PIERS ISLAND IMPROVEMENT DISTRICT BOARD OF TRUSTEES MEETING

April 16, 2019 – 7:00 PM Location: Piers Island Fire Hall

TRUSTEES & OFFICERS ATTENDING	Greg Miller, Chairperson and Fire Trustee; Julien Bahain, Buildings and Land Improvements Trustee; Charlie Troger, Water Trustee; Brent Schorr, Finance Administrator; Nancy Troger, Secretary.
TRUSTEES & OFFICERS ABSENT	0
Number of Attendees	10

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 , "that the Agenda be approved as amended." With no further changes raised for consideration, the motion was CARRIED .
ADOPTION OF PREVIOUS MINUTES MOTION	It was MOVED and SECONDED, "that the minutes of the February 20, 2019 PIID Meeting be approved as distributed." The Chair asked for errors or omissions. With no corrections raised for consideration, the motion was CARRIED.

ONGOING BUSINESS

BUILDINGS AND LAND IMPROVEMENTS TRUSTEE JULIEN BAHAIN	 Update from volunteer team that cleared the upper and lower reservoirs. Thank you, Craig Benson, Philippa White and Doug Turner! Report from Craig Benson: We cleared access for fire suppression crew access to pump platforms on both reservoirs. We also removed & trimmed some invasive plants (broom, blackberries). This latter work was curtailed by high water levels around the reservoirs & evidence of birds looking for nesting sites. I would be willing to participate in further clearing of invasive species including thistles after nesting season & before the thistle goes to seed. Philippa White & Doug Turner were instrumental in doing this work with me. Philippa is to be especially thanked for her hard work & input from a fire fighter's point of view.
	 Update on communication from Seaspan. Email from Roger Todd, Terminal Maintenance Supervisor, Seaspan Ferries that states:

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	Working with the Piers Island group has been very good, and well received
	by Seaspan We have taken pause with the project For now, it would be
	best to pursue your maintenance schedule given the uncertainty of the
	project which we wanted to pursue. Personally, wish to thank the Piers
	Islanders for their support and patience.

CORRESPONDENCE

CORPORATE SECRETARY NANCY TROGER

- One email sent to Buildings and Land Improvements Trustee, Julien Bahain.
- See Ongoing Business

TRUSTEE & OFFICER REPORTS

The B&LI Trustee was asked if he had a report to present. **BUILDINGS & LAND IMPROVEMENTS TRUSTEE** Unclaimed property in the compound. Cost \$100 to dispose of the two unclaimed trailers. JULIEN BAHAIN Compound reminder. Now that spring and summer are coming, we should all be mindful of how we park, store and use the compound daily. If everyone abides by the compound bylaw it makes it easier for all. And a reminder to be sure to return all PIID compound equipment such as wheelbarrows, etc. to the compound. Do not leave them on the dock or outside the gate. Compound gate hinge repair. Thank you, Bob Crooks! Compound gate hinges are now installed. The floor was opened to discussion. The report was accepted as presented. The PIVFD Trustee was asked if he had a report to present. **PIVFD TRUSTEE** • The 4X4 Committee consisting of Chair, Greg Miller, members Gerry **GREG MILLER** Kristianson, Bob Crooks, and Steve Cruise, met recently to have a further discussion about requirements for the purchase of a 4X4 truck. • Lenny Green found a possible truck on an auction site which the committee agreed to bid on with a ceiling price of \$20,000. • The truck sold to a higher bidder for over 27,000. The committee will meet soon to refine their requirements and continue the search. The floor was opened for discussion. The report was accepted as presented. The Water System Trustee was asked if he had a report to present. (See attached.) **WATER SYSTEM TRUSTEE** The floor was opened to discussion. **CHARLIE TROGER** The report was accepted as presented.

 The Finance Administrator was asked if he had a report to present. Working with Cowland and Associates to complete the 2018 financial audit, scheduled to be complete the end of this month.
Review of the Capital Asset Management Plan (CAMP)
It is a living document.
 It includes Piers Island's three asset groups; Fire, Land and Water.
It includes three programs:
Capital Asset Replacement Program (CARP)
 Manages replacement of existing assets including life span and cost Capital Asset Maintenance Program (CAMP)
 Manages preventative maintenance including schedule, tasks and costs
 New Capital Assets Program (NCAP)
 Manages new assets and upgrades including schedule and cost
 More detail will be presented with the Financial Statements at the AGM.
The floor was opened to discussion.
The report was accepted as presented.
The Corporate Secretary was asked if she had a report to present. • Performed all normal duties as required. The report was accepted as presented.

BUSINESS ARISING / NEW BUSINESS

PIVFD TRUSTEE GREG MILLER	Discussion regarding Chief Cruise's request to complete Phase 2 of the fire hall apron project.
	 In 2017 the Trustees agreed to use \$7,000 of the PIVFD sustainment funds (the amount was based on the Chiefs unused salary at that time) toward the financing of Phase 1 of the apron project. However, Phase 1 was fully funded through fundraising organized by Chief Cruise. The Trustees have agreed to use \$15,000 of the PIVFD sustainment funds (this amount is based on the Chief's unused salary this time) toward the financing of Phase 2 of the apron project. Chief Cruise has already sent out an email for fundraising for Phase 2, any fundraising money will be added to the \$15,000. Greg will proceed with next steps in clarifying a budget, apron size and material. He will follow the same process as was followed in 2017 for Phase 1 by getting estimates for various surface types. The various options and costs will be presented to landowners at the 2019 PIID AGM for their input, after which the Trustees will decide how to move forward with Phase 2.
B&LI TRUSTEE JULIEN BAHAIN	Presentation of Enforcement of Compound Bylaw 115 Policy (see attached). • It was MOVED and SECONDED that, "the PIID Trustees approve the
MOTION	Enforcement of Compound Bylaw 115 as presented." The floor was opened to discussion. Motion CARRIED.

WATER TRUSTEE Water Tank Replacement Project Presentation (see attached.) **CHARLIE TROGER** MOTION • It was MOVED and SECONDED that, "the PIID Trustees approve the recommendation of the Water Tank Replacement Select Committee to negotiate with Stantec Engineering to undertake the first two phases of the project to establish a Class B budget and "tender ready" technical description of the project requirements." The floor was opened to discussion. Motion CARRIED. **ALL TRUSTEES** Review of Capital Asset Management Plan; Water Asset Group (living documents) specifically, the water tower project. • The Trustees will identify portfolio projects, determine budgetary costs and priorities along with possible tax implications and present these to landowners at the 2019 PIID AGM. Discussion regarding the Piers Island Road Report authored by Conrad Vanderkamp and Linda Vanden Berg. Thank you to Conrad and Linda! After exhaustive research and communication with the Ministry of Transportation and Infrastructure (MoTI), the authors determined that McKenzie Crescent is not a public road, either arterial or municipal; is not part of the MoTI's provincial inventory of main roads; but is a "provincial right-of-way", or "public road dedication, i.e. crown land". The Trustees will make inquires with ICBC to ensure that the PIID vehicles are appropriately insured, based on the definition provided by Claire Trevena Minister of Transportation and Infrastructure. (See attached.) • The Trustees will share the advice from ICBC with all landowners. The PIID has no authority to enforce vehicle insurance for Piers Island vehicles but will advise the homeowners that they must make their own decision regarding Piers Island vehicle insurance. • The PIID Secretary has been authorized by Conrad van der Kamp to provide an electronic copy of the Piers Island Road Report to any landowner wishing one, but it must be understood that this is not a PIID document.

ACTION

The Trustees will make inquires regarding the PIID vehicles insurance before June 2019 and report back to the landowners with their findings.

NEXT MEETING

SCHEDULE NEXT MEETING	Trustee Meeting: Tuesday, May 21, 2019 at 7:30 PM.	

CLOSING MOTION

ADJOURNMENT	The Chair asked for any further business
	With no further business, the meeting adjourned at 8:25 PM. The Chair thanked all attendees.
Minutes submitted:	Corporate Secretary
Minutes approved:	Chair / Presiding Officer Date: