

PIERS ISLAND IMPROVEMENT DISTRICT

BOARD OF TRUSTEES MEETING

April 6, 2021 – 7:00 PM

Location: Via Zoom

	Julien Bahain, Chairperson and Buildings and Land Improvements Trustee; Monique Joubarne, Water Trustee; Doug Turner, PIVFD Trustee; Brent Schorr, Finance Administrator; Velvet Warrior, Secretary.
TRUSTEES & OFFICERS ABSENT	0
NUMBER OF ATTENDEES	11

OPENING MOTIONS

CALL TO ORDER	Chair, Julien Bahain, called the meeting to order at 7:02 PM The secretary recorded the meeting for accuracy.
APPROVAL OF AGENDA MOTION	Copies of the Agenda were distributed electronically. The Chair asked for changes or additions to the proposed agenda. <ul style="list-style-type: none">• Added: New Business – Retirement and Transition Planning It was MOVED and SECONDED , <i>“that the Agenda be approved as amended.”</i> With no further changes raised for consideration, the motion was CARRIED .
ADOPTION OF PREVIOUS MINUTES	Note for the record the trustees approved via email that, <i>“the minutes of the February 2, 2021 PIID Trustee Meeting be approved as distributed.”</i>

ONGOING BUSINESS

JULIEN BAHAIN	Road Committee: Discussion on platform in front of dry hydrant. Fire Chief confirmed that this may not be needed at this stage and recommended that paving stones for fire hall be kept for future projects at the firehall. More road base should be sufficient. This topic will be closed for now.
JULIEN BAHAIN	Swartz Bay Terminal Liaison Group - BC Ferries meeting update: Neighbour liaison group. Julien attended the Feb 6, 2021 meeting. BC Ferries presented their plan for work around small berth being upgraded to fit the Salish class ferries. Work has started. Important to Piers in terms of awareness while boating. Other plans on hold during COVID. Julien expressed concern about ferry speed. They are aware but operations sometimes dictate. No questions.

<p>JULIEN BAHAIN</p>	<p>Fibre Optic – Connect Coast Project:</p> <p>Already planned for Saltspring, to go past Piers Island, but Piers not currently included. Trustees send a letter of interest to the project and received a response acknowledging the request. Chad Rintoul reached out to Adam Olsen and Elizabeth May, who sent letters of support on our behalf. There is no specific timeline known.</p> <p>Questions from islanders regarding costs that may have to be covered by islanders should this project go ahead.</p> <p>That is unknown at this time but likely the project will only cover access to the island or end of the property with final access to specific properties at the property owner’s expense. If Piers Island gets included this will be investigated further.</p>
<p>JULIEN BAHAIN</p>	<p>Bylaw #130 Approved:</p> <p>The version of Bylaw submitted and approved was very open to having electronic meetings going forward beyond the Pandemic. The ministry suggested some refinements to make it necessary to have in person meetings outside of emergency situations. The AGM cannot be electronic except in emergency situations as approved by the ministry. There should be some consideration for islanders who may not have internet access.</p>
<p>ACTION:</p>	<p>Trustees to discuss further and decide on a direction.</p>
<p>MONIQUE JOUBARNE</p>	<p>Old Water Tank Decommissioning:</p> <p>Monique has been in contact with external companies. The approaches being considered include:</p> <ul style="list-style-type: none"> • Hire external company to: <ul style="list-style-type: none"> ○ Dismantle and remove (the complete job) ○ Dismantle and remove what cannot be recycled but leave rest for island volunteers <ul style="list-style-type: none"> ▪ On island burning, salvaging • Islander proposals for dismantle and remove (complete job) <p>Further investigation needed:</p> <ul style="list-style-type: none"> • External companies need more information before they can provide estimates (size, materials, location considerations, etc.) • It is important that any proposal be from companies (external or islanders) with appropriate liability insurance <p>Maureen mentioned the Wells report for details on the tower details (she will send a copy to Monique). Bob talked about basic details of value of components.</p> <p>The tank has already been decommissioned so will be referred to as Deconstructing the tank going forward.</p>
<p>ACTION:</p>	<p>Move forward to get estimates for review and consideration.</p>

<p>MONIQUE JOUBARNE</p>	<p>Water billing and operating tax: Closed for now.</p>
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CORRESPONDENCE

<p>TRUSTEES</p>	<ul style="list-style-type: none"> • Email – Connected Coast Project acknowledging the island’s interest • Email – From the ministry reminding Improvement Districts of the annual reporting requirements • Email – Signed Meeting Bylaw (#130) • Email – Request from Steve Cruise for funding for new Tractor Tires • Email/Letter – Elizabeth May supporting Piers Island inclusion in Connected Coast Project • Email – Islander request for update on Water Tower budget/expenditures, remaining capital fund, and status of as-built drawings • Email – Islander request for PIID to consider adopting and renaming the Island Ring Road <ul style="list-style-type: none"> a. Renaming may be of interest through a community process but ownership is not going to be considered by the PIID because of responsibility and maintenance.
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TRUSTEE & OFFICER REPORTS

<p>BUILDINGS & LAND IMPROVEMENTS TRUSTEE JULIEN BAHAIN</p>	<p>The B&LI Trustee was asked if he had a report to present. The B&LI Report is attached. The highlights of the report are:</p> <ul style="list-style-type: none"> • Compound project – survey <ul style="list-style-type: none"> ○ Distributed to islanders and due April 11 • Gate Replacement <ul style="list-style-type: none"> ○ Decided to also do some drainage work. • Road status <ul style="list-style-type: none"> ○ Ministry of Transport will change the process for permitting to an online service (E-Desk). They will be asking for at least 15 days notice. This only applies for period, Nov 1 to Mar 31. • Summer parking season starts. • Sailboat removal – Thanks to Willis (through the Coast Guard) <p>The floor was opened to discussion. From islanders, regarding the new Ministry process for road permits:</p> <ul style="list-style-type: none"> • This may make the process too formal and onerous <ul style="list-style-type: none"> ○ Weather changes, emergency or short notice requirements, need to be considered
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	<ul style="list-style-type: none"> • Asked Ministry to handle permits because of damage that was done in the past when there was a particular event with lots of heavy trucks in a short period. <ul style="list-style-type: none"> ○ Many trucks for one project is no different from a few for many projects <p>The report was accepted as presented.</p>
<p>WATER SYSTEM TRUSTEE MONIQUE JOUBARNE</p>	<p>The Water System Trustee was asked if she had a report to present.</p> <p>The Water Trustee Report is attached.</p> <p>The highlights of the report are:</p> <ul style="list-style-type: none"> • Backflow preventer installations. <ul style="list-style-type: none"> ○ Several discussions with Bob Skunk, the CRD Manager of Cross Connection Control <ul style="list-style-type: none"> ▪ Piers Island properties generally considered low hazard so a single check valve on the owner side of the meter would be the minimum requirement. ▪ If there are any Irrigation systems, Pools, Hot Tubs, Geo Thermal systems, Boilers on the property, then a double check valve needed and this requires permits. ▪ 28 have been installed. ▪ Bylaw 61 should be updated • Only Trustees or Water team to open and close corporate valves. Need to identify where the applicable tools are. • Research next steps for replacing the main ring road line <ul style="list-style-type: none"> ○ Main concern is around corporate values / connections rather than piping • Water team is going through a transition. <ul style="list-style-type: none"> ○ Bob and Maureen are retiring. <ul style="list-style-type: none"> ▪ Maureen working on water operations playbook to ensure smooth transition of overall responsibilities to water team members ▪ Bob has ensured that each Pump House has all the tools and equipment necessary to complete regular and emergency duties ○ Tasks list has been created to assign responsibilities to water team members to ensure that all tasks are covered. • Operations going well. <ul style="list-style-type: none"> ○ Brent and Gary are Operators in Training. <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> • Maureen indicated that we have lost 3 water operators recently due moves so would be good to add a couple more in addition to Brent and Gary. <p>The report was accepted as presented.</p>
<p>PIVFD TRUSTEE</p>	<p>The PIVFD Trustee was asked if he had a report to present.</p>

<p>DOUG TURNER</p>	<p>The PIVFD Trustee Report is attached.</p> <p>The highlights of the report are:</p> <ul style="list-style-type: none"> • Fire Practices on hold due to vaccinations on island starting April 7th • Tractor is about 20 years old but needs new tires. Rims should be fine but tires need replacement. • The fluorescent lighting in the main engine area of firehall has been replaced by Barry Tate with LED (funded with operating budget) – Colin Robertson was a huge help with this work. • The up-stairs training area fluorescent tubes will be replaced as they burn out with LED lighting (est. \$600 – \$900) • An islander’s recommendation for the use of leftover paving stones to be placed in the soft road shoulder area adjacent the lower reservoir was considered. A decision was made to retain the paving stones for future use on the firehall apron. Road base will be added to the affected area at some time in the future. The reservoir will be monitored to see if small leaks within the reservoir may be causing the soft shoulder. <p>The floor was opened to discussion.</p> <p>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> <p>The Finance Administrator Report is attached.</p> <p>The highlights of the report are:</p> <ul style="list-style-type: none"> • Ongoing Water Tank Project • Started annual audit with Baker Tilly • Drafted taxation bylaw 2021 • Monthly payables and receivables <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
<p>CORPORATE SECRETARY VELVET WARRIOR</p>	<p>The Corporate Secretary was asked if she had a report to present.</p> <ul style="list-style-type: none"> • Water team has submitted the annual reports: <ul style="list-style-type: none"> ○ Annual VIHA Water Report ○ Annual Water System Return • Tax Receipts sent out to Islanders for generous donations for 2020 • More changes on island (6 title transfers) and other contact updates • Email sent out to do updates to contact list. Will distribute Contact List for Sharing once final updates completed. <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>

BUSINESS ARISING / NEW BUSINESS

<p>TRUSTEES JULIEN BAHAIN</p>	<p>2021 AGM – Discussion options for 2021 AGM: Start the planning process.</p> <ul style="list-style-type: none"> • Probably best to plan for meeting in the normal timeframe (end of June / beginning of July) • Plan to be made for the most stringent conditions (i.e., virtual AGM)
<p>ACTION</p>	<p>Velvet to call the ministry for some direction on whether to plan for electronic AGM or not.</p>
<p>JULIEN BAHAIN</p>	<p>Seaspan Opportunity – Potential lease and access to the adjacent lot Seaspan would be amenable to lease land (one of lots on the other side of Barnacle Road) to PIID for trailer or limited parking. PIID would need to cover liability and do the lease hold improvements (i.e., fence, road base). Costs and trade-offs need to be explored.</p>
<p>ACTION</p>	<p>Julien to look further into what the opportunity and costs might be.</p>
<p>JULIEN BAHAIN</p>	<p>Compound Project - Decision to use Land sustainment funds to cover amounts exceeding budget of (\$25,000) for Compound Project It was MOVED and SECONDED that, “the land sustainment funds be used to cover amounts exceeding budget of (\$25,000) for Compound Project”. CARRIED.</p>
<p>JULIEN BAHAIN</p>	<p>Water Tower Project – Decision to use Water sustainment funds to cover amounts exceeding budget of (\$425,000) for Water tower project: It was MOVED and SECONDED that, “the water sustainment funds be used to cover amounts exceeding Water Tower project.” CARRIED.</p>
<p>JULIEN BAHAIN</p>	<p>2021 Capital Asset Replacement Funds – Distribution of 2021 Capital Asset Replacement Funds between Land, Fire and Water: It was MOVED and SECONDED that, “the 2021 Capital Asset Replacement Fund contributions of \$69,000 be allocated in the following proportions: 50% for Water, 30% for Land and 20% for Fire.” CARRIED.</p>
<p>JULIEN BAHAIN</p>	<p>Sustainment Funds – Distribution of 2020 sustainment funds between Land, Fire and Water estimate \$20,000: Last year it was decided to top all up to make them as <=> equal. Fire is about \$26,000, Water is about \$14,000 and Land is about \$18,000. It was MOVED and SECONDED that, “the 2020 sustainment funds be distributed to equalize the funds.”</p>

	CARRIED.
JULIEN BAHAIN	<p>Taxation bylaw 2021 - Present and approve 2020 Taxation Bylaw:</p> <p>It was MOVED and SECONDED that, <i>“the bylaw cited as the Taxation Bylaw 2021, No.131 be introduced and read for the first time.”</i></p> <p>Bylaw read aloud by the Corporate Secretary.</p> <p>It was MOVED and SECONDED that <i>“the bylaw cited as the Taxation Bylaw 2021, No.131 be reconsidered and adopted.”</i></p> <p>CARRIED.</p>
DOUG TURNER	<p>Tractor Tires – Funding for \$3,000 for replacement of the tractor tires:</p> <p>It was MOVED and SECONDED that, <i>“funding for \$3,000 from the Fire sustainment fund for replacement of the tractor tires be approved.”</i></p> <p>CARRIED.</p>
MONIQUE JOUBARNE	<p>Retirement and Transition Plan (A Big Thank You to Bob and Maureen)</p> <p>Bob and Maureen’s retirement from the water team, the transition plan and thank you was discussed during the Water Trustee Report instead of specific to this added agenda item. However, the thank you is presented here as it deserves special attention:</p> <p>Thank you for everything you have done over the 15 plus years that you have contributed to this asset.</p> <p>The Water on Piers Island remains affordable and plentiful thanks to their constant monitoring of the system. There are numerous task that are required to ensure our water system operates at the highest standard. Maureen and Bob have always overseen these tasks and ensured they were completed safely, and according to the current regulations.</p> <p>The new Water Tank Project was their final chapter, and we all know how important that structure is to Piers Island. The expertise, knowledge and willingness to help are Bob and Maureen’s strongest assets and were instrumental in completing the Water Tower and other Water projects.</p> <p>To fill their shoes will not be an easy thing to do. Thank you for the on-going support as Advisors. we wish you all the best of health and happiness.</p> <p>When the COVID 19 restrictions are lifted we intend to have a special event celebrating their volunteer work at the new Water Tower.</p>

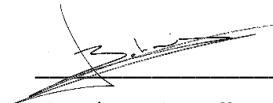
NEXT MEETING

SCHEDULE NEXT MEETING	Zoom meeting, June 8 at 7:00 PM
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CLOSING MOTION

ADJOURNMENT	The Chair asked for any further business. With no further business, the meeting adjourned at 8:57 The Chair thanked all attendees.
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Minutes submitted: _____
Corporate Secretary

Minutes approved:  _____
Chair / Presiding Officer

Date: April 22, 2021