

NORTH CEDAR IMPROVEMENT DISTRICT

MINUTES OF THE NOVEMBER 12, 2015
BOARD OF TRUSTEES MEETING

TRUSTEES PRESENT:

Trustee Johnson, Chairperson
Trustee Loos
Trustee Murdoch
Trustee Rosato-Taylor

STAFF:

Jennifer Bradley, Treasurer
Percy Tipping, Fire Chief

PUBLIC: -

None

1. CALL TO ORDER

Chairperson Johnson called the meeting to order at 7:08 p.m.

2. APPROVAL OF AGENDA

15.536 MOVED by Trustee Murdoch **SECONDED** by Trustee Loos
To approve the agenda and late items as presented.

CARRIED

3. DELEGATION

No Delegations.

4. ADOPTION OF MINUTES

(A) October 8, 2015

15.537 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To approve the minutes of the October 8, 2015 Board of Trustees Meeting as presented.

CARRIED

(i) Business Arising from the Minutes

15.538 MOVED by Trustee Rosato-Taylor **SECONDED** by Trustee Murdoch

To have the administrator Heather Sarchuk create an agenda for the Operations Committee to clean up outstanding matters.

CARRIED

(ii) List of Board Motions

15.539 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To receive and file the list of Board motions.

CARRIED

(B) October 22, 2015

15.540 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch

To approve the minutes of the October 22, 2015 Board of Trustees Meeting as presented.

CARRIED

- (i) Business Arising from the Minutes

No Business arising from the minutes.

- (ii) List of Board Motions

15.541 MOVED by Trustee Loos **SECONDED** by Trustee Rosato-Taylor
To receive and file the list of Board motions. **CARRIED**

5. STAFF REPORTS

(A) WATERWORKS

- (i) Waterworks Report

15.542 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To receive and file the October 2015 Waterworks Report. **CARRIED**

- (ii) Services/Subdivision – N/A

15.543 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To receive and file the pending Water Service Connection List. **CARRIED**

- (iii) District Keys

MOVED by Trustee Loos **SECONDED** by Trustee Rosato-Taylor
That Kevin DeJong receives a set of keys for the district work sites **DEFEATED**

15.544 MOVED by Trustee Loos **SECONDED** by Trustee Rosato-Taylor
That the administrator add this request to the Operations Committee package and have Joe Woolls attend to discuss this request. **CARRIED**

The board requested that staff investigate to see if the SCADA system has report showing when individuals enter and exit district buildings. Also, verify each person has their own code to identify whoever is shown on the report.

15.545 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
That every contractor/employee/volunteer has a separate access code to buildings for entry so that each individual can be identified on the report. **CARRIED**

Staff is to amend the Building Security Policy to include district works sites under purpose and add Contractors as well.

(B) FIRE PROTECTION AND STREET LIGHTING

- (i) Fire Chiefs Report

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

- (ii) Fire Hydrant Installations – Cedar Rd & Gervais Rd

15.547 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
 To approve installing the two fire hydrants as presented. **CARRIED**

Confirm what line item and year (2015 or 2016) this will be coming out of and report to trustees.

- (iii) Disposal of Surplus Equipment – iPhone

15.548 MOVED by Trustee Loos **SECONDED** by Trustee Rosato-Taylor
 To approve disposal of cell phone as per recommendation of \$100.00 and donate funds to the Dean Lambert fundraiser. **CARRIED**

(C) ADMINISTRATION

- (i) Treasurers Reports

15.549 MOVED by Trustee Rosato-Taylor **SECONDED** by Trustee Murdoch
 To receive and file the Treasurers Report. **CARRIED**

- (ii) Leak Adjustment Request

15.550 MOVED by Trustee Rosato-Taylor **SECONDED** by Trustee Murdoch
 To approve adjusting the current water bill for 2169 Fishers Drive, prorating the adjustment as the leak was fixed 5 days past the 30 day dead line. **CARRIED**

- (iii) Penalty Adjustment Request

15.551 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
 To not approve reversing the penalty for 2300 Hemer Road. **CARRIED**

- (iv) Secondary Suites

15.552 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
 To shut off the water to 1723 Cedar Road do to the illegal hook up of a secondary suite. Once proper procedures are followed and fees paid water will be reinstated. **CARRIED**
Opposed Trustee Rosato-Taylor

15.553 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
 To send 2227 Hemer Road a letter regarding the secondary suite not being approved and giving 14 business days to contact the district to prove the suite is not rented. **CARRIED**
Opposed Trustee Rosato-Taylor

- (v) Letter From Mr. McPherson

15.554 MOVED by Trustee Murdoch **SECONDED** by Trustee Loos
 To receive and file the letter from Mr. McPherson. **CARRIED**

- a) Response letter to Mr. McPherson

15.555 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
 To receive and file the response to Mr. McPherson. **CARRIED**

- (vi) Free Seminar – Freedom of Information and Privacy Act

15.556 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To receive and file the report regarding the seminar. **CARRIED**

Trustee Johnson, Trustee Loos and Fire Chief Percy Tipping wish to attend.

(vii) Election Policy Review

15.557 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To approve moving the date for the Election Policy Review to Wednesday, November 25 at 7pm. **CARRIED**

6. COMMITTEE/PORTFOLIO REPORTS

None

7. BYLAWS, POLICIES AND RESOLUTIONS

(A) BYLAWS

(i) Bylaw #440 – Fire Department Establishment & Operations

15.558 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To approve first and second reading of Bylaw #440 as presented. **CARRIED**

15.559 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To approve third and final reading of Bylaw #440 as presented. **CARRIED**

(B) POLICIES

(i) Policy #105-15 Social Media Policy

15.560 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To approve policy #105-15 Social Media Policy as presented. **CARRIED**

(C) RESOLUTIONS

No Resolutions.

8. CORRESPONDENCE/CONSULTANT REPORTS

(A) Associated Engineering – Monthly Report

15.561 MOVED by Trustee Loos **SECONDED** by Trustee Murdoch
To receive and file the Engineers Report. **CARRIED**

9. QUESTION AND ANSWER PERIOD

No Questions.

10. ADJOURN AND MOVE IN-CAMERA

15.562 MOVED by Trustee Murdoch **SECONDED** by Trustee Loos
To adjourn the meeting at 8:55 p.m. and move to in-camera.

CARRIED

Date

Chairperson of the Board of Trustees

Administrator to the Board of Trustees