

PIERS ISLAND IMPROVEMENT DISTRICT

BOARD OF TRUSTEES MEETING

December 6, 2022 – 7:30 PM

Location: via Zoom

TRUSTEES & OFFICERS IN ATTENDANCE	Monique Joubarne, Chairperson and Water Trustee; Julien Bahain, Buildings and Land Improvements Trustee; John de Jong, PIVFD Trustee; Brent Schorr, Finance Administrator; Velvet Warrior, Secretary.
TRUSTEES & OFFICERS ABSENT	0
NUMBER OF ATTENDEES	9 via Zoom

OPENING MOTIONS

CALL TO ORDER	Chair, Monique Joubarne, called the meeting to order at 7:35 PM PIID respectfully acknowledge the Indigenous peoples on whose traditional territories we live and work. The secretary recorded the meeting for accuracy.
APPROVAL OF AGENDA MOTION	Copies of the Agenda were distributed electronically. It was MOVED and SECONDED , that <i>“the Agenda be approved as distributed.”</i> There are a few last late changes to the agenda: <ul style="list-style-type: none">• Update to Zoom only (due to Internet issues at the fire hall)• Add Delegations Agenda topic before Correspondence with Maureen Crook’s speaking to the New Business, New Water Chief/Supervisor position• Two Incoming Correspondence items:<ul style="list-style-type: none">○ Maureen Crook’s request to address the Trustees○ Mike Siska’s email with questions/comments regarding the 2023 Budget It was MOVED and SECONDED that, <i>“the Agenda be approved as amended.”</i> Motion CARRIED .
ADOPTION OF PREVIOUS MINUTES MOTION	Copies of the minutes for the October 4, 2022 Board of Trustees meeting were distributed in October and are posted on the Piers Island website. It was MOVED and SECONDED that, <i>“the minutes of the October 4, 2022 PIID Trustee Board Meeting be approved as distributed.”</i> Motion CARRIED .

TRUSTEE & OFFICER REPORTS

<p>BUILDING & LAND IMPROVEMENTS TRUSTEE JULIEN BAHAIN</p>	<p>The Building & Land Improvements (B&LI) Trustee was asked if he had a report to present.</p> <p>Highlights include:</p> <ul style="list-style-type: none"> • The parking block install is now complete. There are now 48 stalls including 4 large truck/trailer and 2 “small car” stalls. • Ramp Gate: <ul style="list-style-type: none"> ○ Two quotes were received that were within 7% (Nordic \$8,947 + GST, Tower \$8,300 + GST) ○ Decision was made to go with Nordic as quote was more detailed and based on site knowledge. ○ Installation planned for early 2023. • Road Committee & Road Status <ul style="list-style-type: none"> ○ Between November 1st and March 31st, a Ministry of Transportation and Infrastructure (MOTI) permit is required to access the road with trucks over 5,000kg GVW. Please refer to the following link to apply for a permit: https://www.piersisland.ca/road-use.html ○ Contact was made with MOTI regarding the road and bank erosion across #70 (only late last week as a new contact person was appointed at MOTI to manage the MOU) • EV Charging Committee <ul style="list-style-type: none"> ○ Only received the Electrical and Design Study today. This will be reviewed by the Committee. <p>Refer to the attached B&LI Trustee report for details.</p> <p>The report was accepted as presented.</p>
<p>PIVFD TRUSTEE JOHN DE JONG</p>	<p>The PIVFD Trustee was asked if he had a report to present. The report covers October through November.</p> <p>The highlights of the report are:</p> <ul style="list-style-type: none"> • Operations: <ul style="list-style-type: none"> ○ Training weekly with good attendance. ○ New requirements are mandated and PIVFD working to incorporate ○ Several First Responder calls with good results. ○ Conducted a burn on 68A to help reduce fuel load. Doing other lots as needed ○ Small Christmas celebrations for members and helpers • Improvements <ul style="list-style-type: none"> ○ Fire Chief Cruise and John met to identify priorities <ul style="list-style-type: none"> ▪ Paint engine bay walls ▪ Fix back bay wall ▪ Update communications desk area ▪ Repair back window (broken about 5 years ago)

	<ul style="list-style-type: none"> ▪ Replace flooring in the training room \$6500 for materials assuming we can install. But should we install so will likely contract for this. Probably cost \$8-9K and do it in 2024 (assuming Material \$5/sq.ft. and install about \$4/sq.ft.) <ul style="list-style-type: none"> ○ Lean to installed at no cost to the community. • Thank you to fire department for their excellent work <p>Refer to the attached PIVFD Trustee report for more details on the above items and other topics.</p> <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> • Question regarding pursuit of Heat Pump. <ul style="list-style-type: none"> ○ Pricing and availability of Emergency Program grants are being investigated. ○ The timing of this project will depend on the PIID cost share. <p>The report was accepted as presented.</p>
<p>WATER 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>Some highlights of the report presented were:</p> <ul style="list-style-type: none"> • Thank you once again to all the Water Operators and Water Team members. • Annual Water Meter Reading <ul style="list-style-type: none"> ○ We reduced our water use significantly. Over a million gallons was saved and this is attributed primarily to 13 property owners repairing their water system leaks and the new water tank not needing to be emptied three times. This is back to 2020 levels. • Pumphouse #2 Lean-to: <ul style="list-style-type: none"> ○ Thanks to Barry Tate for installing the LED ceiling light and electrical outlet. ○ Still looking for volunteers for drywall in lean-to • Chain link fence around the water tower <ul style="list-style-type: none"> ○ Water Tanks and other critical infrastructure is always considered to be restricted areas. We currently have chain link fencing around both reservoirs. ○ There has been an increased use in the land near the water tower. ○ Julien was on the Water Tank committee and advised that there had been discussions about installing a chain link fence however they were conscious of keeping costs down and that it could be installed later. ○ The Trustees have discussed the matter and agreed that a chain link fence could be installed around the water tank, PH#2 and the Generator building. This will need to be brought forward at a future meeting with rationale and associated quotes.

	<ul style="list-style-type: none"> • Water mixer <ul style="list-style-type: none"> ○ The installation of a water mixer was discussed with Water Operators and Greatario to determine a solution going forward. ○ A mixer will not be installed in 2022 until further review. ○ A summary document completed by the Water Operators was provided to the Trustees for consideration. Further testing will be conducted. ○ Greatario provided the PIID with a questionnaire. Once completed, it will be reviewed by their engineers. ○ More details are provided in the Water Trustee report. • Annual Service of Chlorination System <ul style="list-style-type: none"> ○ We were recently introduced to a new Service Provider by the CRD, Joe Woolls, to complete our annual service of the chlorination system and to review our current practices. ○ Katie and Cara made the arrangements and managed this task. ○ Mr. Woolls was very complimentary about our high standards of maintaining the water system, our qualified Operators and other team members. • New Water Chief / Supervisor position (honorarium) <ul style="list-style-type: none"> ○ Due to the numerous tasks required to maintain the Water Program and the number of volunteers required to complete these tasks (40+), the Trustees have agreed that a new position to manage this portfolio is required. ○ A draft job description has been completed and is currently under review by the Trustees. Once reviewed it will be distributed to the Water Team members for their input. It is anticipated the job will be posted in January 2023. <p>Refer to the attached Water Trustee report for more details.</p> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
<p>FINANCIAL ADMIN BRENT SCHORR</p>	<p>The Finance Administrator was asked if he had a report to present.</p> <p>The Finance Administrator Report is as follows:</p> <ul style="list-style-type: none"> • Processed and distributed Water bills • Created Bylaws • Drafted PIID Operations 2023 budget • Collection of outstanding receivables • Processed monthly payables <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> <p>The Corporate Secretary Report is as follows:</p> <ul style="list-style-type: none"> • In addition to normal admin and correspondence, as a result of a request for information that required review of old minutes, the

	<p>Corporate Secretary started a project to scan in minutes and financials for historical years.</p> <ul style="list-style-type: none"> ○ Have scanned 2000 to 2012. ○ Files are large so not sure they can be presented on the website. ○ Plan is to store in the corporate electronic files for Trustees and if possible, list a timeline for key decisions so that it is easier to determine which minutes to access. <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
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DELEGATIONS

MAUREEN CROOKS	<p>Maureen Crooks requested to speak to the new Water Chief/Supervisor position. It was decided to defer this presentation to the applicable new Business Item.</p>
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CORRESPONDENCE

CHAIR MONIQUE JOUBARNE	<p>A list of incoming and outgoing communications was included in the agenda.</p> <ul style="list-style-type: none"> ● Incoming <ul style="list-style-type: none"> ○ All Land Title Transfers are sent to the PIID or are supposed to be. <ul style="list-style-type: none"> ▪ There are times when this does not automatically happen, and requests are sent to the new owners to provide a copy of Title. It is PIID’s responsibility to maintain a registry of owners. ▪ Welcome emails are sent to new owners providing information about how the island works. ○ The Bank Erosion across from the 68 properties has been referred to the Ministry of Transportation as this is within the Road Allowance. The Road Committee will keep PIID and PIA advised of the progress. ○ Regarding the Fire Hall Septic location, not all historical records are easily located. As updated documents are received, they are saved electronically so that they are more accessible. ○ Correspondence regarding Water Mixer. Refer to Water Trustee Report for details. Once more information is available it will be shared with the water team. Thank you for all those who have contributed to this investigation. ○ The B&LI Trustee received a couple of thank you email for the parking stall work. Positive feedback is appreciated. ○ Mike Siska’s email has been received by the Trustees. Most points will be addressed during the meeting with the financial bylaws. ● Outgoing <ul style="list-style-type: none"> ○ Most of this was just generally communications to the community and new owners
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BUSINESS ARISING / NEW BUSINESS

<p>CHAIR MONIQUE JOUBARNE</p>	<p>2023 Annual Operating Budget</p> <p>The operating budget has not been increased over the past 6 years. The \$18,042 increase for 2023 is attributable primarily to administrative expenses, the planned new Lead Water position, insurance, and first responder training.</p> <p>Instead of increasing taxes to cover the budget increase, the Trustees propose to cover it with sustainment funds. The rationale for this is that:</p> <ul style="list-style-type: none"> • Uncertainty in pricing is difficult to predict the costs for this year. • Historically all three portfolios have come in under budget at the end of the year • There is already a fairly large increase in the capital fund levy (i.e., 15%) this year • There are available funds in Sustainment Funds <p>The strategy is to soften the impact of inflation and escalation and balance the potential increase in operating costs with a forecasted decrease in capital costs next year. It is important to note that operational costs may need to go up next year should escalation (i.e., construction inflation) continue to go up.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED, that <i>“the PIID use Sustainment Funds to balance 2023 Operating Budget.”</i></p> <p>Questions from the floor:</p> <ul style="list-style-type: none"> • What the operating surplus was last year? <ul style="list-style-type: none"> ○ Brent answered \$19,281. • Previous year’s budgets were presented with a comparison between previous and current year. <ul style="list-style-type: none"> ○ Brent answered that there is a report format to do this. That version will be sent out with the minutes. • PIID payment to PIA is listed as a line item but the PIA payment to the PIID for the same amount does not seem to be represented in the PIID Budget Revenue statement. <ul style="list-style-type: none"> ○ Determined that the PIA payment is included in the Regular Assessments line item. <p>Motion CARRIED.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED, that <i>“the 2023 PIID Budget be approved as distributed.”</i></p> <p>Motion CARRIED.</p> <p>Bylaw #137 - Taxation Bylaw 2023</p> <p>Although the Operational portion of the property tax will be covered by Sustainment Funds for this year, there is a proposed increase of 15% for the Capital Asset portion. The rationale for this increase was covered in the October 4, 2022 Building and Land Improvements Trustee Report</p>

<p>MOTION</p>	<p>(https://www.piersisland.ca/uploads/3/1/9/6/31961209/bli_trustee_report_oct_4_2022.pdf)</p> <p>A bylaw is needed each year to allow taxation. The 2023 taxation is covered by Bylaw No. 137.</p> <p>It was MOVED and SECONDED that, <i>“the bylaw cited as the Bylaw No. 137, Taxation Bylaw 2023 read and considered.”</i></p> <p>Bylaw 137 was read aloud by the Secretary.</p> <p>There was a question from the floor regarding the wording. Brent answered that this is the same wording that has been used for several years and has been approved by the ministry.</p> <p>Motion CARRIED.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED that, <i>“the bylaw cited as the Bylaw No. 137, Taxation Bylaw 2023 be reconsidered and approved.”</i></p> <p>Motion CARRIED.</p> <p>Combine Fire, Water and Land Sustainment Funds into 1 Sustainment Fund</p> <p>To make better use of the Sustainment Funds, it is proposed that Building & Land, Fire and Water Sustainment Funds be consolidated into a single combined Sustainment fund.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED that, <i>“the remaining building and land, fire and water sustainment funds be combined into 1 fund, called “Sustainment Fund” and that this fund continue to be used in agreement with and at the discretion of the trustees.”</i></p> <p>Motion CARRIED.</p> <p>Capital Asset Management - Bylaw #136 - New Capital Asset Fund Bylaw</p> <p>The current capital fund(s) only cover replacement of existing capital assets. A separate fund is needed for New Capital Assets. The Trustees propose that Bylaw 136 be used to create this new fund. Limited ability to fund new infrastructure right now. Some items coming up so better transparency on spending than Sustainment Funds.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED that, <i>“the bylaw cited as the Bylaw No. 136 - New Capital Asset Fund Bylaw be read and considered.”</i></p> <p>Bylaw 136 was read aloud by the Secretary.</p> <p>There was a question from the floor regarding the use of “net new” versus “new” in the bylaw. It was decided to remove “net” from the bylaw.</p> <p>Motion CARRIED.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED that, <i>“the bylaw cited as the Bylaw No. 136 - New Capital Asset Fund Bylaw be reconsidered and approved.”</i></p> <p>Bylaw 136 as amended was read aloud by the Secretary.</p>

	<p>There was a question from the floor regarding the basis and reporting of the new capital asset fund. The answer was that this is based on forward planning. There are a number of items that we know are needed in the future, but the specifications are not yet available for quotation. This is the first step in starting to put funds aside to support new assets.</p> <p>Motion CARRIED.</p> <p>To start the fund, the Trustees propose that \$30,000 be moved from the Sustainment Fund.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED that, <i>“the bylaw cited as the Bylaw No. 137, Taxation Bylaw 2023 be reconsidered and approved.”</i></p> <p>Motion CARRIED.</p> <p>Although not explicitly included in the agenda, the Trustees propose that sustainment funds be allocated to the New Capital Asset Fund.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED that, <i>“\$30,000 be moved from the sustainment fund to the new capital asset fund.”</i></p> <p>Motion CARRIED.</p> <p>Installation of chain link fencing at Water Tower location</p> <ul style="list-style-type: none"> • A Water Tower and/or reservoir is generally considered a protected asset. The water reservoirs are fenced but the water tower and pumphouse are not. It may be time to consider putting a fence up. <ul style="list-style-type: none"> ○ There is more activity up at the water tower area. <ul style="list-style-type: none"> ▪ Fill going in. ▪ Firewood was dumped up there so more trucks and people. ▪ Considerations are given to put the Emergency Program container within the fencing at the water tower. ○ Greatario commented in their warranty report on the asset not being secure. ○ The quicker to get it in the better for liability. <p>Julien had a recent quote for somewhere else (\$39 / sq. ft. but more like \$50/ sq. ft. for Piers Island). Maureen suggested we may be able to use emergency funds for this.</p> <p>Development of new Water Chief/Supervisor honorarium position (Jan 2023)</p> <ul style="list-style-type: none"> • To support the water team and the Water Trustee, it would be good to once again, create/recruit a lead position. Given that this is a key role, it maybe time to make this an honorarium position. • The Water Trustee has drafted a position description. <ul style="list-style-type: none"> ○ This position description is based on research from other similar positions CRD, Mayne, Pender, and Texada islands. ○ The draft job description is with the Trustees for review. ○ Once reviewed by the Trustees, the description will go to the Water Team.

	<ul style="list-style-type: none"> ○ The position term is to be set to overlap with the Trustees' term (3 years) to create continuity of knowledge and provide adequate succession planning. <p>Maureen made her presentation. Please see her presentation/document (https://www.piersisland.ca/uploads/3/1/9/6/31961209/presentation_on_new_water_department_position.pdf).</p> <p>No further business.</p>
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NEXT MEETING

SCHEDULE NEXT MEETING	Next Board of Trustee meeting – January 31, 2023 at 7:00 pm
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CLOSING MOTION

ADJOURNMENT	<p>The meeting adjourned at 9:47 PM</p> <p>The Chair thanked all attendees.</p>
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Minutes submitted: _____
 Corporate Secretary

Minutes approved: _____
 Chair / Presiding Officer

Date: December 23, 2022