PIERS ISLAND IMPROVEMENT DISTRICT BOARD OF TRUSTEES MEETING

February 27, 2018 Location: Piers Island Fire Hall

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

OPENING MOTIONS

CALL TO ORDER	The Chairperson called the meeting to order at 7:05 p.m. and advised that the meeting was being taped for accuracy, no video due to back up issues.
APPROVAL OF AGENDA	Copies of the Agenda were distributed. The Chair asked for changes or additions to the proposed agenda.
MOTION	It was MOVED and SECONDED, "that the Agenda be approved as distributed." With no changes raised for consideration, the motion was CARRIED.
MOTION ADOPTION OF MINUTES	It was MOVED and SECONDED, "that the minutes of the December 03, 2017 PIID Board of Trustees Meeting be approved as distributed." The Chair asked for errors or omissions and hearing none, the motion was CARRIED.

ONGOING BUSINESS

PIID CHAIR/GERRY KRISTIANSON ACTION	 Letter to Island Trust Trustees Chair/Gerry Kristianson: Draft letter to Islands Trust Trustees, Grove and Grams, written by Gerry Kristianson regarding Salt Spring Island water tax levy exemption for Piers Islanders has been reviewed and accepted. Ask secretary to send letter.
PIID CHAIR/BILL JORDAN	Strategy for moving forward with the Salt Spring Island water tax exemption
	for Piers Island.
ACTION	 Water trustee and secretary to draft letter to Minister of Municipal Affairs and Housing requesting amendment to the Islands Trust Act to allow use of Specified Area Bylaws, the same as currently available in municipal act; cc letter to Islands Trust.
	Creation of a special committee to determine the specifications and budget
PIVFD TRUSTEE	for the purchase of the 4X4 fire truck
GREG MILLER	Committee for the 4X4 fire truck has been formed with members: Chair,
	Greg Miller, and members, Bob Crooks, Steve Cruise, Tony Kaul, and
	Gerry Kristianson. First meeting is scheduled for March 11, 2018. A
	derry Mistarison. This threeting is self-curied for invariant 22)

DISCUSSION

- second committee comprised of First Responders will be formed to determine the requirements for the ambulance golf cart.
- After floor discussion regarding ambulance golf cart, Chair, Tony Kaul made two points:
 - Existing ambulance is not to be removed from service; rather the new ambulance golf cart would augment its service by improving access to boat ramps, docks, homes and the interior of the island.
 - Process will not be done in isolation, but with involvement of members of the First Responders team.

FINANCE ADMINISTRATOR BRENT SCHORR

Move and Second tabled motion from December 3, 2017 meeting, "that the trustees approve changing the PIID auditor from Paterson Henn Professional Accounts to Cowland and Associates."

- Finance Administrator reviewed the following regarding ability of trustees to change auditor:
 - o Piers Island Letters Patent,
 - o AGM minutes, and
 - Contact with government support who provided the following: An improvement district board may change auditors. Section 692 of the Local Government Act requires the board to appoint an auditor.

With no discussion, the motion was **Carried**.

As there was no further unfinished business, the Chair proceeded to the next agenda item.

CORRESPONDENCE

CORPORATE SECRETARY NANCY TROGER

The Financial Administrator on behalf of the Corporate Secretary advised there were three communications regarding security cameras.

- Email from Vickie Morrison
- Email from Scott Denoon
- Email from Sandy Brunham
 - o Gratitude to islanders that sent emails.
 - In general, emails tone was it's a shame urbanization has come to Piers Island, board agrees. One email opposed, one supported and one supported with considerations.

PIID CHAIR TONY KAUL

Rationale for installing the security cameras:

- o Board decided to err on the side of access.
- Required to secure assets in firehall and kitchen. Background: issues
 of theft and nefarious activity in kitchen and training hall over the
 past two years; no issues in firehall.

Policies and procedures for reviewing the video camera footage:

- The cameras will only record if there is movement and will only be inside the building.
- Access to the web camera live feed or recordings will be limited to those that manage firehall including PIID trustees, Fire Chief or his designate, and Librarian.

	 Footage will be kept for a specific period only. The newer cameras have excellent security, and passwords etc. will be changed often on a schedule to ensure the feed will not be hacked.
DISCUSSION	The Chair opened the floor for discussion.
	 Volunteers who maintain firehall find the thermostat and lights are
	often left on after use.
	The balance of burden is, one more time, left to volunteers with
	accessibility to the fire hall.
	 Issue of privacy was raised. Gerry Kristianson volunteered there is no privacy in a public building (firehall is commonly owned by all islanders).
	 General support for decision from floor; understand issue and no
	alternative ideas proposed.
FINANCE ADMINISTRATOR	 Finance Administrator has reached out to insurance company regarding
BRENT SCHORR	the public's access and is waiting a response.
	Board will follow through on the decision to install security cameras.

TRUSTEE & OFFICER REPORTS

BUILDINGS & LAND IMPROVEMENTS TRUSTEE TONY KAUL	The Trustee for the Buildings & Land Improvements portfolio presented his report:
	Update on Seaspan plan for new Piers Island Compound
	 There have been no further discussions or developments with the Seaspan plan for a new Piers Island compound. (Please see previous minutes.)
Motion	It was MOVED and SECONDED, "that the trustees receive the Buildings & Lands Trustee's report as delivered."
DISCUSSION	The Chair opened the floor for discussion.
	 General discussion regarding unlicensed trailers in the compound and enforcement.
	 Trustee agreed and will continue to monitor the issue.
	Following discussion, the motion was CARRIED .
PIVFD TRUSTEE GREG MILLER	The Trustee for the PIVFD presented his report:
GREG WILLER	Fire hall apron project
	Assessment of costs for the next phase of fire hall apron, based on costs
	for Phase 1, with the same company, were estimated to be \$25 to \$30K.
	The trustee will have further discussion with the fire chief around this next phase.
	Purchase of the 4X4 fire truck
I .	

Motion	It was MOVED and SECONDED, "that the trustees receive the PIVFD Trustee's report as delivered."
	The Chair opened the floor for discussion.
	Following discussion, the motion was CARRIED .
WATER SYSTEM TRUSTEE CHARLIE TROGER	The Water System Trustee presented his report. (See report).
MOTION	It was MOVED and SECONDED, "that the trustees receive the Water System Trustee's report as delivered."
	The Chair opened the floor for discussion. With no further discussion, the motion was CARRIED .
FINANCE ADMINISTRATOR BRENT SCHORR	The Finance Administrator presented his report: • 2017 Financial Statement/Annual report preparations • QuickBooks upgrade preparations • Insurance inquiries The Chair opened the floor for discussion.
	With no discussion, the report was accepted as presented.
CORPORATE SECRETARY NANCY TROGER	 The Finance Administrator presented the secretary's report: Completed previous meeting minutes, distributed to Piers Islanders, posted to website, filed copy in the Permanent Retentions Folder. Updated Piers Island Contact lists information. Created and mailed all the 2017 tax receipts for donations to the PIVFD. Prepared and distributed agenda for December meeting. Sent out Water Trustee messages. Maintained data filing system. Updated Welcome Letter. Sent out Welcome Letter to new owner, Stephanie Brown.
	The Chair opened the floor for discussion. With no discussion, the report was accepted as presented.

NEW BUSINESS

and gravel material against the rip rap seawall, in doing so it will divert the action of the storm waves out and away from the boat
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	ramp, as a result greatly reducing the erosion presently occurring to the approach of the ramp. O We will monitor future storms to see how it will affect the southeast side which may require some sort of wave retention as well down the road. O Cost of repair, taxes and barging included, is \$5,000.
DISCUSSION	The Chair opened the floor for discussion.
	 Question regarding barge access after construction of rock wall. Trustee reported he had consulted with local barge operator and confirmed new wall will not obstruct access to ramp. The issue of drainage was raised. Trustee responded that following construction of the rock wall, drainage will be monitored for a season and reviewed at that time.
FINANCE ADMINISTRATOR	Review of the current insurance policies.
BRENT SCHORR	Finance Administrator presented his report:
	 Collecting photos of all structures/equipment insured for quotes. Identified fleet and liability insurance is out of scope; the former because it is regulated by ICBC and the latter because of a common formula used based on island revenue.
WATER SELECT COMMITTEE	Water Select Committee Report and Recommendations.
CHAIR CHARLIE TROGER	Committee chair read his report. (See report.)
	The Chair opened the floor for discussion.
	With no discussion, the report was accepted as presented.

NEXT MEETING

SCHEDULE NEXT MEETING	Scheduled for Tuesday, April 24th, 2018 at 7:00 p.m.

CLOSING MOTION

ADJOURNMENT	The Chairperson called for further business, and hearing none, the trustees approved a motion to adjourn at 8:30 p.m.
	The Chair thanked all attendees.

Minutes submitted:

Corporate Secretary

Minutes submitted:

Chairperson and Presiding Officer