

**PIERS ISLAND IMPROVEMENT DISTRICT
TRUSTEES TRANSITION MEETING
July 15, 2017
Location: Piers Island Fire Hall**

TRUSTEES & OFFICERS ATTENDING	Tony Kaul, Chairperson and Buildings & Land Improvements Trustee; Greg Miller, Fire Trustee; Charlie Troger, Water Trustee; Nancy Troger, Secretary.
TRUSTEES & OFFICERS ABSENT	Brent Schorr, Finance Administrator
NUMBER OF ATTENDEES	4

OPENING MOTIONS

CALL TO ORDER TONY KAUL	Trustee, Tony Kaul, called the meeting to order at 10:00 a.m., welcomed attendees, advised that the meeting was being taped for accuracy and explained that he would be presiding over the meeting until the trustees elect the new Chair.
ELECTION OF CHAIR MOTION	Trustee, Tony Kaul, asked for a motion to appoint a Chair. It was MOVED and SECONDED , <i>“that Tony Kaul be appointed as the Chair for the coming year.”</i> With no discussion, the motion was CARRIED .
APPROVAL OF AGENDA MOTION	Copies of the agenda were distributed. The Chair asked for additions or changes to the proposed agenda. 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 AGM MINUTES	It was MOVED and SECONDED , <i>“that the minutes of the June 25, 2017 PIID Annual General Meeting be approved as distributed.”</i> The Chair noted there were some minor revisions that had been made and accepted by the trustees. The Chair asked for any further errors or omissions and hearing none, the motion was CARRIED .

BUSINESS ARISING / NEW BUSINESS

ASSIGNMENT OF PORTFOLIOS MOTION – FIRE TRUSTEE	The Chair called for nominations for the appointment of Fire Trustee, Buildings & Land Improvements Trustee, and Water Trustee. It was MOVED and SECONDED , <i>“that Greg Miller be appointed Fire Trustee for the coming year.”</i>
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<p>MOTION – BUILDINGS & LAND IMPROVEMENTS TRUSTEE</p>	<p>With no discussion, the motion was CARRIED.</p> <p>It was MOVED and SECONDED, <i>“that Tony Kaul be appointed Buildings & Land Improvements Trustee for the coming year.”</i></p> <p>With no discussion, the motion was CARRIED.</p>
<p>MOTION – WATER TRUSTEE</p>	<p>It was MOVED and SECONDED, <i>“that Charlie Troger be appointed Water Trustee for the coming year.”</i></p> <p>With no discussion, the motion was CARRIED.</p>

CORRESPONDENCE

<p>INSURANCE RENEWAL</p>	<p>The Chair noted that all questions concerning insurance coverage had been satisfactorily answered by the Finance Administrator and there were no changes required to the insurance documents.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED, <i>“that the Trustees accept the current quote from Megson FitzPatrick Insurance Services for insurance in the amount of \$10,788.”</i></p> <p>After some discussion it was noted that, in accordance with good practice, a three-year in-depth insurance review would take place this year.</p> <p>With no further discussion, the motion was CARRIED.</p>

TRUSTEE & OFFICER UPDATES

<p>BUILDINGS & LAND IMPROVEMENTS TRUSTEE TONY KAUL</p>	<p><u>Seaspan:</u> The Trustee for the Buildings & Land Improvements reported there has been no further information received from Seaspan regarding the engineering report they have commissioned with respect to expanding their facility, and their interest in the PIID compound.</p> <p><u>Compound Gate:</u> No decision or action to either repair or replace the compound gate will be taken until we have a clearer understanding of Seaspan’s plans with respect to a possible agreement between the PIID and Seaspan.</p>
<p>ACTION</p>	<p>Identify what needs to be accomplished this year for the B&LI portfolio.</p>
<p>PIVFD TRUSTEE GREG MILLER</p>	<p>The Trustee for the PIVFD reported that he will receive two quotes for paving stones to be used for the apron in front of the main entrance to the Fire Hall.</p>
<p>ACTION</p>	<p>Identify what needs to be accomplished this year for the PIVFD portfolio.</p>
<p>WATER SYSTEM TRUSTEE CHARLIE TROGER</p>	<p>The Water Trustee reported that he will be having a transition meeting with Maureen and Bob Crooks to help him with the management of the Piers Island water system, followed by a meeting with the Water Team.</p>

ACTIONS	<p>The trustee reported he will be forming a select committee to act as an advisory group to look at the specific water projects identified in the <i>Terms of Reference</i>. (Please see the attached <i>Terms of Reference</i>.)</p> <p>Have a transition meeting with Bob and Maureen Crooks.</p> <p>Have a meeting with the Water Team.</p> <p>Form the Select Water Committee.</p> <p>Identify what needs to be accomplished this year for the WS portfolio.</p>
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NEXT MEETING

SCHEDULE NEXT MEETING	Scheduled for Tuesday, August 29, 2017 at 7:00 p.m.
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CLOSING MOTION

ADJOURNMENT	<p>The Chairperson called for further business, and hearing none, the trustees approved a motion to adjourn at 10:45 a.m.</p> <p>The Chair thanked all attendees.</p>
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Minutes submitted: 
 Corporate Secretary

Minutes submitted: 
 Chairperson / Presiding Officer

PIERS ISLAND IMPROVEMENT DISTRICT

WATER SYSTEM SELECT COMMITTEE TERMS OF REFERENCE

Purposes of the *Water System Select Committee* are to investigate and provide advice to the trustees on the following water quality and infrastructure issues:

1. **NON-COMPLIANT WATER QUALITY SAMPLES IN WATER SUPPLY AT THE PIERS ISLAND INTAKE PUMP HOUSE.**
Investigate and propose possible infrastructure work to ensure that our water supply meets all drinking water legislation for microbiological parameters before it is distributed to Piers Island consumers.

This work should include, but is not limited to, determining infrastructure changes that:

- provide disinfection treatment at the intake pump house site such as filtration, ultra violet lighting, ozonating, chlorination, etc., and/or
- provide a method of directly routing the source supply from the intake pump house to the disinfection site at the water storage tank, i.e., a dedicated supply line separate from the distribution system that supplies individual service connections.

2. **AGING CEDAR STAVE RESERVOIR**
Investigate and propose possible strategies to extend the remaining useful life or to replace the water storage (and pressure balancing) tank.

This work should include, but is not limited to, determining methodologies that:

- Extend the useful life for five to ten years, such as pre-manufactured or in-place applied liners, internal or external patching protocols, etc., and/or
- Replace tank with new: strategies should explore viable configurations (single, dual tanks), locations (same/different siting), materials (bolted steel, glass lined steel, fibreglass, concrete), etc.

3. **OTHER SIGNIFICANT PIERS ISLAND WATER INFRASTRUCTURE ISSUES THAT MAY BE IDENTIFIED BY THE COMMITTEE**
Such issues should be brought to the attention of the trustees as they arise.

SCOPE OF INFORMATION TO BE CONSIDERED AND PROVIDED

1. All capital investment strategies should consider that contract agencies may be engaged at some future date to operate and manage the island's water system.
2. Operational, maintenance, training and electronic monitoring capacity should consider the temporary and volunteer nature of the *Water Operations Team* members.
3. Implementation strategies should include:
 - order of magnitude project costing and funding requirements
 - project timeframes

- training requirements
- supplier/outsourcing references
- availability of federal or provincial community infrastructure funding programs

MEMBERSHIP

1. A minimum of three voting members drawn by the trustees from islanders or their relatives.
2. One additional voting member drawn by the trustees to represent the *Water Operations Team* and the *Fire Department*.
3. The group Chair, who has voting status, is the PIID Trustee assigned the water system portfolio.
4. Additional non-voting members may be asked to participate at the request of the trustees.

MEMBER TERMS

This *Water System Select Committee* is intended to provide advice to the trustees on a specific issue, that being to identify and scope out strategies to remediate and/or upgrade water system infrastructure. As such, members do not serve for a term certain but for the term of the identified project.

MEMBER INDEMNITY

This *Water System Select Committee* is established under Sections 740.1 and 287(1)(q) and 287(2) of the **Local Government Act of BC RS Chap. 323 1996**, which extends immunity to committee members. The relevant sections of the **Local Government Act of BC** are an integral part of these **Terms of Reference**.

March 2017