

**PIERS ISLAND IMPROVEMENT DISTRICT
BOARD OF TRUSTEES MEETING
May 14, 2017
Location: Piers Island Fire Hall**

TRUSTEES & OFFICERS ATTENDING	Maureen Crooks, Chairperson and Water Trustee; Tony Kaul, Buildings & Lands Trustee; Greg Miller, Fire Trustee; Brent Schorr, Finance Administrator; Nancy Troger, Corporate Secretary.
TRUSTEES & OFFICERS ABSENT	0
NUMBER OF ATTENDEES	5

OPENING MOTIONS

CALL TO ORDER	The Chairperson called the meeting to order at 7:03 p.m. and advised that the meeting was being taped for accuracy.
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 , <i>“that the Agenda be approved as distributed.”</i> With no further discussion, the motion was CARRIED .
APPOINT NEW SECRETARY	The Chairperson thanked Sharon Stewart, the retiring Corporate Secretary, for her valuable service to residents and the trustees during the past year, and wished her well. The Chairperson stated that the Secretary position had been posted and welcomed the successful applicant, Nancy Troger, to the board of trustees' team. She noted that Nancy's considerable administrative skill and her zeal for organizing would be very much appreciated by the trustees and they would look forward to working closely with her.
MOTION	It was MOVED and SECONDED , <i>“that the trustees appoint Nancy Troger as Corporate Secretary, effective immediately.”</i> With no further discussion, the motion was CARRIED .
MOTION ADOPTION OF MINUTES	It was MOVED and SECONDED , <i>“that the minutes of the March 29, 2017 PIID Board of Trustees meeting be approved as distributed.”</i> The Chair asked for errors or omissions and hearing none, the motion was CARRIED .

UNFINISHED BUSINESS

	<p>The Chair advised that the only two items of unfinished business from previous meetings – Road Use and the Meeting Procedures Bylaw – would be dealt with later in the agenda.</p>
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CORRESPONDENCE

<p>CORPORATE SECRETARY</p>	<p>The Corporate Secretary advised that the only item of Correspondence was an email from Ryan Evanoff, Operations Manager for Southern Vancouver Island, Ministry of Transportation & Infrastructure dated April 28, 2017.</p> <p>The Chair briefly reviewed the background to the above letter by advising:</p> <ul style="list-style-type: none"> • On March 23, 2017 representatives from the Ministry of Transportation & Infrastructure and the road contractor visited Piers Island to evaluate the condition of McKenzie Road. • On March 31, 2017 the trustees sent a letter drafted for them by the chair of the Road Committee to the Minister requesting support for a modest program of road improvements, and the April 28th letter was the Ministry's response. <p>The Corporate Secretary read aloud the letter.</p> <p>The Chair summarized the letter:</p> <ul style="list-style-type: none"> • The ministry agrees to respect the conditions of the MOU between the ministry and Piers Island Road Committee, the main benefit being the provision of gravel every year instead of every two years. • The ministry does not agree to formally include McKenzie Crescent on the public road inventory for regular maintenance until or unless the road is upgraded to meet current standards, with the inference being this would likely be at the community's expense. <p>The Chair opened discussion to the floor and the following was noted:</p> <ul style="list-style-type: none"> • The trustees appreciate the offer of the Road Committee Chair to assist in responding to the letter from the Ministry. • The Improvement District may be able to enter into a cost sharing model within the PIID/PIVFD's emergency response mandate (in the context of possibly proposing a small annual budget to the Ministry that would enable some reimbursement by the Ministry for work that is undertaken by island volunteers and available equipment). • The Chair suggested that old records indicate that McKenzie Road may be included in an agreement struck between the Islands Trust and the Ministry of Transportation to regulate construction and maintenance on gravel roads on the Gulf Islands and this might have some bearing on the maintenance issue. • The Chair offered to work with the Corporate Secretary to investigate this lead with the Islands Trust and to work with the chair of the Road Committee to send a response to the Ministry.
<p>ACTION</p>	
<p>MOTION</p>	<p>It was MOVED and SECONDED, <i>“that the trustees send a letter of response to the Ministry further advocating for a reasonable level of road upkeep for</i></p>

<p>MOTION</p>	<ul style="list-style-type: none"> This unexpected response based on earlier screening of the proposed change would require postponement of the bylaw process until a later meeting. <p>It was MOVED and SECONDED, "to postpone consideration of Bylaw #119, Meeting Procedures Bylaw 2017 to a future meeting." With no further discussion, the motion was CARRIED.</p>
<p>TRACTOR POLICY AMENDMENT</p>	<p>The Chair explained that the Fire Chief and trustees wished to update the Tractor Policy to address how and by whom the new bucket/loader equipment would be used. The Corporate Secretary read aloud the amended policy.</p> <p>The floor was opened for discussion that resulted in some minor wording changes to the amended policy.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED, "that the tractor policy be approved as amended." With no further discussion, the motion was CARRIED. (See attached Policy)</p>

TRUSTEE & OFFICER REPORTS

<p>BUILDINGS & LANDS TRUSTEE TONY KAUL</p>	<p>The Trustee for the Buildings & Lands portfolio presented his report:</p> <p><u>Gates & Locks & Seaspan</u></p> <ul style="list-style-type: none"> There have been frequent problems with the deadbolt lock on the compound gate which are causing increased effort and expense to repair. The Trustee had received estimates for resolving the gate issue by: <ul style="list-style-type: none"> replacing the lock with a higher quality water resistant lock and replacing all gate keys (approximately \$6000), or replacing the gate with an electronic gate on rollers and replacing keys with key fobs (approximately \$8000). The Trustee advised that Seaspan has now informed him that they have commissioned engineering reports for their expansion study, and for that reason he would recommend that no action to purchase new gate or lock equipment be undertaken at this point, or until we know the outcome of that study. The trustee also offered his opinion that any agreement with Seaspan will likely involve extensive negotiation.
<p>ACTION</p>	<p><u>Compound Cleanup</u></p> <ul style="list-style-type: none"> A compound cleanup will be booked shortly. Volunteers will be welcome! <p><u>Boat Trailers</u></p> <ul style="list-style-type: none"> Trailers were re-organized in the compound again to maximize use of the designated trailer parking space. An email was sent to all owners requesting removal of boats/trailers that were in violation of the compound bylaw, #115.

- Our VIHA Drinking Water Officer and a VIHA water consultant conducted the annual water system inspection on May 2nd.
- They acknowledged that all recent samplings were compliant with regulatory standards and expressed satisfaction that the system appears to be well monitored and maintained overall, so the trustee extended her **congratulations to all Water Volunteers for their excellent work!**
- In regard to the low residuals in our intake supply from North Saanich and the CRD, the VIHA officers advised that the CRD will be implementing significant changes to how the water will be disinfected as of October 2017, with a goal to increase the level of chlorine residuals to the Peninsula and end points of the Greater Victoria Water System. (Piers Island is the end of the system.)
- In anticipation of these changes and as long as the summer heat doesn't precipitate high adverse sampling results, the VIHA officers suggested we delay retrofitting our water system to address low chlorine levels until we see the affects of the CRD's new process.
- The water consultant offered his opinion that our wooden tank was in very good condition and well worth keeping as an alternate potable water or fire protection supply after its replacement is installed.

Projects Completed and Underway

- Three teams of volunteers completed the annual water main flushing on March 30, 2017.
- The trustee expressed thanks to the Monday morning crew and others who cleared vegetation around the water tower on at least 3 different occasions.

Leaks

- Minor leaks on the east and south sides of the water tank are again opening up with the sunshine and are being monitored. They remain minor and methods are being considered to reduce them.
- A very small leak in the older, westerly undersea line has again been discovered. Regular observations at the Piers Road meter port allowed early detection of the leak while it is too small to impact our intake flow. We suspect the leak may be at the site of previous repairs but to date attempts to find the repair spot by introducing air into the line have been unsuccessful due to the size of the leak.
The line will be left running and will be monitored closely for change and a diver will be engaged to try to find and raise the line to examine it. If it worsens before a diver can be hired, air will again be introduced to see if the leak location can be located, and if so, repairs will proceed.
- At least two residential leaks have occurred over the past few weeks and residents are once again cautioned that water meters should be checked occasionally. Also, any large intentional or unintentional discharge of water should be reported to the trustee or operators so effort is not wasted looking for suspected leaks.

MOTION

It was **MOVED and SECONDED**, *“that the trustees receive the Water System Trustee’s report as delivered.”*

Following discussion, the motion was **CARRIED**.

<p>FINANCE ADMINISTRATOR BRENT SCHORR</p>	<p>The Finance Administrator had no report to present other than to advise that the <i>2016 Financial Statements</i> would be discussed under New Business.</p>
<p>CORPORATE SECRETARY NANCY TROGER</p>	<p>The Corporate Secretary had no report to present.</p>

NEW BUSINESS

<p>2016 FINANCIAL STATEMENTS</p>	<p>The Chair noted the following:</p> <ul style="list-style-type: none"> • The first draft of the 2016 Financial Statements had been reviewed by the Finance Administrator and trustees and the changes had been submitted to the auditor. • The revised report had not yet been received and until the final report was returned from the auditor, the trustees could only give contingent approval.
<p>MOTION</p>	<p>It was MOVED and SECONDED, <i>“that the trustees accept receipt of the 2016 Financial Statements and approve their submission to the ministry contingent on the requested changes having been made to the final documents.”</i> The floor was opened for discussion. The Finance Administrator advised that he expected to receive the final documents on Monday, May 15, 2017. With no further discussion, the motion was CARRIED.</p>
<p>RENEWAL OF FIRST RESPONDER TRAINING AGREEMENT</p>	<p>The Chair advised that Dan Murphy, Assistant Fire Chief for Education and Training for Nanaimo Fire Rescue, had informed the PIID that the renewal contract for the training materials had been sent for execution. They further advised there would be no break in the service contract that expired in March 2017.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED, <i>“that the trustees approve the renewal of this First Responder Training Agreement with the Vancouver Island Emergency Response Institute and the City of Nanaimo conditional on it not having significant change from the previous agreement.”</i> With no further discussion, the motion was CARRIED.</p>

NEXT MEETING

<p>SCHEDULE NEXT MEETING</p>	<p>The trustees agreed that the PIID AGM will be held June 25, 2017 at the Fire Hall, to coincide with the PIA’s AGM.</p>
<p>ACTION</p>	<p>The Corporate Secretary will book the Fire Hall for that date and confirm the meeting date with the PIA Directors.</p>
<p>ACTION ACTION</p>	<p>The trustees agreed to plan a light lunch for attendees between the two meetings, and to approach the PIA Directors to share in the cost. The Corporate Secretary will confirm this arrangement with the PIA Directors. The Corporate Secretary will manage the meeting notification process in cooperation with the PIA directors.</p>

CLOSING MOTION

ADJOURNMENT	The Chairperson called for further business, and hearing none, the trustees approved a motion to adjourn at 8:21 p.m. The Chair thanked all present for attending.
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Minutes submitted: *Nancy Troger*
Corporate Secretary

Minutes submitted: *Maurice Crooks*
Chairperson and Presiding Officer

