

PIERS ISLAND IMPROVEMENT DISTRICT

BOARD OF TRUSTEES MEETING

October 4, 2018 – 7:00 PM

Location: Piers Island Fire Hall

TRUSTEES & OFFICERS ATTENDING	Greg Miller, Chairperson and Fire Trustee; Julien Bahain, Buildings and Lands Improvement Trustee; Charlie Troger, Water Trustee; Brent Schorr, Finance Administrator; Nancy Troger, Secretary.
TRUSTEES & OFFICERS ABSENT	0
NUMBER OF ATTENDEES	5

OPENING MOTIONS

CALL TO ORDER	Chair, Greg Miller, called the meeting to order at 7:00 p.m. The secretary recorded the meeting for accuracy.
APPROVAL OF AGENDA	Copies of the Agenda were distributed electronically. The Chair asked for changes or additions to the proposed agenda.
MOTION	It was MOVED and SECONDED , <i>“that the Agenda be approved as distributed.”</i> With no changes raised for consideration, the motion was CARRIED .
MOTION: ADOPTION OF PREVIOUS MINUTES	It was MOVED and SECONDED , <i>“that the minutes of the July 17, 2018 PIID Transition Meeting be approved as distributed.”</i> The Chair asked for errors or omissions. With no corrections raised for consideration, the motion was CARRIED .

ONGOING BUSINESS

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CORRESPONDENCE

CORPORATE SECRETARY NANCY TROGER ACTION: CHARLIE TROGER	The Corporate Secretary advised there were three pieces of communication. <ul style="list-style-type: none">• Response letter from Seline Robinson, Minister, Ministry of Municipal Affairs and Housing. (See attached.)• Charlie to write a summary of what the PIID actions have been to date.• Letter from Fire Chief Cruise regarding selling the old ambulance.• Letter from Sandy Brunham regarding status of McKenzie Crescent and associated golf cart insurance, registration and license issues.• Trustees advised they are waiting for a report from two Island volunteers on the official status of McKenzie Crescent. Trustees will share the findings with the Islanders.
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TRUSTEE & OFFICER REPORTS

<p>BUILDINGS & LANDS IMPROVEMENT TRUSTEE JULIEN BAHAIN</p> <p>DISCUSSION</p> <p>ACTION: JULIEN BAHAIN</p> <p>ACTION: MAUREEN CROOKS</p>	<p>The B&LI Trustee was asked if he had a report to present. No report for this meeting.</p> <ul style="list-style-type: none"> • Reservoir maintenance is overdue. We have an obligation to keep them accessible and available as a water source for fire repression or control. • Ander Wynne-Edwards has offered to help in any capacity with the reservoir cleaning. • Julien to pursue means of doing maintenance of reservoirs. Julien will review the mandate of our water licensing. • Floor: Suggestion that consideration be given to the wildlife when doing reservoir maintenance. Possibly use volunteers doing the work by hand rather than using machinery. • Maureen will forward the licensing requirements to all PIID trustees.
<p>PIVFD TRUSTEE GREG MILLER</p>	<p>The PIVFD Trustee presented his report.</p> <p>Type 4 Ambulance</p> <ul style="list-style-type: none"> • The Type 4 Ambulance arrived in late August and is now in operation. The old ambulance was held onto for a few weeks as the First Responders transferred gear and became familiar with the new Type 4. • The old ambulance was sold for \$1,000.00 to Wayne Clarke (son of Linda and Bob) It was barged off the island free of charge. • In the end, the Type 4 cost \$22,071.60 and the money from the old ambulance was used for modifications such as compartment, patient, dome, back up and tail lighting. • Now I need to refocus on the new 4X4, which admittedly, I have dropped the ball on over the summer. I'll be looking to re-engage the 4X4 committee and try and complete the purchase in the coming months. <p>Open Burning/Fire Services Bylaw #71 Amending Bylaw</p> <ul style="list-style-type: none"> • In response to a question the Fire Chief asked of BC Wildfire Service Ministry of Forests, Lands and Natural Resource Operations regarding open burning legislation governing Piers Island, the Ministry responded, <i>"the Wildfire legislation was intentionally written that if there were local bylaws in effect written by a local government body or equivalent then the local bylaws would govern the open burning within their jurisdiction."</i> • The Chief was also assured that our bylaw #71, <i>"does the job as long as the chief understands his authority and the residents are cooperative."</i> <p>The report was accepted as presented.</p>
<p>WATER SYSTEM TRUSTEE CHARLIE TROGER</p>	<p>The Water System Trustee was asked of he had a report to present. (See attached.) The report was accepted as presented.</p>
<p>FINANCE ADMINISTRATOR BRENT SCHORR</p>	<p>The Finance Administrator was asked if he had a report to present.</p> <ul style="list-style-type: none"> • All 2018 taxes collected. • Ambulance sale/funds deposited/insurance cancelled.

	<ul style="list-style-type: none"> • Researched registration of the PIID by CRA as qualified donee for income tax receipts with the CRA, our local government support and referral to our letters of patent. • Monthly payables and receivables. <p>The report was accepted as presented.</p>
<p>CORPORATE SECRETARY NANCY TROGER</p>	<p>The Corporate Secretary was asked if she had a report to present.</p> <ul style="list-style-type: none"> • Nothing exceptional to report. • Performed all normal duties as required. <p>The report was accepted as presented.</p>

BUSINESS ARISING / NEW BUSINESS

<p>MOTION</p>	<p>It was MOVED and SECONDED, <i>“that the Trustees accept the Dolphin Road Compound Select Committee Terms of Reference.”</i> (See attached.) With no discussion, the motion was CARRIED.</p>
<p>ACTION: TRUSTEES</p>	<ul style="list-style-type: none"> • The Trustees will meet on October 23, 2018, 7:00 PM at #21 for a planning session to discuss the <i>Dolphin Road Select Committee</i>.
<p>MOTION</p>	<p>MOVED and SECONDED, <i>“that the Trustees accept the PIID Nomination Process Policies as amended.”</i> (See attached.) After discussion, the motion was CARRIED.</p>
<p>ACTION: TRUSTEES</p>	<ul style="list-style-type: none"> • Trustees will meet on October 23, 2018, 7:00 PM at #21 to discuss the <i>Code of Conduct</i>.
<p>WATER TANK PROJECT FINANCING – WATER TRUSTEE</p>	<ul style="list-style-type: none"> • The Water Trustee advised the water tank replacement project completion date would be about 2022. • As of right now it is difficult to determine an order of magnitude price, therefore it will be a bit challenging to accurately anticipate. The development of a budget and financing of the water tank project will be important, so the committee and the Trustees will be looking at the feedback from the consultants regarding pricing.
<p>DOLPHIN ROAD COMPOUND – B&LI TRUSTEE</p>	<ul style="list-style-type: none"> • The Buildings and Land Improvements Trustee advised it is time to do a thorough Dolphin Road compound cleanup that will include the storage shed and illegal vehicles. • The Trustee advised he will start a process for managing the compound in a fair and equitable manner for all landowners and is open to ideas and suggestions, with the goal of finding a <i>communal</i> use of the compound. • There is a need for clarity of the bylaw and a means of imposing the bylaw on those in violation of the regulations. • Floor: Think about having communal trailers for shared use and cost to reduce the number of trailers in the compound. • Trustee to send out an email about doing a thorough compound cleanup and asking for suggestions for a cooperative use of the compound and suggestions for enforcement.
<p>ACTION: B&LI TRUSTEE</p>	

<p>CAPITAL ASSET REPLACEMENT PLAN – FINANCE ADMINISTRATOR</p>	<p>Capital Asset Replacement Plan (CARP) five-year review of items through 2023:</p> <ul style="list-style-type: none"> • Fire Hall Structure, Kitchen appliances • Other Assets, Upper & Lower Reservoir Platforms • PIID Equipment Small Portable Pumps • PIID Equipment 4 x 4 Fire/Rescue, \$60,000.00 • PIID Equipment Golf Cart/Incident Command • PIID Equipment Tractor & Attachments, \$36,754.00 • Water System Wooden Storage Tank (40,000 gal), \$400,000.00 • Water System Electrical Control System <p>Capital Asset (Replacement Plan) totals 2014: \$2,421,500.00 Capital Asset (Replacement Plan) totals 2018: \$2,596,500.00</p>
<p>CAPITAL ASSET REPLACEMENT PLAN FUNDS – FINANCE ADMINISTRATOR</p>	<p>Capital Asset Replacement Plan Funds:</p> <ul style="list-style-type: none"> • Current Capital Asset Replacement Funds: <ul style="list-style-type: none"> ○ PIVFD Capital Reserve Fund, \$95,563.92 ○ Water Capital Reserve Fund, \$253,409.00 ○ Buildings and Lands Improvement Capital Reserve Funds, \$33,067.00 ○ Sub-total: \$382,039.92. • \$63,360 (2018) to be distributed among Fire, Water and Land. • Recent distribution of funds has been about 40% Fire, 40% Water and 20% Land. • 2018 Trustees decided on 10% Fire, 80% Water and 10% Land distribution to account for water tank replacement costs (estimate \$400,000) for 2022 timeline. <ul style="list-style-type: none"> ○ Fire, \$6,336 ○ Water, \$50,688 ○ Building and Lands Improvement, \$6,336. • An estimated additional \$336,600 + funds will be collected in the next 5 years through 2023 based on recent taxation bylaws (annual tax increases) for total CARP funds estimate amount of \$718,639.92. • Forecasted CARP funds subtract forecast CARP expenditures above = estimate \$221,885 2023. • *Forecasted interest income is not shown in totals.

NEXT MEETING

<p>SCHEDULE NEXT MEETING</p>	<p>Trustee Meeting: Tuesday, December 4, 2018 at 7:00 PM.</p>
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CLOSING MOTION

<p>ADJOURNMENT</p>	<p>The Chair asked for any further business and hearing none, the meeting adjourned at 8:40 PM. The Chair thanked all attendees.</p>
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Minutes submitted: Nancy Troger
Corporate Secretary

Minutes approved: [Signature]
Chair / Presiding Officer

Date: