receive and file the pending water service connection list. **CARRIED**

(B) FIRE PROTECTION AND STREET LIGHTING

(i) Fire Chiefs Report

16.198 **MOVED** by Trustee Jean Louis **SECONDED** by Trustee Anderson
To receive and file the Fire Chiefs Report. **CARRIED**

(C) ADMINISTRATION

(i) Treasurers Reports

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

(ii) Moratorium

16.200 **MOVED** by Trustee Hyne **SECONDED** by Trustee Dives
To send the "Moratorium" to the next Committee of the Whole meeting for discussion. **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

(i) Monthly Report

16.201 MOVED by Trustee Dives **SECONDED** by Trustee Anderson
To receive and file the engineers monthly report.

CARRIED

16.202 MOVED by Trustee Hyne **SECONDED** by Trustee Anderson
To direct staff to post the regular meeting agenda to the district’s website five (5) days prior to the meeting.

CARRIED

(B) Island Health – Amendment to Operating Permit

16.203 MOVED by Trustee Dives **SECONDED** by Trustee Jean Louis
To receive and file Island Health’s correspondence amending the districts Terms and Conditions of the Water System Operating Permit.

CARRIED

(C) VICCS

16.204 MOVED by Trustee Anderson **SECONDED** by Trustee Dives
To receive and file the correspondence received from Vancouver Island & Coast Conservation Society.

CARRIED

(D) Mr. Robinson – Water Source

16.205 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To receive and file the correspondence received from Mr. Robinson.

CARRIED

District staff are directed to write to Mr. Robinson thanking him for his suggestion but that the district will not be pursuing at this time. Staff are to include the engineer’s response regarding this area for a water source.

9. QUESTION AND ANSWER PERIOD

No questions as all questions were asked at the beginning of the meeting.

Trustee Dives asked for a five (5) minute break before starting the incamera portion of the meeting.

10. ADJOURN AND MOVE IN-CAMERA

16.206 MOVED by Trustee Jean Louis **SECONDED** by Trustee Dives
To adjourn the meeting at 8:34 p.m. and move to in-camera.

CARRIED

Date

Chairperson of the Board of Trustees

Administrator to the Board of Trustees