

**PIERS ISLAND IMPROVEMENT DISTRICT
BOARD OF TRUSTEES MEETING
February 20, 2019 – 7:30 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 | 4 |

OPENING MOTIONS

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| CALL TO ORDER | Chair, Greg Miller, called the meeting to order at 7:34 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 December 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 | <ul style="list-style-type: none"> • Conclude discussion of the motion from the December 4, 2018 meeting that stated: It was MOVED and SECONDED <i>"that the PIID Trustees' Code of Conduct be approved and signed as written."</i> <p>It was MOVED and SECONDED, <i>"that the motion to sign the PIID Trustees' Code of Conduct be postponed until the 2019 PIID Trustees' Transition Meeting to be held in July 2019."</i></p> <p>The floor was opened to discussion. With no discussion, the motion was CARRIED.</p> |
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CORRESPONDENCE

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| CORPORATE SECRETARY NANCY TROGER | The Corporate Secretary advised there were three pieces of communication. <ul style="list-style-type: none"> • Charlie Troger – was copied on an email sent to Gerry Kristianson from the Area Manager, Roads – South Vancouver Island Ministry of Transportation |
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| | <p>and Infrastructure regarding their visit to Piers Island, organized by Gerry Kristianson, Chair of the Piers Island Road Committee. As an outcome of this island visit, we received 6 loads of gravel and a used culvert. The MoTI will also be taking care of an identified dangerous tree.</p> <ul style="list-style-type: none"> • Thank you to Gerry for the work you do as the Road Maintenance Chair and to the ministry for living up to the Memorandum of Understanding. • Two letters of concern from landowners regarding the anticipated clearing around the reservoirs. Chair, Greg Miller responded with explanatory emails to assure the landowners clearing will be done with sensitivity to the environment, with the least impact we can make while maintaining the reservoirs for firefighting purposes and to the standard required for fire suppression. Greg was able to clear up any confusion caused by the wording in the agenda. |
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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"> • Numerous emails have been sent to Seaspan and McElhanney to initiate contact but no response to date. • The compound maintenance will be ongoing as required, but any improvements will be in a holding pattern until we receive confirmation from Seaspan that the proposal is withdrawn, or negotiations are still proceeding. <p>Reservoir Maintenance Update</p> <ul style="list-style-type: none"> • Spoke to Steve Cruise who confirmed both the upper and the lower reservoirs must be maintained to a specific standard for fire suppression access. • As a first step, once the weather allows, Julien will ask for volunteers and, using hand tools, will work on the reservoirs to the greatest extent as possible. • If the first step does not meet the standards required for safe access by the PIVFD, machinery may be used to complete the work. • The Trustees have heard the community’s concern about preserving a natural habitat for wildlife and will consider that but are legally obliged to maintain the reservoirs to a certain standard. <p>Action: Julien to form a volunteer team to clear the upper and lower reservoirs, once weather permits.</p> <p>Dock Structure</p> <ul style="list-style-type: none"> • A dock structure was left in the compound by a contractor after the summer without notification to the PIID Buildings and Land Improvements Trustee. • A first email was sent on December 2, 2018 to the owner asking about their plans. The owner asked for permission to leave the structure in the compound for a few more weeks so that the contractor could barge it back to the property. |
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| | <ul style="list-style-type: none"> On February 3, 2019 a follow-up email was sent to both the contractor and the owner as the structure was still in the compound. The Trustee reiterated the fact that the compound is not a storage area for building materials. As of this date, no solution or plan has been presented to the Trustee. <p>Action: Julien to send a follow-up email to the owner with Notification of Impoundment and a 7-day deadline.</p> <p>Unclaimed Property in the Compound</p> <ul style="list-style-type: none"> There are still two unclaimed trailers that have no identification and some old dock material that must be cleared out of the compound. After numerous requests for the owners to come forward and claim their property, the PIID is left to conclude these objects have been abandoned and will now take steps to have them removed. <p>Action: Julien to pursue avenues for removal of the unclaimed property in the compound.</p> <p>Other Projects Being Investigated</p> <ul style="list-style-type: none"> Compound gate repair (hinges) is underway. Firehall flooring under review. <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"> Thank you to Derek Morrison, John Hall and Kerry Keats for all the work they did during the snow event. The 4X4 Committee now consists of Chair, Greg Miller, members Gerry Kristianson, Bob Crooks, and Steve Cruise. On January 27th, the committee met at the Fire Hall and discussed specifications and possibilities of how and where to begin a search for a new to Piers Island “rapid response” style vehicle to replace the existing 4X4. Next steps are to reach out province-wide, starting with a search close to home rather than the States or Eastern Canada. It was decided a BC search first is a good approach as this would allow for viewing a truck prior to purchasing, rather than having to buy on-site. Also, this allows for a truck that may come through people known to the PIVFD. If this approach is unsuccessful, the committee will then widen its search. <p>The floor was opened for discussion. The report was accepted as presented.</p> |
| <p>WATER SYSTEM TRUSTEE CHARLIE TROGER</p> | <p>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.</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 required PIID financial material collected/reviewed/submitted to Cowland and Associates for 2108 annual audit. |

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| | <p>The floor was opened to discussion. 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"> • We have two new landowners – Lot #12 and Lot #29. • Performed all normal duties as required. <p>The report was accepted as presented.</p> |

BUSINESS ARISING / NEW BUSINESS

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NEXT MEETING

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| <p>SCHEDULE NEXT MEETING</p> | <p>Trustee Meeting: Tuesday, April 16, 2019 at 7:30 PM.</p> |
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CLOSING MOTION

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| <p>ADJOURNMENT</p> | <p>The Chair asked for any further business</p> <ul style="list-style-type: none"> • Question from a landowner about snow removal in the event of a substantial snowfall. Suggestion to hire a machine, but after discussion it was decided this was not a viable option for several reasons; cost, availability of contractor, blocking in parked cars, where to pile the snow. <p>With no further business, the meeting adjourned at 8:20 PM. The Chair thanked all attendees.</p> |
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Minutes submitted: 
Corporate Secretary

Minutes approved: 
Chair / Presiding Officer

Date: April 16, 2019