

**PIERS ISLAND IMPROVEMENT DISTRICT
BOARD OF TRUSTEES MEETING
November 26, 2019 – 7:30 PM
Location: Piers Island Fire Hall**

TRUSTEES & OFFICERS ATTENDING	Charlie Troger, Chairperson and Water Trustee; Julien Bahain, Buildings and Land Improvements Trustee; Doug Turner, PIVFD Trustee; Brent Schorr, Finance Administrator; Nancy Troger, Secretary.
TRUSTEES & OFFICERS ABSENT	0
NUMBER OF ATTENDEES	5

OPENING MOTIONS

CALL TO ORDER	Chair, Charlie Troger, called the meeting to order at 7:33 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 amended.”</i> With no further changes raised for consideration, the motion was CARRIED .
ADOPTION OF PREVIOUS MINUTES MOTION	It was MOVED and SECONDED , <i>“that the minutes of the September 3, 2019 PIID Transition 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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CORRESPONDENCE

CORPORATE SECRETARY NANCY TROGER	<ul style="list-style-type: none"> • Emails from landowners expressing concern regarding the Seaspan jetty proposal. Answer: Julien Bahain arranged a town hall meeting with Seaspan Corporation representatives to allow Islanders an opportunity to express their concerns directly to Seaspan. • Email from landowner thanking the trustees for their efforts with negotiating with Seaspan. The landowner also expressed a desire to see renewed efforts to proceed with the originally proposed land swap. • Email from landowner in response to Water Trustee’s message to landowners regarding ‘Call before you dig’ expressing concern that his email was critical of landowners. Answer: A response was sent to the landowner thanking them for the feedback and explaining that the exact location or depth of the water lines is not known.
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	<p>The Water Trustee also reiterated that all the people working on this project are volunteers who deserve our respect. Gerry, the lead on the culvert project, was immediately called to clarify with him that the email was not meant as a criticism. Gerry assured the trustee that he was not offended by the email. He agreed to pass on the trustee's assurance to Steve Thornton that the email was not meant to malign the culvert crew. The email was an honest attempt to encourage all landowners to learn from this unfortunate occurrence and hopefully have better results in the future. The trustee apologized to the landowner who wrote the email if they found it offensive.</p>
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TRUSTEE & OFFICER REPORTS

<p>BUILDINGS & LAND IMPROVEMENTS TRUSTEE JULIEN BAHAIN</p>	<p>The B&LI Trustee was asked if he had a report to present.</p> <ul style="list-style-type: none"> • The Compound Select Committee is working on the Compound Survey. • As there was a low response rate to the survey, the committee decided to send it out a second time. • Report from Chief Cruise: <ul style="list-style-type: none"> <i>We have now done what was needed at the Lower Reservoir (just a pile of debris to chip next week).</i> <i>We are 1/2 way through the Upper Reservoir and will have that done this month before the water level rises uncomfortably high.</i> <i>We have followed our Safety Plan at both sites and do not anticipate any problems completing the work.</i> <p>The floor was opened to discussion. The report was accepted as presented.</p>
<p>PIVFD TRUSTEE DOUG TURNER</p>	<p>The PIVFD Trustee was asked if he had a report to present.</p> <ul style="list-style-type: none"> • See attached report. <p>The floor was opened to 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.</p> <ul style="list-style-type: none"> • See attached report. <p>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 2019 taxes collected as of last week. • Water bills created and sent out. • Insurance complete regarding fleet and sold 4X4. • Drafted 2020 budget. • Working on reducing outstanding receivables by end of year. <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"> • Performed all normal duties as required. <p>The floor was opened to discussion. The report was accepted as presented.</p>

BUSINESS ARISING / NEW BUSINESS

<p>B&LI TRUSTEE JULIEN BAHAIN</p>	<p>Seaspan Corporation Marine Proposal Town Hall Meeting.</p> <ul style="list-style-type: none"> • Julien reported that overall it was a successful meeting with a number of landowners attending. • While the jetty will solve their trailer storage problem for the next 5-10 years, it seems likely that Seaspan may be looking to find a land-based solution again if their business continues to grow as expected. • A number of action items were identified in the town hall meeting: <ul style="list-style-type: none"> ○ Mooring buoys blocking access to the government dock - Charlie has made numerous attempts to contact Navigable Waters BC regarding the mooring buoys that will likely impede access to the Barnacle Road government dock. He has requested that three mooring buoys be moved. To date, he has not had a satisfactory reply. ○ Lights – Seaspan will be installing proper lighting but not until the actual pier is built. Meanwhile, if you are travelling at night beware that the barge is not clearly visible.
<p>ACTION</p>	<p>Charlie will continue to lobby to have the mooring buoys relocated.</p>
<p>PIVD TRUSTEE DOUG TURNER</p>	<p>Sale of 4X4 Truck</p> <ul style="list-style-type: none"> • The decommissioned 4 x 4 fire truck has been sold with the highest bid being \$4,125.00. • The funds from the sale of the 4 x 4 have been collected by Brent and placed into the PIVPD capital fund. • The truck was stripped of its fire fighting equipment, including a water tank, pump, fire radio, antennas and repeaters. • After researching wholesale and retail values for similar aged and condition vehicles, it was apparent to the trustees that the highest bid price was a fair price for the vehicle. The truck is a 1995 - needs front end ball joints/springs, clutch, fuel gauge replaced, 2nd fuel tank repaired, brakes and speedometer replaced. Those are the known defects which were disclosed to prospective purchasers. Truck needs a considerable amount of work to make it road worthy. The truck was sold in an "as is" condition. • We paid about \$10k for the Ford F350 when bought (used) about 15 years ago. • The pump and tank were dismantled and removed from the 4x4. It has utility as a pump mounted permanently at the water tower and will be stored at the old fire hall for the time being. • The procedure to be used for the sale of capital assets was not clear to the trustees. To avoid confusion on the future sale of assets, it was proposed by the Trustees that a motion be made to clarify the process.
<p>TRUSTEES MOTION</p>	<p>Adoption and signing of the <i>PIID Code of Conduct</i>. (See document.) It was MOVED and SECONDED that, <i>“the Trustees adopt and sign the <i>PIID Code of Conduct</i>.”</i> The floor was opened to discussion. The motion was APPROVED. The document was offered to the trustees for signature.</p>

<p>MOTION</p>	<p>It was MOVED and SECONDED that, <i>“the Trustees offer the PIID Code of Conduct to the Corporate Officers for adoption and signature.”</i> The floor was opened to discussion. The motion was CARRIED. The document was offered to the officers for signature.</p>																				
<p>TRUSTEES MOTION</p>	<p>Protocol for the sale of PIID assets. It was MOVED and SECONDED <i>“that when PIID assets are being sold, an email notice will be sent out notifying Islanders of the asset being sold and provide all Islanders with an opportunity to bid on or purchase the asset.”</i></p>																				
<p>DISCUSSION</p>	<p>The floor was opened to discussion. After discussion the trustees agreed to the development of a policy that would detail how capital assets will be sold. The motion was POSTPONED.</p>																				
<p>ACTION</p>	<p>Brent to investigate existing policies.</p>																				
<p>FINANCE ADMINISTRATOR / TRUSTEES MOTION</p>	<p>Approval of 2020 PIID Operations Budget. (See document.) It was MOVED and SECONDED <i>“that the PIID Trustees approve the 2020 PIID Operations Budget.”</i> The floor was opened to discussion. The motion was CARRIED.</p>																				
<p>TRUSTEES</p>	<p>Thank the Monday Morning Work Crew</p> <ul style="list-style-type: none"> The Trustees recognized the Monday Morning Work Crew for their efforts on behalf of all Islanders in braving the weather every Monday morning to Fire Smart the island to keep us and our properties safe; for clearing the reservoir to ensure easy access to a water supply in the event of a fire; and for assisting with the culvert repair. It seems there is no job too big or too small for these dedicated volunteers to so willingly undertake. THANK YOU TO EACH OF YOU! You are appreciated. 																				
<p>WATER TRUSTEE CHARLIE TROGER MOTION</p>	<p>Approval of the Water Tank Replacement Proposal Option C</p> <p>It was MOVED and SECONDED that, <i>“the PIID Trustees approve the Water Tank Replacement Proposal Option C, as recommended by Stantec Consulting and the Water Select Committee.”</i></p> <p style="text-align: center;">SUMMARY OF OPINION OF PROBABLE COSTS</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center;">Option A</th> <th style="width: 20%; text-align: center;">Option B</th> <th style="width: 30%; text-align: center;">Option C</th> </tr> </thead> <tbody> <tr> <td>Direct Costs:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Construction Costs</td> <td style="text-align: right;">\$362,036</td> <td style="text-align: right;">\$290,181</td> <td style="text-align: right;">\$325,591</td> </tr> <tr> <td>Construction Contingency</td> <td style="text-align: right;"><u>\$ 54,310</u></td> <td style="text-align: right;"><u>\$ 43,530</u></td> <td style="text-align: right;"><u>\$ 48,840</u></td> </tr> <tr> <td>Subtotal Direct Costs</td> <td style="text-align: right;">\$416,346</td> <td style="text-align: right;">\$333,711</td> <td style="text-align: right;">\$374,431</td> </tr> </tbody> </table>		Option A	Option B	Option C	Direct Costs:				Total Construction Costs	\$362,036	\$290,181	\$325,591	Construction Contingency	<u>\$ 54,310</u>	<u>\$ 43,530</u>	<u>\$ 48,840</u>	Subtotal Direct Costs	\$416,346	\$333,711	\$374,431
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Indirect Costs:			
Engineering			
	\$ 33,955	\$ 33,955	\$ 33,955
Construction Services			
	<u>\$ 15,031</u>	<u>\$ 15,031</u>	<u>\$ 15,031</u>
Subtotal Indirect Costs			
	\$ 48,986	\$ 48,986	\$ 48,986
Total Capital Costs			
	\$465,332	\$382,697	\$423,417

The floor was opened to discussion.
 The motion was **CARRIED**.

MOTION

Motion to approve the installation of the water tank to commence in 2020.
 It was **MOVED** and **SECONDED** that, ***“the PIID Trustees approve the water tank installation project to be undertaken in 2020.”***

DISCUSSION

The floor was opened to discussion.

- The trustees reminded the audience of the following decision-making processes and rationale used when agreeing to proceed with the installation in 2020 (this information was sent to all landowners in an email dated November 14, 2019):
 - The Trustees have applied for a 2020 grant from the CRD (\$50,000) to assist in the purchase of the tank. (**Note:** the grant amount has been reduced from \$73,000 to \$50,000 which is the maximum amount the CRD can authorize.)
 - There is a \$48,840 contingency built into *Option C* received from Stantec Consulting.
 - The inflation rate for water tank purchases is reported to be exceeding normal inflation rates.
 - The *Water Capital Reserve Fund* will be close to having the necessary funds to complete the project without the benefit of a grant.
 - If the grant proposal is unsuccessful, any financial shortfall could be financed by a special assessment in 2020 of approximately \$300 - \$400 per property. Alternately, the shortfall could be made up by utilizing other PIID funds such as *Sustainment Funds* or a loan from other *Capital Reserve Funds*.
 - Depending upon the actual inflation rate of tank prices, even if the water tank project is delayed until 2021, a special assessment or one of the other alternatives listed above, may be required to make up any shortfall.
 - Whether the project is completed in 2020 or 2021, the *Water Capital Reserve Fund* may be fully depleted.
 - There are other financing options available in the event of an emergency while the *Water Capital Reserve Fund* is at a low level.
- Discussion around the decision to purchase a glass-line stainless steel water tank. Suggestion from the floor to send information about glass-lined tanks to landowners.
- ***Charlie invites all landowners to contact him with any questions or concerns.***

<p>ACTION</p>	<p>The motion was APPROVED.</p> <p>Charlie to send information about glass-line water tanks to landowners.</p>
<p>MOTION</p>	<p>Motion to strike the Water Tank Installation Support Select Committee. (See document.)</p> <p>It was MOVED and SECONDED that, <i>“the PIID Trustees approve the striking of the Water Tank Installment Support Select Committee to: provide local knowledge, information and recommendations to Stantec Consulting and the Trustees during the water tank installation; design and prepare a level of site development; and develop strategies generally designed to control water tank installation project costs.”</i></p> <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> Attendee expressed appreciation for the expertise and care the Select Committee has brought to this project. <p>The motion was CARRIED.</p>

NEXT MEETING

<p>SCHEDULE NEXT MEETING</p>	<p>February 18, 2020 at 7:30 PM.</p>
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CLOSING MOTION

<p>ADJOURNMENT</p>	<p>The Chair asked for any further business.</p> <p>With no further business, the meeting adjourned at 9:05 PM.</p> <p>The Chair thanked all attendees.</p>
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Minutes submitted: 
 Corporate Secretary

Minutes approved: 
 Chair / Presiding Officer

Date: Dec. 1, 2019