

NORTH CEDAR IMPROVEMENT DISTRICT

MINUTES OF THE AUGUST 11, 2016
BOARD OF TRUSTEES MEETING

TRUSTEES PRESENT:

Trustee Wilson, Chairperson
Trustee Anderson
Trustee Dives
Trustee Hyne
Trustee Jean Louis
Trustee Murdoch

STAFF:

Heather Sarchuk, Administrator
Joel Collins, Deputy Fire Chief

PUBLIC: -

See Sign-In Sheet

1. CALL TO ORDER

The meeting was called to order at 7:03 p.m.

2. APPROVAL OF AGENDA

16.291 MOVED by Trustee Dives **SECONDED** by Trustee Hyne
To approve the agenda as presented.

CARRIED

3. DELEGATION

No Delegations.

4. ADOPTION OF MINUTES

(A) July 14, 2016

16.292 MOVED by Trustee Hyne **SECONDED** by Trustee Anderson
To approve the minutes of the July 14, 2016 Board of Trustees Meeting as presented. **CARRIED**

- (i) Business Arising from the Minutes
 - (a) Motion 16.252 – RE: Mr. Kelln – Private Partnership

Trustee Jean Louis arrived.

Trustee Anderson reported that the operations committee meeting will be scheduled to meet with Mr. Kelln and his engineers regarding the Treatment Plant and Private Partnership.

- (b) Motion 16.255 – RE: Assessments

Trustee Dives expressed his concerns with this item going to operations committee meeting and Trustee Andersons involvement with this assessment review.

Trustee Anderson reported that he would step away as Operations chair for this item, he would make a presentation to the Board for consideration, then would leave the room while the Trustees discussed. Trustee Anderson will be scheduling an operations committee meeting.

(c) Motion 16.259 – RE: Air Valves

Trustee Anderson stated that an operations committee meeting will be scheduled with the contractor in attendance.

(ii) List of Board Motions

16.293 MOVED by Trustee Dives **SECONDED** by Trustee Anderson
To receive and file the list of board motions. **CARRIED**

6. STAFF REPORTS

(A) WATERWORKS

(i) Waterworks Report

16.294 MOVED by Trustee Dives **SECONDED** by Trustee Jean Louis
To receive and file the monthly waterworks report for the month of July. **CARRIED**

(ii) Quote – RE: Meter Relocates

MOVED by Trustee Dives **SECONDED** by Trustee Jean Louis
For the contractor to proceed with relocating two meters and raising two meters. **DEFEATED**

16.295 MOVED by Trustee Hyne **SECONDED** by Trustee Anderson
To send this to an operations committee meeting for further discussion with the contractor. **CARRIED**

The Administrator is to ask him to bring photos of the meters and their locations.

(iii) SCADA Reports
(a) July 2016 Reports

16.296 MOVED by Trustee Dives **SECONDED** by Trustee Hyne
To receive and file the SCADA Reports for June 2016. **CARRIED**

(iv) Services/Subdivision

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

(B) FIRE PROTECTION AND STREET LIGHTING

(i) Fire Chiefs Report

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

(C) ADMINISTRATION

(i) Treasurers Reports

16.299 MOVED by Trustee Jean Louis **SECONDED** by Trustee Anderson
To receive and file the Treasurers Report.

CARRIED

Trustees requested that the Balance Sheet presented to the Trustees is to have the prior month and current month. (Two Months Showing).

(ii) Trustee Poll #6-16

16.300 MOVED by Trustee Dives **SECONDED** by Trustee Jean Louis
To receive and file Trustee Poll #6-16.

CARRIED

The Administrator is directed to bring to the next Board meeting total costs for this project.

(iii) Penalty Reversal Request

16.301 MOVED by Trustee Hyne **SECONDED** by Trustee Jean Louis
To approve reversing the penalty as requested by the property owner.

CARRIED

(iv) Remuneration Committee

Trustee Dives is appointed to the remuneration committee.

6. COMMITTEE/PORTFOLIO REPORTS

No Committee/Portfolio Reports.

7. BYLAWS, POLICIES AND RESOLUTIONS

(A) BYLAWS

No Bylaws.

(B) POLICIES

No Policies.

(C) RESOLUTIONS

(i) Resolution 5-2016

16.302 MOVED by Trustee Dives **SECONDED** by Trustee Jean Louis
That Resolution 5-2016 is approved and passed on August 11, 2016.

CARRIED

8. CORRESPONDENCE/CONSULTANT REPORTS

- (A) Associated Engineering
 - (i) Monthly Report

Trustee Jean Louis reported that the District engineer has reported that they have completed the detailed design of the emergency connection to the City of Nanaimo. He reported that at the August 2, 2016 Operations meeting, the 4" line is for potable water to the ratepayers, there is no water that will flow to the reservoir.

Trustee Dives stated that the emergency connection with the City of Nanaimo is for potable water only, Lantzville was only given a 3 1/2" for their emergency connection.

Trustee Hyne stated that at the operation meeting on August 2, 2016, it was stated that a 4" connection is not large enough to fill the reservoirs.

The Trustees had further discussion regarding the emergency connection.

16.303 MOVED by Trustee Jean Louis **SECONDED** by Trustee Dives
To receive and file the engineers monthly report. **CARRIED**

- (ii) Email sent to Island Health

16.304 MOVED by Trustee Dives **SECONDED** by Trustee Jean Louis
To receive and file the email sent to Island Health. **CARRIED**

- (B) GW Solutions Inc.

16.305 MOVED by Trustee Dives **SECONDED** by Trustee Jean Louis
To receive and file the email received from GW Solutions Inc. **CARRIED**

9. QUESTION AND ANSWER PERIOD

Sharon Thomson

- Stated she wanted to make a point that there was not a staff member in attendance at the August 2, 2016 Operation meeting to take minutes and I suggest that all meetings have a staff member in attendance so that not having proper minutes won't happen again.
- In the future, I would like to see all meetings held in Cedar so that more community members have the opportunity to attend.
- Was disappointed that the District engineers, Associated Engineering and Payne Engineering, were not in attendance, felt they should have been there to hear the ideas and have input with facts. Facts and data would have been beneficial for those in attendance from the District engineers.
- Stated that the area director, Alec McPherson stated that any grants received for the Treatment Plant the RDN would own. Yet at the AGM he stated there were ways around that the RDN would not own. If the district applies for grants, ensure that all grants received, the RDN will not own district works, that all ownership is retained by the district. Why would the District give it away to the RDN when the District is working so hard for the community.

Chairperson Wilson stated that the reason the engineers were not invited to the Operations meeting is that the Trustees wanted fresh eyes and fresh opinions. Secondly we didn't want to pit engineers against engineers.

Sharon Thomson asked if the Districts engineers would be invited to review the minutes and ideas from the operations committee meeting that will hopefully be expended on in the minutes or have

some sort of attachment, so that they can see some of those suggestions.

Chairperson Wilson stated yes. The third item regarding Mr. McPhersons comments, it is my understanding from looking at the Local Government Act and other documents if the RDN were to provide funding, they would in fact ultimately have to own the project so I am not sure what he was referring to at the AGM.

There was further discussion regarding grants from the RDN for other community organizations and the different grants available for grants-aid versus infrastructure grants and gas tax funding.

The Districts engineers should be given a copy of the minutes.

10. ADJOURN AND MOVE IN-CAMERA

16.306 MOVED by Trustee Dives **SECONDED** by Trustee Hyne
To adjourn the meeting at 8:28 p.m. and move to in-camera.

CARRIED

Date

Chairperson of the Board of Trustees

Administrator to the Board of Trustees