

**PIERS ISLAND IMPROVEMENT DISTRICT
BOARD OF TRUSTEES MEETING**

December 4, 2018 – 7:00 PM

Location: Piers Island Fire Hall

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| 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 | 3 |

OPENING MOTIONS

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| 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 October 4, 2018 PIID 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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| MOTION: ADOPTION OF CODE OF CONDUCT | It was MOVED and SECONDED <i>"that the PIID Trustees' Code of Conduct be approved and signed as written."</i> <ul style="list-style-type: none"> • Open discussion to the floor. It was noted that neither officer was consulted in the development of the document. • Agreement that further review required. • Motion was POSTPONED until the next meeting. |
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CORRESPONDENCE

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| CORPORATE SECRETARY NANCY TROGER | The Corporate Secretary advised there were two pieces of communication. <ul style="list-style-type: none"> • Email from landowner regarding the liability and use of the chipper and whether the Trustees are planning to prepare and adopt a formal policy around the operation of the chipper. • Chair reported he had a conversation with the landowner and explained that there was a Standard Operating Guideline already in place that covered the training and use of the chipper. |
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| <p>ACTION: JULIEN BAHAIN</p> | <ul style="list-style-type: none"> • Email from Jacquie Troger, member of the Monday Morning Work Crew, reaching out to the PIID trustees for direction about clearing around the perimeter of the lower reservoir and providing a description of what should be accomplished. • Julien will have a discussion with Chief Cruise and get a clear understanding of what is necessary for fire suppression requirements before giving direction to the MMWC. Julien will also determine what is necessary as a legal and insurance requirement. |
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TRUSTEE & OFFICER REPORTS

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| <p>BUILDINGS & LAND IMPROVEMENTS TRUSTEE JULIEN BAHAIN</p> | <p>The B&LI Trustee was asked if he had a report to present.</p> <p>Seaspan Update</p> <ul style="list-style-type: none"> • Dolphin Road Compound Select Committee is formed. Email was sent to all property owners. Committee is comprised of: Maureen Crooks, Keven Elder, Gerry Kristianson, Robert Noble, Ander Wynne-Edwards, Tony Kaul - Advisor to the Committee and Julien Bahain – Chair. • All previous information was shared by Tony Kaul, previous trustee. • Emails were sent to Seaspan and McElhanney to initiate contact but no response to date. <p>Compound Cleanup December 2</p> <ul style="list-style-type: none"> • Great turn out. A lot was accomplished in a few hours. <i>Thanks everyone!</i> • The next step is to find a way to delineate more efficiently the parking stalls. <i>I am open to ideas and suggestions.</i> • I would also like to take this opportunity to reiterate the fact that the compound is an invaluable asset and that we need to treat it as such. The rules are here so that everyone can enjoy a clean, safe and accessible compound. It is unacceptable to litter and leave garbage in the shed, behind the shed or along the fences. It costs money to remove it. It costs time to volunteers. Time and money that we don't spend on other more useful items. I don't see the trustee's role as a compound cop. I hope that everyone will take their responsibilities and be accountable for their use of the compound. <p>Other Projects Being Investigated</p> <ul style="list-style-type: none"> • Reservoir clean up. • Compound gate repair (hinges). • Firehall flooring. • Broken window in firehall. <p>The floor was opened to discussion. The report was accepted as presented.</p> |
| <p>PIVFD TRUSTEE GREG MILLER</p> | <p>The PIVFD Trustee was asked if he had a report to present.</p> <ul style="list-style-type: none"> • Chief Cruise has stated he would like to initiate the purchase of a 4x4 (second fire fighting vehicle) in the new year. <p>The floor was opened for discussion.</p> |

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| | The report was accepted as presented. |
| WATER SYSTEM TRUSTEE CHARLIE TROGER | The Water System Trustee was asked if he had a report to present. (See attached.) The floor was opened to discussion. The report was accepted as presented. |
| FINANCE ADMINISTRATOR BRENT SCHORR | The Finance Administrator was asked if he had a report to present. <ul style="list-style-type: none"> • Worked with trustees on draft 2019 budget. • Working on reducing overdue receivables by year end; emails and calls to islanders. • Preparations for annual report. ➤ Reminder, all payables must be received by the end of January 2019 to be recorded in the current fiscal year. The floor was opened to discussion. The report was accepted as presented. |
| CORPORATE SECRETARY NANCY TROGER | The Corporate Secretary was asked if she had a report to present. <ul style="list-style-type: none"> • Nothing exceptional to report. • Performed all normal duties as required. The report was accepted as presented. |

BUSINESS ARISING / NEW BUSINESS

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| BUILDINGS AND LANDS IMPROVEMENTS TRUSTEE JULIEN BAHAIN | Date for Dolphin Road Select Committee Meeting <ul style="list-style-type: none"> • If Julien receives a response to his emails to Seaspan, the committee will schedule a meeting in February 2019. |
| TRUSTEE – CHARLIE TROGER | Sharing the Cost of Piers Island Handbook Reproduction <ul style="list-style-type: none"> • Discussion regarding sharing the cost of printed copies of the handbook with the PIA. • The Trustees look forward to the results of the poll, however after discussing the options of having a printable PDF on the website and budget concerns they agreed not to use PIID funds towards new handbooks. |
| FINANCE ADMINISTRATOR BRENT SCHORR MOTION | Approval of 2019 PIID Operations Budget It was MOVED and SECONDED <i>"that the PIID Trustees approve the 2019 PIID Operations Budget."</i> The floor was opened to discussion. With no discussion the motion was CARRIED . |

NEXT MEETING

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| SCHEDULE NEXT MEETING | Trustee Meeting: Tuesday, February 12th, 2019 at 7:00 PM. |
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CLOSING MOTION

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| ADJOURNMENT | The Chair asked for any further business and hearing none, the meeting adjourned at 8:25 PM. The Chair thanked all attendees. |
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Minutes submitted: *Nancy Troger*
Corporate Secretary

Minutes approved: *[Signature]*
Chair / Presiding Officer

Date: Feb. 20/19