

***NORTH CEDAR IMPROVEMENT DISTRICT***  
**AGENDA FOR THE 8 JUNE, 2017**  
**REGULAR BOARD OF TRUSTEES MEETING at 7 PM**

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***NORTH CEDAR IMPROVEMENT DISTRICT***

**MINUTES OF THE MAY 11, 2017**  
**BOARD OF TRUSTEES MEETING**

**TRUSTEES PRESENT:** Trustee Dives, Chairperson  
Trustee Thomson  
Trustee Hyne  
Trustee Parfitt  
Trustee Lingstrom  
Trustee Dagg

**REGRETS:** Trustee Rosato-Taylor

**STAFF:** W. Michael Bolch, CAO  
Jennifer Bradley, Treasurer  
Percy Tipping, Fire Chief

1. **CALL TO ORDER**

Michael Bolch called the meeting to order at 7:05 p.m.

2. **APPROVAL OF AGENDA**

17.145 **MOVED** by Trustee Thomson **SECONDED** by Trustee Dives  
To approve the agenda and late additions as presented.

**CARRIED**

3. **ELECTION OF CHAIR AND COMMITTEE CHAIRS**

The following Trustees were elected

Board Chair – Trustee Dives  
Finance Chair – Trustee Hyne  
Operations Chair – Trustee Thomson  
Admin Personnel Chair – Trustee Rosato-Taylor  
Development Chair – Trustee Dagg  
P/R & Advertising Chair – Trustee Lingstrom

4. **DELEGATION**

5. **ADOPTION OF MINUTES**

(A) April 13, 2017 Board of Trustee Meeting

17.146 **MOVED** by Trustee Thomson **SECONDED** by Trustee Parfitt  
To approve the minutes of the April 13, 2017 Board of Trustees Meeting as presented. **CARRIED**

17.147 **MOVED** by Trustee Thomson **SECONDED** by Trustee Lingstrom  
To receive and file the list of board motions. **CARRIED**

**(B) March 9, 2017 Board Meeting**

- 17.148 **MOVED** by Trustee Thomson **SECONDED** by Trustee Hyne  
To allow the December meter reading to be estimated. **CARRIED**

**(C) April 6, 2017 Operations Committee Meeting**

- 17.149 **MOVED** by Trustee Thomson **SECONDED** by Trustee Hyne  
To approve the minutes of the April 6, 2017 Operations Committee Meeting as presented. **CARRIED**

**(D) April 20, 2017 Operations Committee Meeting**

- 17.150 **MOVED** by Trustee Thomson **SECONDED** by Trustee Hyne  
To approve the minutes of the April 20, 2017 Operations Committee Meeting as presented. **CARRIED**

- 17.151 **MOVED** by Trustee Thomson **SECONDED** by Trustee Hyne  
To approve the district installing a sign at 1619 Cedar Road and on Wilkinson Road indicating where the water main is crossing the Nanaimo River. **CARRIED**

- 17.152 **MOVED** by Trustee Thomson **SECONDED** by Trustee Parfitt  
To approve RFP for Hydrant Vegetation Control and go out for requests. **CARRIED**

**(E) April 20, 2017 Development Committee Meeting**

- 17.153 **MOVED** by Trustee Thomson **SECONDED** by Trustee Dives  
To approve the minutes of the April 20, 2017 Development Committee Meeting as presented. **CARRIED**

- 17.154 **MOVED** by Trustee Dives **SECONDED** by Trustee Thomson  
To approve Associated Engineering designing a concrete reservoir for Barnes Road. **CARRIED**

**6. STAFF REPORTS**

**(A) WATERWORKS**

- 17.155 **MOVED** by Trustee Thomson **SECONDED** by Trustee Hyne  
To receive and file the Waterworks Reports received from the districts contractor for March and April 2017. **CARRIED**

- 17.156 **MOVED** by Trustee Thomson **SECONDED** by Trustee Parfitt  
To receive and file the pending water services connection list. **CARRIED**

- 17.157 **MOVED** by Trustee Hyne **SECONDED** by Trustee Thomson  
To approve the CAO expense of the CAO attending the NACLA course at the University of Alberta at the cost of \$750.00 plus GST. If the CAO is not successful in the probationary period the district will be reimbursed for this expense. **CARRIED**

- 17.158 **MOVED** by Trustee Hyne **SECONDED** by Trustee Dagg  
To approve having a Trustee attend all relevant meetings to NCID at the Regional District of Nanaimo. Staff are to notify the Area A director in writing of the Boards motion. **CARRIED**

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

**17.159 MOVED** by Trustee Hyne **SECONDED** by Trustee Thomson  
To receive and file the Fire Chiefs report. **CARRIED**

**17.160 MOVED** by Trustee Thomson **SECONDED** by Trustee Dagg  
To approve installing a street light at the intersection of Juriet Road and Yellow Point Road. **CARRIED**

**(C) ADMINISTRATION**

**17.161 MOVED** by Trustee Hyne **SECONDED** by Trustee Thomson  
To receive and file the Treasurers report. **CARRIED**

**17.162 MOVED** by Trustee Thomson **SECONDED** by Trustee Dagg  
To approve the CAO attending the BCWWA conference in Victoria from May 28 to May 31, 2017. **CARRIED**

**17.163 MOVED** by Trustee Hyne **SECONDED** by Trustee Thomson  
To receive for information that 1723 Cedar Road will be vacated by the current tenant, property management by an outside source will end, and NCID staff will maintain and manage the property with all other NCID properties. **CARRIED**

**6. COMMITTEE/PORTFOLIO REPORTS**

**7. BYLAWS, POLICIES AND RESOLUTIONS**

**(A) BYLAWS**

**(B) POLICIES**

**(C) RESOLUTIONS**

**17.164 MOVED** by Trustee Thomson **SECONDED** by Trustee Parfitt  
To approve Resolution 2-2017 as presented. **CARRIED**

**8. CORRESPONDENCE/CONSULTANT REPORTS**

**(A) Associated Engineering Monthly Report**

**17.165 MOVED** by Trustee Thomson **SECONDED** by Trustee Lingstrom  
To receive and file the engineers monthly report. **CARRIED**

**(B) Area A Direct Email**

Board reviewed email and directed that it become part of the meeting minutes.

**9. QUESTION AND ANSWER PERIOD**

The Fire Chief inquired about the valve cluster on Woobank Road by the subdivision. Staff are to inspect and ensure that they are secure.

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10. ADJOURN AND MOVE IN-CAMERA

17.166 **MOVED** by Trustee Hyne **SECONDED** by Trustee Thomson  
To adjourn the meeting at 9:18 p.m. and move to in-camera.

**CARRIED**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**CAO to the Board of Trustees**

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**NORTH CEDAR IMPROVEMENT DISTRICT**  
**MINUTES OF THE 25 MAY, 2017**  
**OPERATIONS COMMITTEE MEETING @ 6:30PM**

**TRUSTEES PRESENT:**

Trustee Thomson Chairperson	Trustee Parfit
Trustee Lingstrom	Trustee Rosata-Taylor
Trustee Dagg	Trustee Hyne
	Trustee Dives

**STAFF:** W Michael Bolch, CAO

**1. CALL TO ORDER**

Chairperson Thomson called the meeting to order at 6:29 PM

**2. APPROVAL OF AGENDA**

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

To approve the agenda as presented.

**CARRIED**

**3. CONTRACTORS REPORTING TEMPLATE**

Committee directed staff to develop templates, similar to FD, as per the contract and email to trustees when completed for approval.

**4. METERS - GPS**

The committee had a discussion regarding meters, what the pros and cons were to locating, moving, replacing.

Staff is to investigate the cost to develop a plan to sequentially replace all meters onto NCID property and change them to automated reading meters, and develop a maintenance rotation plan like an asset management plan. CAO is to enquire and work on getting a rebate for the estimated December 2016 meter readings.

**5. MUNICIPAL ASSET MANAGEMENT PROGRAM**

**MOTION** CAO to gather information and investigate the feasibility of the NCID developing an Asset Management Plan and Applying for funds form the Provincial Government

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

**CARRIED.**

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## NORTH CEDAR IMPROVEMENT DISTRICT

### 6. GAS-TAX FUNDING FROM RDN

**MOTION** CAO to develop letter with approved content from the committee to the Regional District of Nanaimo requesting funding for the two up-coming water projects.

**MOVED** by Trustee Thomson **SECONDED** by Trustee Hyne **CARRIED**

**MOTION** Trustee Hyne is to have discussions with Regional District of Nanaimo area A director to assist in acquiring GAS-TAX FUNDING.

**MOVED** by Trustee Hynes **SECONDED** by Trustee Thomson **CARRIED**

### 6 EMERGENCY SHUT – OFF EXTRA CHARGES

The committee had a discussion and determined there was no extenuating charges.

### 7 REGIONAL DISTRICT OF NANAIMO-WATER EMERGENCY CONNECTION

**MOTION** CAO to develop a contract based on the submission from Island flow control to complete the Emergency tie-in to Regional District of Nanaimo, construction as designed, for under \$50000.

### 4. ADJOURN

**MOVED** by Trustee Lingstrom **SECONDED** by Trustee dives

To adjourn the meeting at 8:30PM **CARRIED**

Date \_\_\_\_\_

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Chairperson of the Operations Committee

Chief Administrative Officer

***NORTH CEDAR IMPROVEMENT DISTRICT***

**25 MAY, 2017**

**OPERATIONS COMMITTEE MEETING**

**LIST OF MOTIONS FOR BOARD APPROVAL**

**MOVED** by Trustee Thomson **SECONDED** by Trustee Hyne  
**MOTION** CAO to develop letter with approved content from the committee to the Regional District of Nanaimo requesting funding for the two up-coming water projects  
**CARRIED**

**MOVED** by Trustee Hynes **SECONDED** by Trustee Thomson  
**MOTION** Trustee Hyne is to have discussions with Regional District of Nanaimo area A director to assist in acquiring GAS-TAX FUNDING.  
**CARRIED**

**MOVED** by Trustee Dives **SECONDED** by Trustee Thomson  
**MOTION** CAO to develop a contract based on the submission from Island flow control to complete the Emergency tie-in to Regional District of Nanaimo, construction as designed, for under \$50000.  
**CARRIED**



**NORTH CEDAR FIRE DEPARTMENT  
MONTHLY STATISTICS SUMMARY 2017**

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>1</b>	<b>Alarms Activated</b>													
	Non Residential	4												4
	Residential	3	3			1								7
	<b>Monthly Total</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>

<b>2</b>	<b>Assistance</b>													
	BCAS		1	1		1								3
	Public			2										2
	NCID	3	1	1		2								7
	RCMP					2								2
	<b>Monthly Total</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>

<b>3</b>	<b>Burning Complaint</b>													
	Illegal				1									1
	Legal				1	4								5
	Unknown/unfounded					2								2
	<b>Monthly Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

<b>4</b>	<b>FIRE</b>													
	Brush/grass													0
	Chimney	2	1	1										4
	Dumpster													0
	Other		3		1									4
	Structure													0
	Vehicle				1									1
	<b>Monthly Total</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>

<b>5</b>	<b>Hazmat</b>													
	Chemical													0
	Fuel leak/spill		1											1
	Gas leak/ break													0
	Other													0
	<b>Monthly Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

<b>6</b>	<b>Hydro Lines</b>													
	Lines down	1	1		1	3								6
	Transformer													0
	Trees on line					1								1
	<b>Monthly Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

<b>7</b>	<b>Medical Aid</b>													
	<b>Monthly Total</b>	<b>18</b>	<b>10</b>	<b>14</b>	<b>19</b>	<b>14</b>								<b>75</b>

<b>8</b>	<b>Mutual Aid</b>													
	Brush/grass													0
	Other													0
	Structure	1												1
	<b>Monthly Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

9	MVI												
	Monthly Total	4	4	1	0	2							11

10	Rescue												
	Other				1								1
	River												0
	Rope												0
	Monthly Total	0	0	0	1	0	0	0	0	0	0	0	1

2017 Monthly Total	36	25	20	25	32	0	0	0	0	0	0	0	138
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2016 Monthly Total	32	19	26	28	38	34	37	33	37	26	19	20	350
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2015 Monthly Total	20	22	22	25	22	33	44	28	23	32	20	29	320
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2014 Monthly Total	26	18	18	15	20	26	32	26	28	17	30	29	285
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2013 Monthly Total	30	32	29	32	27	34	40	21	20	17	22	30	334
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2012 Monthly Total	22	10	18	28	23	20	31	26	24	20	15	44	281
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\$ Loss in 000	0	0	0	5	0								5
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\$ Save in 000	0	0	0	0	0								0
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Prop Value in 000	0	0	0	5	0								5
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OH&S Incidents	0	0	0	0	0								0
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	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Monthly Training													
External Courses			200	92	152								444
Forestry					64								64
Medical			395	176									571
Meeting	58	86	57	57	109								367
Module	283	192	150	236	108								969
Other/Extra		186	47	60	35								328
Technical Rescue					126								126
Monthly Total Hrs	341	464	849	621	594	0	0	0	0	0	0	0	2869

Monthly Water-Gal	3000	9000	####	2500	2000								28500
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# North Cedar Improvement District - FP

## Comparative Income Statement

	Actual 01/01/2017 to 05/31/2017	Budget 01/01/2017 to 12/31/2017	Percent
<b>REVENUE</b>			
Income			
Annual Levy - Prov. of BC	0.00	898,059.00	-100.00
Parcel Taxes Levied	158,720.24	165,160.00	-3.90
NFN Fire Protection Agreement	0.00	36,000.00	-100.00
Sundry Revenue	220.00	0.00	0.00
Interest - FP Gen. Acct.	1,188.02	1,500.00	-20.80
Interest - Debt Repymnt. Res. Fu...	1,080.59	0.00	0.00
Interest - FP Ren. Res. Fund	1,584.14	0.00	0.00
<b>Total Income</b>	<b>162,792.99</b>	<b>1,100,719.00</b>	<b>-85.21</b>
<b>TOTAL REVENUE</b>	<b>162,792.99</b>	<b>1,100,719.00</b>	<b>-85.21</b>
<b>EXPENSE</b>			
Expenses			
Fire Hall - R & M	6,070.54	15,000.00	-59.53
Fire Hall - Insurance	0.00	17,500.00	-100.00
Fire Hall - Alarm System	164.84	600.00	-72.53
Fire Hall - Hydro	4,234.37	11,500.00	-63.18
Auxiliary Build - Hydro	819.11	1,000.00	-18.09
Fire Hall - Heating	789.16	3,500.00	-77.45
Refuse & Recycling	120.84	600.00	-79.86
General Operational Expenses	1,684.69	5,000.00	-66.31
Postage & Freight	407.59	1,000.00	-59.24
Association Memberships & Dues	997.00	1,600.00	-37.69
Equipment-Rentals	0.00	500.00	-100.00
Equipment - F&R/R&M/Hoses	16,740.02	35,108.00	-52.32
Pagers R & M	6,990.51	6,000.00	16.51
Snow Removal	787.50	1,000.00	-21.25
First Aid Supplies	1,227.48	2,000.00	-38.63
Vehicles - Fuel	2,383.92	10,000.00	-76.16
Vehicles - R & M	4,045.81	10,000.00	-59.54
Vehicles - Insurance	7,453.00	9,000.00	-17.19
Ornamental Streetlighting	618.32	1,200.00	-48.47
Streetlighting Expenses	10,560.84	32,000.00	-67.00
Fire Amortization	0.00	140,000.00	-100.00
Telephone - Fire Hall	106.75	500.00	-78.65
Telephone - Fax	106.75	500.00	-78.65
Telephone - Internet	232.60	600.00	-61.23
Telephone - Cells & Pagers	575.72	1,500.00	-61.62
Radio License	1,339.00	1,800.00	-25.61
Uniforms	29.40	6,000.00	-99.51
Promotions	56.71	1,000.00	-94.33
Fire Prevention	0.00	8,000.00	-100.00
Health & Wellness	844.00	5,000.00	-83.12
Health/Wellness Donation	0.00	0.00	0.00
Fire Contribution Infrastructure	0.00	232,111.00	-100.00
Office Supplies	117.70	500.00	-76.46
Bank Charges	30.00	50.00	-40.00
General Administration	125.93	3,000.00	-95.80
Computers - Equipment	0.00	5,000.00	-100.00
Computers-Software&Consulting	2,833.79	6,000.00	-52.77
Honoraria - Practices/Extra Train	11,546.00	30,000.00	-61.51
Honoraria - Fire Calls	16,832.00	55,000.00	-69.40
Honoraria - Officers	5,383.47	16,400.00	-67.17
Honoraria - Meetings	1,560.00	5,000.00	-68.80
Honoraria - Duty Crew/Officer	2,800.00	16,000.00	-82.50
Salaries and Benefits	32,373.08	95,000.00	-65.92
Lost Wages	1,894.00	4,000.00	-52.65
Fire Chief - Call Out Pay	1,931.08	7,000.00	-72.41
Employer Payroll Exp. Honoraria	1,853.91	2,500.00	-25.84

# North Cedar Improvement District - FP

## Comparative Income Statement

	Actual 01/01/2017 to 05/31/2017	Budget 01/01/2017 to 12/31/2017	Percent
Employers Payroll Expense Salary	1,538.69	6,500.00	-76.33
Recognition	4,586.81	5,300.00	-13.46
Volunteer Benefits	4,049.43	4,500.00	-10.01
Training Courses & Materials	11,985.03	25,000.00	-52.06
Travel/Mileage	1,685.25	2,000.00	-15.74
Accomodations	1,745.31	3,500.00	-50.13
Meal Allowance	3,213.65	5,500.00	-41.57
Goods & Services Tax	4,690.70	0.00	0.00
Communications Equipment	0.00	10,000.00	-100.00
Fire Fighting Equipment	9,357.11	10,000.00	-6.43
Rescue Equipment	4,892.24	4,892.00	0.00
Fire Hydrants	11,350.00	25,000.00	-54.60
Principal Repayments	79,974.78	79,975.00	0.00
Bylaw 342-CTA-Interest	41,458.95	41,459.00	0.00
FP Renewal Reserve Fund	4,714.54	31,308.00	-84.94
Debt Repayment Reserve Fund	33,846.86	39,216.00	-13.69
<b>Total Expenses</b>	<u>367,756.78</u>	<u>1,100,719.00</u>	-66.59
 Total Misc Expenses	 0.00	 0.00	 0.00
 <b>TOTAL EXPENSE</b>	 <u>367,756.78</u>	 <u>1,100,719.00</u>	 -66.59
 <b>NET INCOME</b>	 <u><u>-204,963.79</u></u>	 <u><u>0.00</u></u>	 0.00

# North Cedar Improvement District - FP

## Comparative Income Statement

	Actual 02/01/2017 to 02/28/2017	Actual 03/01/2017 to 03/31/2017	Actual 04/01/2017 to 04/30/2017	Actual 05/01/2017 to 05/31/2017
<b>REVENUE</b>				
Income				
Annual Levy - Prov. of BC	0.00	0.00	0.00	0.00
Parcel Taxes Levied	0.00	0.00	0.00	158,720.24
NFN Fire Protection Agreement	0.00	0.00	0.00	0.00
Sundry Revenue	0.00	0.00	0.00	220.00
Interest - FP Gen. Acct.	303.76	290.92	249.80	0.00
Interest - Debt Repymnt. Res. F...	252.04	279.26	270.48	0.00
Interest - FP Ren. Res. Fund	395.24	437.93	424.16	0.00
<b>Total Income</b>	<b>951.04</b>	<b>1,008.11</b>	<b>944.44</b>	<b>158,940.24</b>
<b>TOTAL REVENUE</b>	<b>951.04</b>	<b>1,008.11</b>	<b>944.44</b>	<b>158,940.24</b>
<b>EXPENSE</b>				
Expenses				
Fire Hall - R & M	697.90	747.47	316.25	2,359.31
Fire Hall - Insurance	0.00	0.00	0.00	0.00
Fire Hall - Alarm System	41.21	41.21	41.21	0.00
Fire Hall - Hydro	2,495.04	0.00	0.00	1,739.33
Auxiliary Build - Hydro	477.12	0.00	341.99	0.00
Fire Hall - Heating	216.76	148.51	0.00	168.02
Refuse & Recycling	30.21	30.21	30.21	30.21
General Operational Expenses	300.00	306.00	478.69	300.00
Postage & Freight	111.01	117.54	55.92	52.52
Association Memberships & Dues	0.00	0.00	98.00	0.00
Equipment-Rentals	0.00	0.00	0.00	0.00
Equipment - F&R/R&M/Hoses	3,569.83	4,574.69	4,768.02	1,087.48
Pagers R & M	105.93	85.00	2,853.28	131.30
Snow Removal	787.50	0.00	0.00	0.00
First Aid Supplies	471.89	242.55	513.04	0.00
Vehicles - Fuel	655.36	569.87	108.02	735.54
Vehicles - R & M	786.46	313.29	0.00	2,946.06
Vehicles - Insurance	0.00	0.00	0.00	0.00
Ornamental Streetlighting	91.86	91.86	91.86	342.74
Streetlighting Expenses	2,903.15	2,523.15	0.00	2,611.39
Fire Amortization	0.00	0.00	0.00	0.00
Telephone - Fire Hall	21.35	21.35	21.35	21.35
Telephone - Fax	21.35	21.35	21.35	21.35
Telephone - Internet	46.52	46.52	46.52	46.52
Telephone - Cells & Pagers	107.95	107.15	0.00	240.63
Radio License	1,339.00	0.00	0.00	0.00
Uniforms	0.00	0.00	0.00	29.40
Promotions	56.71	0.00	0.00	0.00
Fire Prevention	0.00	0.00	0.00	0.00
Health & Wellness	0.00	0.00	800.00	44.00
Health/Wellness Donation	0.00	0.00	0.00	0.00
Fire Contribution Infrastructure	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00
Bank Charges	-15.40	0.00	13.00	-13.00
General Administration	0.00	125.93	0.00	0.00
Computers - Equipment	0.00	0.00	0.00	0.00
Computers-Software&Consulting	1,643.79	297.50	297.50	297.50
Honoraria - Practices/Extra Train	0.00	4,640.00	0.00	6,906.00
Honoraria - Fire Calls	0.00	10,256.00	0.00	6,576.00
Honoraria - Officers	0.00	2,733.40	0.00	2,650.07
Honoraria - Meetings	0.00	820.00	0.00	740.00
Honoraria - Duty Crew/Officer	0.00	1,700.00	0.00	1,100.00
Salaries and Benefits	6,752.89	6,775.74	6,759.77	6,785.01
Lost Wages	0.00	225.00	544.00	1,125.00
Fire Chief - Call Out Pay	454.88	369.05	102.99	523.54
Employer Payroll Exp. Honoraria	0.00	309.69	491.57	804.02

# North Cedar Improvement District - FP

## Comparative Income Statement

	Actual 02/01/2017 to 02/28/2017	Actual 03/01/2017 to 03/31/2017	Actual 04/01/2017 to 04/30/2017	Actual 05/01/2017 to 05/31/2017
Employers Payroll Expense Sal...	513.73	507.58	0.00	0.00
Recognition	1,670.81	2,916.00	0.00	0.00
Volunteer Benefits	0.00	0.00	0.00	4,049.43
Training Courses & Materials	1,573.68	7,763.04	2,948.31	-300.00
Travel/Mileage	0.00	241.30	424.09	1,019.86
Accomodations	0.00	0.00	554.96	1,190.35
Meal Allowance	280.82	1,078.60	1,689.36	164.87
Goods & Services Tax	1,394.99	839.08	1,229.47	617.00
Fire Fighting Equipment	0.00	0.00	9,357.11	0.00
Rescue Equipment	0.00	0.00	4,892.24	0.00
Fire Hydrants	10,350.00	0.00	1,000.00	0.00
Principal Repayments	0.00	0.00	0.00	79,974.78
Bylaw 342-CTA-Interest	0.00	0.00	0.00	41,458.95
FP Renewal Reserve Fund	395.24	437.93	424.16	3,130.40
Debt Repayment Reserve Fund	252.04	279.26	270.48	32,766.27
<b>Total Expenses</b>	<b>40,601.58</b>	<b>52,302.82</b>	<b>41,584.72</b>	<b>204,473.20</b>
<b>Total Misc Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENSE</b>	<b>40,601.58</b>	<b>52,302.82</b>	<b>41,584.72</b>	<b>204,473.20</b>
<b>NET INCOME</b>	<b>-39,650.54</b>	<b>-51,294.71</b>	<b>-40,640.28</b>	<b>-45,532.96</b>

# North Cedar Improvement District - FP

## Comparative Balance Sheet

ASSET	As at 04/30/2017	As at 05/31/2017
<b>Assets</b>		
Island Savings Shares	5.00	5.00
Petty Cash	100.00	100.00
Island Savings Gen Acct 2519452	292,291.73	226,085.18
Accounts Receivable	107.00	21.40
Building	2,211,137.70	2,211,137.70
Fire Trucks	1,374,596.02	1,374,596.02
Computer Equipment	4,649.38	4,649.38
Fire Fighting Equipment	80,281.51	80,281.51
Large Equipment	51,234.60	51,234.60
Fire Renewal Reserve Fund	516,487.23	519,617.63
Office Furnishings	13,766.55	13,766.55
Debt Repymnt. Res.Fund	329,354.54	362,120.81
Land Improvements	55,584.70	55,584.70
Engineering Structure	15,516.30	15,516.30
Accum. Amort. - Building	-464,266.77	-464,266.77
Accum. Amort. - Fire Fighting Eq...	-25,000.06	-25,000.06
Accum. Amort. - Fire Trucks	-485,750.10	-485,750.10
Acum. Amort. - Large Equipt.	-14,276.85	-14,276.85
Accum. Amort. - OfficeFurnishings	-17,003.97	-17,003.97
Accum. Amort. - Land Improvem...	-25,409.68	-25,409.68
<b>Assets</b>	<b>3,913,404.83</b>	<b>3,883,009.35</b>
<b>TOTAL ASSET</b>	<b>3,913,404.83</b>	<b>3,883,009.35</b>
<b>LIABILITY</b>		
<b>Liabilities</b>		
Accounts Payable	15,578.09	0.00
Accrued Interest LTD - Bylaw#342	20,729.66	20,729.66
Source Deductions Payable	1,959.73	0.00
Credit Card Payable	3,677.64	442.36
Debenture Bylaw 342	872,819.95	792,845.17
Health Benefits Payable	0.07	0.08
RRSP Contributions Payable	0.00	-360.44
WCB Payable	95.16	469.50
Fire Renewal Reserve Fund	516,487.23	519,617.63
Debt Repymnt. Res. Fund	329,354.54	362,120.81
Sick Time Accrual Payable	3,871.00	3,871.00
Overtime Accrual Payable	1,004.15	1,004.15
Vacation Accrual Payable	2,694.90	2,694.90
<b>Total Liabilities</b>	<b>1,768,272.12</b>	<b>1,703,434.82</b>
<b>TOTAL LIABILITY</b>	<b>1,768,272.12</b>	<b>1,703,434.82</b>
<b>EQUITY</b>		
<b>Total Equities</b>	<b>2,145,132.71</b>	<b>2,179,574.53</b>
<b>TOTAL EQUITY</b>	<b>2,145,132.71</b>	<b>2,179,574.53</b>
<b>LIABILITIES AND EQUITY</b>	<b>3,913,404.83</b>	<b>3,883,009.35</b>

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# North Cedar Improvement District - WW

## Comparative Income Statement

	Actual 01/01/2017 to 05/30/2017	Budget 01/01/2017 to 12/31/2017
<b>REVENUE</b>		
<b>Income</b>		
Water Tolls Levied	171,857.79	818,000.00
Water Tolls Penalties	10,168.00	15,000.00
Water Tolls Levied - NFN	6,139.85	26,000.00
Parcel Taxes Levied	387,612.08	387,748.00
Parcel Taxes Penalties	0.00	15,000.00
Connection Fees	450.00	0.00
Sundry Revenue	6,285.45	0.00
Tax Certificates Fees	920.00	0.00
Cash Over/Short	15.00	0.00
Interest- Cheque Account	1,976.67	1,500.00
Interest-Renewal Reserve Fund	6,448.65	0.00
Interest - Capital Dev. Fund	155.20	0.00
FP Contribution Infrastructure	0.00	232,111.00
Appropriations from Reserves	0.00	1,900,000.00
Loan	0.00	3,600,000.00
<b>Total Income</b>	<b>592,028.69</b>	<b>6,995,359.00</b>
<b>TOTAL REVENUE</b>	<b>592,028.69</b>	<b>6,995,359.00</b>
<b>EXPENSE</b>		
<b>Expenses</b>		
Wages, Salaries, & Benefits	76,466.34	183,320.00
Overtime Hours	6,830.29	9,557.00
Employers Payroll Expenses	5,719.41	13,560.00
Employee Benefit Program	8,385.84	26,515.00
Trustee Hon. & Lost Wages	5,648.00	17,000.00
Trustee Training	125.00	800.00
Trustee Travel/Accommodations	0.00	500.00
Employee Training	574.00	1,000.00
Water Amortization	0.00	115,000.00
Employee Travel/Accommodations	0.00	500.00
Employee/Trustee Mileage	74.15	500.00
Meal Allowance	115.00	750.00
General Supplies and Expenses	2,904.13	7,000.00
Postage and Postal Supplies	8,256.70	8,500.00
Bank Charges and Supplies	8.48	50.00
Courier Services and Freight	312.56	500.00
Stationery Supplies	1,190.15	3,000.00
Office Equipment(Leases)	3,858.51	6,000.00
Furniture/Office Equipment	667.63	1,000.00
Accounting & Audit Services	1,000.00	16,600.00
Advertising	897.88	5,000.00
Legal Fees	148.65	15,000.00
Expenses 1723 Cedar Rd	408.63	0.00
Assoc. Membrshp & Dues	685.00	800.00
Food & Hospitality	38.35	200.00
Office - Alarm System	68.70	200.00
Office - Hydro	1,411.48	4,000.00
Office - Refuse & Recycling	120.84	400.00
Office - Heat	263.09	2,000.00
Telephone - Office	261.55	650.00
Telephone - Internet	232.60	600.00
Telephone - Fax	106.75	275.00
Telephone - Debit	106.75	275.00
Computer - Equipment	440.55	1,200.00
Computer-Software & Consulting	2,323.90	7,000.00
Insurance-Property & Liability	750.00	18,000.00
Licenses & Permits	250.00	250.00

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# North Cedar Improvement District - WW

## Comparative Income Statement

	Actual 01/01/2017 to 05/30/2017	Budget 01/01/2017 to 12/31/2017
Water Licence	0.00	1,300.00
Courier & Freight	906.23	3,500.00
General Operating Expenses	1,697.30	5,000.00
Pager & Answering Service	895.97	1,700.00
Generator Rental	0.00	2,500.00
Watermains - R & M	1,119.58	15,000.00
Reservoirs - R & M	0.00	15,000.00
Buildings Upkeep/Maintenance	0.00	1,500.00
Treatment - R & M	115.56	2,000.00
Treatment - Supplies	1,710.28	6,000.00
Hydrant - R&M	0.00	5,000.00
Wells - R & M	0.00	5,000.00
Meters - R&M	15,957.69	10,000.00
Hydro - Buildings/Works	10,848.11	35,000.00
Contractors - Engineers	7,824.44	40,000.00
Contractor - Contract Price	20,000.00	60,000.00
Contractors - Extra Work	18,151.00	75,000.00
Contractor - Pager	11,430.00	35,700.00
Contractor - Misc.	1,253.51	25,000.00
PRV/Air Release/Check Vavle R...	21,300.00	22,000.00
Reservoir	43,537.00	1,900,000.00
Wells	2,103.70	0.00
Computer	0.00	25,000.00
Watermains	299.90	0.00
Water Treatment	5,683.90	3,600,000.00
Goods & Services Tax	9,661.98	0.00
Bylaw Treatment Principal	0.00	133,977.00
Bylaw Treatment Interest	0.00	113,040.00
Renewal Reserve Fund	6,448.65	389,640.00
CEC Reserve Fund	155.20	0.00
<b>Total Expenses</b>	<u>311,750.91</u>	<u>6,995,359.00</u>
<b>Total Misc Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL EXPENSE</b>	<u>311,750.91</u>	<u>6,995,359.00</u>
<b>NET INCOME</b>	<u>280,277.78</u>	<u>0.00</u>

## North Cedar Improvement District - WW Comparative Income Statement

	Actual 02/01/2017 to 02/28/2017	Actual 03/01/2017 to 03/31/2017	Actual 04/01/2017 to 04/30/2017	Actual 05/01/2017 to 05/31/2017
<b>REVENUE</b>				
<b>Income</b>				
Water Tolls Levied	0.00	211,885.99	-26,271.16	-13,820.74
Water Tolls Penalties	4,789.06	-100.26	0.00	5,619.02
Water Tolls Levied - NFN	0.00	6,139.85	0.00	0.00
Parcel Taxes Levied	0.00	387,612.08	0.00	0.00
Parcel Tax Levied - FP	0.00	158,720.24	0.00	-158,720.24
Connection Fees	0.00	150.00	150.00	75.00
Sundry Revenue	1,268.75	553.00	1,955.60	553.00
Tax Certificates Fees	220.00	60.00	320.00	280.00
Cash Over/Short	0.00	0.00	10.00	5.00
Interest- Cheque Account	451.94	540.79	494.72	0.00
Interest-Renewal Reserve Fund	1,525.62	1,690.37	1,637.24	0.00
Interest - Capital Dev. Fund	36.20	40.11	38.85	0.00
<b>Total Income</b>	<b>8,291.57</b>	<b>767,292.17</b>	<b>-21,664.75</b>	<b>-166,008.96</b>
<b>TOTAL REVENUE</b>	<b>8,291.57</b>	<b>767,292.17</b>	<b>-21,664.75</b>	<b>-166,008.96</b>
<b>EXPENSE</b>				
<b>Expenses</b>				
Wages, Salaries, & Benefits	12,028.94	12,814.00	30,588.73	11,680.72
Overtime Hours	0.00	5,522.40	1,307.89	0.00
Employers Payroll Expenses	977.15	1,487.30	1,337.95	948.87
Employee Benefit Program	1,863.52	1,863.52	931.76	1,863.52
Trustee Hon. & Lost Wages	0.00	3,014.00	0.00	2,634.00
Trustee Training	125.00	0.00	0.00	0.00
Employee Training	125.00	0.00	0.00	449.00
Water Amortization	0.00	0.00	0.00	0.00
Employee Travel/Accommodati...	0.00	0.00	0.00	0.00
Employee/Trustee Mileage	50.65	0.00	0.00	23.50
Meal Allowance	0.00	95.00	0.00	20.00
General Supplies and Expenses	449.76	443.03	412.41	731.73
Postage and Postal Supplies	0.00	0.00	3,500.00	0.00
Bank Charges and Supplies	0.00	0.00	8.48	0.00
Courier Services and Freight	27.50	55.00	45.36	113.10
Stationery Supplies	462.35	135.59	41.72	94.69
Office Equipment(Leases)	596.28	181.35	2,351.31	548.22
Furniture/Office Equipment	65.42	0.00	108.27	493.94
Accounting & Audit Services	0.00	0.00	1,000.00	0.00
Advertising	176.00	109.00	185.00	228.88
Legal Fees	0.00	148.65	0.00	0.00
Expenses 1723 Cedar Rd	26.66	175.44	26.53	180.00
Assoc. Membrshp & Dues	685.00	0.00	0.00	0.00
Food & Hospitality	0.00	0.00	0.00	38.35
Office - Alarm System	13.74	13.74	13.74	13.74
Office - Hydro	831.68	0.00	0.00	579.80
Office - Refuse & Recycling	30.21	30.21	30.21	30.21
Office - Heat	72.26	49.51	0.00	56.02
Telephone - Office	52.31	52.31	52.31	52.31
Telephone - Internet	46.52	46.52	46.52	46.52
Telephone - Fax	21.35	21.35	21.35	21.35
Telephone - Debit	21.35	21.35	21.35	21.35
Computer - Equipment	0.00	0.00	136.12	304.43
Computer-Software & Consulting	337.45	413.95	350.60	230.48
Licenses & Permits	0.00	0.00	250.00	0.00
Courier & Freight	207.00	224.25	228.00	0.00
General Operating Expenses	293.26	396.87	0.00	735.43
Pager & Answering Service	126.19	99.94	128.69	102.64
Watermains - R & M	812.42	307.16	0.00	0.00
Treatment - R & M	0.00	0.00	0.00	115.56

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**North Cedar Improvement District - WW  
Comparative Income Statement**

	Actual 02/01/2017 to 02/28/2017	Actual 03/01/2017 to 03/31/2017	Actual 04/01/2017 to 04/30/2017	Actual 05/01/2017 to 05/31/2017
Treatment - Supplies	0.00	463.65	989.19	0.00
Meters - R&M	1,229.92	2,354.17	4,428.24	2,778.11
Hydro - Buildings/Works	2,847.34	1,656.34	2,950.28	1,429.70
Contractors - Engineers	525.00	2,512.50	3,976.94	810.00
Contractor - Contract Price	5,000.00	5,000.00	5,000.00	0.00
Contractors - Extra Work	11,710.80	678.00	1,600.00	0.00
Contractor - Pager	2,755.00	2,810.00	2,900.00	0.00
Contractor - Misc.	0.00	385.09	0.00	0.00
PRV/Air Release/Check Vavle ...	13,075.00	0.00	0.00	0.00
Reservoir	0.00	27,132.50	9,254.50	7,150.00
Watermains	0.00	299.90	0.00	0.00
Water Treatment	232.50	270.00	2,208.50	2,972.90
Goods & Services Tax	2,473.79	2,362.38	2,126.42	1,036.09
Renewal Reserve Fund	1,525.62	1,690.37	1,637.24	0.00
CEC Reserve Fund	36.20	40.11	38.85	0.00
<b>Total Expenses</b>	<b>61,936.14</b>	<b>75,376.45</b>	<b>80,234.46</b>	<b>38,535.16</b>
<b>Total Misc Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENSE</b>	<b>61,936.14</b>	<b>75,376.45</b>	<b>80,234.46</b>	<b>38,535.16</b>
<b>NET INCOME</b>	<b>-53,644.57</b>	<b>691,915.72</b>	<b>-101,899.21</b>	<b>-204,544.12</b>

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# North Cedar Improvement District - WW

## Comparative Balance Sheet

	As at 04/30/2017	As at 05/31/2017
<b>ASSET</b>		
<b>Assets</b>		
Cash Float	150.00	150.00
Petty Cash	100.00	100.00
Island Savings Cheque	730,784.11	544,931.57
Island Savings-Membership	5.00	5.00
Water Tolls Receivable	125,243.99	94,364.86
Parcel Taxes Receivable	454,888.23	433,765.56
Accounts Receivable - NCVFD	0.00	41.21
Sewer - 1723 Cedar WIP	205,185.75	205,185.75
Land	1,804,983.05	1,804,983.05
Building	104,259.77	104,259.77
Emergency Connection (WIP)	7,916.90	7,916.90
Engineering Structures	6,554,518.40	6,554,518.40
Treatment Plant (WIP)	70,193.31	70,193.31
Electrical Upgrade (WIP)	122,482.71	122,482.71
Barnes Rd. Res. (WIP)	17,738.28	17,738.28
Large Equipment	71,699.89	71,699.89
Accum. Amort. - Large Equipt.	-37,557.59	-37,557.59
Land Improvements	11,010.00	11,010.00
Office Furniture & Equipt.	16,321.40	16,321.40
Renewal Reserve Fund	1,993,606.55	1,993,606.55
WW CEC Fund	47,304.64	47,304.64
Accum. Amort. - Bldg.	-46,198.40	-46,198.40
Accum. Amort. - Eng. Structures	-2,600,177.52	-2,600,177.52
Accum. Amort. - Off. Furn. & Equipt.	-11,968.49	-11,968.49
Accum. Amort. - Land Improveme...	-1,926.75	-1,926.75
<b>Assets</b>	<u>9,640,563.23</u>	<u>9,402,750.10</u>
<b>TOTAL ASSET</b>	<u>9,640,563.23</u>	<u>9,402,750.10</u>
<b>LIABILITY</b>		
<b>Liabilities</b>		
Accounts Payable	32,644.90	0.00
Credit Card Payable	653.80	270.17
Developer Deposits	3,802.80	6,007.05
Health Benefits Payable	-931.71	931.81
Source Ded. Payable	4,828.13	0.00
RRSP Contributions Payable	0.00	496.98
Union Dues Payable	143.32	0.00
Accrued Sick Time Payable	13,814.00	13,814.00
Vacation Accrual Payable	4,128.48	4,128.48
Accrued Overtime Payable	5,093.15	5,093.15
WCB Payable	235.78	402.00
WW CEC Reserve Fund	47,304.64	47,304.64
WW Renewal Reserve Fund	1,993,606.55	1,993,606.55
Debt Repayment Reserve Fund	0.02	0.02
Maintenance Bond Acct.	-0.10	-0.10
<b>Total Liabilities</b>	<u>2,105,323.76</u>	<u>2,072,054.75</u>
<b>TOTAL LIABILITY</b>	<u>2,105,323.76</u>	<u>2,072,054.75</u>
<b>EQUITY</b>		
<b>Total Equities</b>	<u>7,535,239.47</u>	<u>7,330,695.35</u>
<b>TOTAL EQUITY</b>	<u>7,535,239.47</u>	<u>7,330,695.35</u>
<b>LIABILITIES AND EQUITY</b>	<u>9,640,563.23</u>	<u>9,402,750.10</u>

**Resolution 4-2017**

WHEREAS water tolls and other charges to the accounts set up for the properties identified by folio numbers below are in arrears greater than 90 days at the issued date of billings of March 30, 2017

AND WHEREAS North Cedar Improvement District Bylaw No. 457 permits the District to shut off the water service to any premises where water tolls and other charges are in arrears 90 (ninety) days or longer;

BE IT RESOVED THAT where these outstanding arrears remain unpaid after May 8, 2017 the water service to these premises be turned off in accordance with our bylaws.

	Account	Folio #
--	---------	---------

26651	03089851
13141	04648025
04591	03157000
07201	03302000
05301	03217000
06061	03283156
06031	03283150
06571	03283268
09201	03430000
05411	03226120
20361	03290306
05201	03209125
06071	03283158
02171	00362050
07511	03310270
09331	03437000
04781	03177000
21271	03295062
09811	03472010

	Account	Folio#
--	---------	--------

03261	03089615
01021	03026200
02351	03082000
17021	03094605
05811	03283104
13961	03061000
26621	03089848
03591	03090120
03081	03089510
04401	03141050
08371	03380105
13931	03283314
05801	03283102
15221	03430004
04981	03194100
02181	03063000
01511	03036035
01831	03038234
21381	03295073

I HEREBY CERTIFY THAT the foregoing is a true copy of the original resolution as passed by the Board of Trustees, sealed with the District seal and signed on the 8th day of June 2017.

W. Michael Boich  
Chief Administrative Officer

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**Associated  
Engineering**

*GLOBAL PERSPECTIVE.  
LOCAL FOCUS.*

# Monthly Report

## May Project Status Report to North Cedar Improvement District Board

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SUBMITTED:	May 31, 2017	File No: 2012.2148.00.E.01.00
AUTHORED BY:	Oleh Dubek, P.Eng. and James Rees, EIT Associated Engineering (B.C.) Ltd.	
SUBJECT:	Current North Cedar Improvement District Projects	

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### 1. General Items

#### 1. General Items

- a) The proposed geotechnical engineers WSP (formerly Levelton) had a few questions regarding the site investigation for the Water Treatment Plant request and we expect a response from them by June 2.
- b) We reviewed the quote for the emergency tie in to the City of Nanaimo water system by Joe Woolls and responded to NCID May 17. The quote is slightly lower than our estimate for the works and appears to meet all the design elements as shown on our drawing.

#### 2. Barnes Reservoir

- a) The Board approved the Development Committees recommendation for us to proceed with the design for a concrete reservoir. The structural design drawings are underway. We have been looking at where to position the new tank and have had some issues. The new reservoir is quite large in diameter and fills the site. Two sketches along with descriptions were emailed to NCID May 30. One option is to locate the reservoir within the site and try to accommodate existing structures. The fill required for the reservoir base impacts the existing valve chamber and to protect it from being buried a low retaining wall (approximately 1.0 m high) would need to be constructed. A 5 meter separation was left

between the new and old reservoir for access to the valve chamber, valves and pipework. There is only a 2-meter separation between the new reservoir and the existing maintenance shed. Another option is to locate the reservoir with the maintenance shed (and garden shed) removed. The fill requirements are less, does not impact the valve chamber and will provide satisfactory spacing around the tanks for construction and maintenance access.

The maintenance shed would need to be relocated with some cost to dismantle and reassemble. The shed could be relocated on the reservoir site once the new reservoir is built. Alternatively, it could be relocated to the water treatment plant site at 1723 Cedar Road where it would be easier and more convenient to access.

Once NCID has reviewed and selected a preferred option, we can then continue with our design for grading, inlet and discharge piping. We now anticipate to have a set of design drawings prepared by end of June for review by NCID.

3. New Applications to connect to NCID Water System

a) **Cedar Road – Albert and Christine Devries**

*There has been no activity regarding this application since our April report.*  
We have completed the work for the Devries 1 lot subdivision and submitted the preliminary engineering study for a connection to the NCID water system April 7, 2017.

b) **Woobank Subdivision**

The developer has deposited the requested amount for further work by us and Joe. The water main was flushed May 23 with Island Flow Control (Jason) present to attached the backflow prevention device to the nearby hydrant. The main was sampled May 24 (Jason) and the results were received May 31. The water main has passed the bacteriological test with no coliform counts in either sample. The next step is to witness the tie in by the developer's contractor.

This would then allow the developer to proceed with completion of site works and then submission of as built drawings. All other items as listed in the March 24 would need to be satisfied before the water connection would be accepted by NCID.

c) **Huddington Connection - Woobank Subdivision**

We are preparing a fee estimate for a preliminary engineering study for connection of this property to the NCID system. There is no water main along Huddington although there is a tee connection at Macmillan Road. We will submit our estimate June 7.