

PIERS ISLAND IMPROVEMENT DISTRICT BOARD OF TRUSTEES MEETING

MINUTES

APRIL 19, 2015

10:00AM

NEW FIREHALL

TRUSTEES & OFFICERS ATTENDING	Maureen Crooks, Chairperson and Water Trustee; Lenny Green, Parking Compound Trustee; Denis Jesson, Fire Trustee; Brenda Allen, Finance Administrator; Gisèle Dallaire, PIID Corporate Secretary (via Skype)
TRUSTEES & OFFICERS ABSENT	None
INVITED SPEAKERS	Tony Kaul and Trevor Matthews, Capital Asset Management Task Force
# OF ATTENDEES	13

Agenda topics

OPENING MOTIONS

CALL TO ORDER	Maureen Crooks, Presiding Officer, called the meeting to order at 10:04am and advised that the meeting was being recorded.
APPROVAL OF AGENDA	One item of new business was added to the agenda: "Volunteering on Piers Island." Motion was approved "to adopt the agenda as amended."
ADOPTION OF MINUTES	Motion was approved "to adopt the published minutes of the March 7, 2015 Board of Trustees Meeting".

OLD BUSINESS

UPDATE ON MONITORED FIREHALL ALARM	Bob Crooks
<p>Advance installation work by Barry Tate, Colin Robertson, Lenny Green and Bob Crooks has reduced Price's Alarms installation quote from \$700 to \$176, based on a 3 year contract at \$30 per month. When completed in May, the system will include heat sensors in the vehicle bay, training room, kitchen and an outside alarm. The 2015 Operations Budget approved adequate funds for this project.</p>	

TRUSTEE/OFFICER REPORTS

CORPORATE SECRETARY	Gisèle Dallaire
<p>Correspondence this month included a request for clarification on the total estimated cost per lot to fund the Capital Asset Management Plan as discussed at the March 7, 2015 meeting.</p> <p>Summary: "Total Present Day Asset Valuation for each category: Water - \$1,518,500; PIVFD - \$376,000; Infrastructure - \$527,000 for a total of \$2,421,500... Broken down on a per lot basis, funding capital replacement of our existing infrastructure will mean cost of \$400 per annum. Currently we pay \$200 per lot."</p>	

FINANCE ADMINISTRATOR	Brenda Allen
<p>Other than routine operations expenses, the major expenditures since the last meeting were for two (2) sets of SCBA equipment (\$5,100, paid by SCBA donations), and a wye valve (\$500 - budgeted).</p> <p>The Piers Island Reading Centre has provided \$835 this year for hall rental and maintenance. The total floor cleaning project costs of \$625 were paid from this contribution (\$500) and approved budget funds (\$125).</p>	

DOLPHIN ROAD COMPOUND	Lenny Green
<p>There was a report that the lock on the outside of the pedestrian gate is broken. This is not the case. The key must be inserted straight in as the new lock is not as forgiving as the old lock. Additional information to follow.</p> <p>The Dolphin Road compound will need some cleanup and a work party will be planned for May 16. Volunteers with weed whackers and lawn mowers are needed.</p> <p><i>Follow up information from Lenny on April 19, 2015:</i></p> <p>"Islanders, recently we had the lock replaced on the pedestrian gate at Dolphin Road. The locksmith came out and installed a new MEDECO lockset. On two occasions now, we have had instances where the lock was thought to be broken or a key stuck within it. This is not the case.</p> <p>I chatted with the fella at ACME Lock and Safe and asked him to look at it when they were out in the Peninsula again. Unfortunately he indicated to me that this was "normal". Seems the situation with the MEDECO locks is they get worn, as do our keys, and we all get used to easy insertion into the keyway and basically "sloppy" lock action. What we have now is a new keyway on the ocean side (outside) of the small pedestrian gate and it requires your key to be in near perfect alignment in order for it to fit. Sometimes this involves kneeling, and looking at the lock.</p> <p>I have been assured that this is a temporary nuisance and as it wears (more use) it will act more like the old lockset. The interior side (parking lot) of this lock functions normally as it was not changed.</p> <p>Please be patient as we work through this "wear" process."</p>	

PIVFD	Denis Jesson
<p>The PIVFD is working very hard to meet the minimum training standards mandated by the Office of the Fire Commissioner. A new fire department service level by-law is in process to reflect the Exterior Operations Service Level requirements of the "Playbook" as they apply to Piers Island.</p> <p>Maintenance: Appreciation was expressed to Jim Smith and Bob Crooks for their recent on-island repairs to the Tender and the CAF (compressed air foam) system. Also, the 4x4 was transported off island for repairs and maintenance and is now back in service.</p>	

<p><i>Follow up information regarding "Exterior Operations":</i></p> <p>The Office of the Fire Commissioner defines "Exterior Operations" as the Service Level that includes Firefighting Activities restricted to the control and/or extinguishment of fire from a position external to the building or object in question, and outside of any Immediately Dangerous to Life or Health (IDLH) Environment.</p>	
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WATER SYSTEM	Maureen Crooks
<p>The Water Trustee's report was presented and is available at PIID Website.</p>	

Summary: No infrastructure repairs have been required since the last meeting. Water quality testing in March and April was good.

The low chlorine level in our supply water from North Saanich is a common problem throughout the entire Saanich Peninsula and will likely not be directly addressed until the new CRD treatment plant in Sooke is built and put into service over the next 2 to 3 years. During the interim, Piers Island Water Operators are working more closely with our water purveyor, North Saanich, to maintain good water quality. At our request and their cost, the North Saanich Public Works staff have retrofitted the Piers Road vault in North Saanich to enable several new monitoring and maintenance tasks. Also, NS staff are now measuring and reporting chlorine levels at the vault weekly, and have contracted the CRD to perform bi-weekly coliform testing at the Piers Road vault. This has never been done before as part of the regular CRD/North Saanich/VIHA monitoring program, and should result in greater vigilance by those agencies to the quality of water being provided to Piers Island going forward.

Motion was approved “to adopt all reports as presented”.

CAPITAL ASSET MANAGEMENT PLAN

REVIEW	All presentation materials and spreadsheets are located at PIID Website .
<p>The Chair explained that the Capital Asset Management Plan is on the agenda to provide a second open forum for Piers Islanders to ask questions and express their opinions on this initiative. The Trustees will then provide residents with a full and detailed report well before the AGM with the expectation that the residents will wish to engage in a wider discussion at that time. Following discussion, the Trustees will enact the 2015 taxation bylaw to include the Operations Budget levy and the Capital Asset Management levy.</p>	
Q&A	Tony Kaul and Trevor Matthews
<p>Capital assets are defined as those costing over \$2000 per item with a life span of 5 years or more. The Task Force analyzed what assets we have, their replacement cost, and derived the minimum amount that needs to be raised and allocated every year to maintain the current service capability provided by those existing assets. What has not been done yet is the Maintenance Plan behind the Replacement Plan which is critical to extending the life of the infrastructure components.</p> <p>Questions regarding PIVFD equipment acquisition and FUS approvals: The Exterior Operations Service Level documented in the Playbook published by the Office of the Fire Commissioner describes the minimum mandatory certification level for a sanctioned fire department and is what the PIVFD is working to achieve. To do this, PIVFD members must commit to and achieve a well-defined level of education, skills training, and documented certification. The Playbook’s focus is on training and gear for personnel safety. The Office of the Fire Commissioner mandates that fire departments have equipment, apparatus, and water appropriate for their operational environment and associated risk exposure. Achieving the minimum training standards required by the Office of the Fire Commissioner and thus continuing to be a sanctioned fire department is paramount objective of the PIVFD. FUS approval is not relevant to having a sanctioned fire department – meeting the mandates of the Office of the Fire Commissioner is.</p> <p>Questions regarding inflation: Inflation is built into and can be adjusted in the model, but has not been used for the first iteration. This is because the Task Force recommends that inventory, assumptions, and replacement costs be reviewed annually for the first three years, and that the entire model and full replacement costs be reviewed every three years thereafter. These regular reviews, combined with government’s management of inflation, should make the impact of inflation on the model negligible.</p> <p>Questions regarding the adequacy of \$400 per lot: The suggested minimum of \$400 per lot will still result in projected shortfalls at various points. There are a number of ways to deal with the shortfalls and smooth out the bumps, for example a higher initial assessment; focusing on good maintenance of our assets to get</p>	

more years out of them; lump sum special assessments; floating personal loans with an annual repayment lottery, etc. The more important issue at the outset, however, is to ensure the community understands and buys into the concept of properly planning for infrastructure replacement and maintenance without creating a tax point that is prohibitive to general landowner approval and support.

Questions regarding where reserve monies can be invested and withdrawn: The Government restricts the financial instruments local governments may engage for investing public money. Our current savings are in GICs, currently deposited into two funds – water and fire department. The CAMP proposal is to deposit funds into three separate reserve accounts for Domestic Water, Fire Department and Buildings/Lands. By carefully defining each funds purpose, this plan will assure monies are available when needed for their intended purposes. Reserves allotted to one fund cannot easily be used for another except in the rare case of a true emergency: the Ministry would have to pre-approve the borrowing rationale and authorize the repayment schedule (to include interest) before funds could be used for anything other than their intended purpose.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Compile and deliver full written report with detailed financials to all islanders.	Trustees and Task Force	June 2015

NEW BUSINESS

FIREHALL MAINTENANCE	Maureen Crooks
Thanks were expressed to the Piers Island Reading Centre for donating the funds to help pay for cleaning the fire hall floor, to Lynn Pritchett for managing the project and to Guy Plante, especially, for doing a superb job.	
ROAD COMMITTEE	Maureen Crooks
As per our Memorandum of Understanding with the Ministry of Transportation and Infrastructure, the Trustees have initiated the 2015 annual discussion regarding road maintenance materials. The Trustees thanked Gerry Kristianson in his role as Chairperson of the Road Committee for taking this matter into hand on behalf of the island. A full reporting will be made by the Road Committee at the PIID AGM.	
VOLUNTEERING ON PIERS ISLAND	Full text can be found at PIID Website .
In recognition of National Volunteer Week, the Trustees expressed their thanks to all Piers Islanders who have given so much of themselves for the good of our community.	
<i>Update April 27, 2015:</i> Frank Williams has advised the Trustees that he does not wish to have a bench dedicated to him so the proposal of April 19th has been withdrawn.	
ADJOURNMENT	With no further business arising, the Trustees approved a motion to adjourn at 11:24 AM.

Minutes submitted by:
Gisèle Dallaire, PIID Corporate Secretary

Approved by:
Maureen Crooks, Chairperson and Presiding Officer