

**PIERS ISLAND IMPROVEMENT DISTRICT
BOARD OF TRUSTEES MEETING
October 24, 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; Brent Schorr, Finance Administrator; Nancy Troger, Secretary.
TRUSTEES & OFFICERS ABSENT	0
NUMBER OF ATTENDEES	6

OPENING MOTIONS

CALL TO ORDER	The Chairperson called the meeting to order at 7:00 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 changes raised for consideration, the motion was CARRIED .
MOTION ADOPTION OF MINUTES	It was MOVED and SECONDED , <i>“that the minutes of the September 5, 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 .

ONGOING BUSINESS

PIVFD TRUSTEE	<p>Adoption of a chipper into the PIVFD asset pool</p> <ul style="list-style-type: none"> • Fire Chief Cruise has proposed gifting a chipper to the PIVFD. The chipper will be fully funded by donations/fund raising from Piers Islanders. The chipper would then be a part of the capital assets of the fire department, similar to the other PIVFD assets (i.e. tractor, fire trucks, ambulance, etc.) and the PIVFD would be responsible for insurance, safety, and maintenance of the chipper. • Four questions posed by the trustees: <ul style="list-style-type: none"> Q: Liability coverage and cost? A: Our insurance will cover any liability and the additional cost will be \$100/year. Q: Operational safety? A: Fire Chief Cruise will develop operation guidelines similar to those of all other PIVFD equipment and only fully trained and qualified operators will use the chipper.
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	<p>Q: Given that the tractor will be the power source for the chipper, can the tractor handle this load?</p> <p>A: Two John Deere and one Kubota dealers were consulted and yes, the tractor can handle the powering of the chipper with no damage or strain to the tractor. The chipper runs at the same rate as the mower that is also run by the tractor.</p> <p>Q: Is it cheaper to rent a chipper?</p> <p>A: The cost of renting a chipper will far exceed the \$100 annual insurance increase.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED <i>"that the gifted chipper be adopted into the PIVFD pool of equipment assets."</i></p> <p>Following discussion, the motion was CARRIED.</p>
<p>FINANCE ADMINISTRATOR</p>	<p>Meeting Procedures 2017 Bylaw, No. 119 follow-up with BC Gov't.</p> <p>Meeting Procedures 2017 Bylaw, No 119 background:</p> <ul style="list-style-type: none"> • At the March 29, 2017 Board of Trustees meeting the trustees agreed to pursue a change to the <i>Meeting Procedures Bylaw</i> under the section titled, "Notice of annual general meeting" that includes the replacement language (in <i>bold italics</i>) as follows: "8. Public notice of the date, time, and place of the annual general meeting must be given at least fourteen (14) days in advance by physical mail <i>or by electronic mail</i>. Additionally, public notice may be posted on the official Piers Island Improvement District website." • This change would commence in 2018 and would allow for electronic notification, rather than physical mail notification. • A physical mail notification will be given to those owners without email, or to those owners who request a physical copy. • In September 2017 a draft of the bylaw was sent to the ministry administrative staff who tentatively approved the change.
<p>MOTION</p>	<p>It was MOVED and SECONDED <i>"that the bylaw cited as the Meeting Procedures 2017 Bylaw, No. 119 be introduced and read for the first time."</i></p> <p>The Chair read aloud the bylaw.</p> <p>Without discussion, the motion was carried.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED <i>" that the bylaw cited as the Meeting Procedures 2017 Bylaw, No. 119 be reconsidered and adopted as amended.</i></p> <p>The floor was opened for discussion.</p> <p>Trustees agreed on a minor wording change.</p> <p>With no further discussion, the motion was CARRIED.</p> <p>As there was no further unfinished business, the Chair proceeded to the next agenda item.</p>

CORRESPONDENCE

CORPORATE SECRETARY	The Corporate Secretary advised there were no items of correspondence to discuss.
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TRUSTEE & OFFICER REPORTS

<p>BUILDINGS & LAND IMPROVEMENTS TRUSTEE TONY KAUL</p>	<p>The Trustee for the Buildings & Land Improvements portfolio presented his report:</p> <p>Update on Seaspan plan for new Piers Island Compound</p> <ul style="list-style-type: none"> • As reported in previous minutes, negotiations with Seaspan for a new Piers Island compound are ongoing. • Seaspan has come back with another set of drawings for the proposed new compound and are getting closer to an acceptable plan. • As reported in previous minutes, Piers Islanders will be given an opportunity for input before any final decisions are made. There will be a minimum of two informational meetings prior to a vote on the subject at a SGM or at the AGM. <p>North Saanich public boat launch ramp as part of the new Piers Island compound project</p> <ul style="list-style-type: none"> • The B&LI Trustee has sent a letter to North Saanich clearly stating we would <u>withdraw our participation</u> from the project if there was to be a public boat launch ramp put in as part of the project. <p>Osprey tree habitat protection</p> <ul style="list-style-type: none"> • The osprey tree that is currently beside Barnacle Road will become part of the proposed Piers Island compound. This tree will be preserved as a habitat tree for the osprey that use it for nesting. • We will have the tree assessed by an arborist to determine how best to protect it. <p>Compound gate repair</p> <ul style="list-style-type: none"> • The key that was stuck in the compound gate was removed and the gate was operational that same day. <p>Electric car charging station installation request</p> <ul style="list-style-type: none"> • An islander has requested a charging station for an electric vehicle be installed now, prior to the building of the proposed new compound. • The Islander will cover the cost of installing the charging station and the cost of the additional electricity usage. The board will discuss the specifics around installing a charging station now. <p>MOTION</p> <p>It was MOVED and SECONDED, <i>“that the trustees receive the Buildings & Lands Trustee’s report as delivered.”</i></p>
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	Following discussion, the motion was CARRIED .
<p>PIVFD TRUSTEE GREG MILLER</p> <p>MOTION</p>	<p>The Trustee for the PIVFD presented his report:</p> <p>Update on commemorative paving stone project</p> <ul style="list-style-type: none"> • Project is well under way with a proposed completion date of Friday, October 27, 2017. • In all, 66 households purchased commemorative pavers for a total of \$16,500. In addition, there was another \$2,000 raised from wood sales. • This project was fully funded by donations and fund raising. <p>It was MOVED and SECONDED, <i>“that the trustees receive the PIVFD Trustee’s report as delivered.”</i> Following discussion, the motion was CARRIED.</p>
<p>WATER SYSTEM TRUSTEE CHARLIE TROGER</p> <p>MOTION</p>	<p>The Water Trustee read his report. (See attached).</p> <p>It was MOVED and SECONDED, <i>“that the trustees receive the Water System Trustee’s report as delivered.”</i> Following discussion, the motion was CARRIED.</p>
<p>FINANCE ADMINISTRATOR BRENT SCHORR</p> <p>MOTION</p>	<p>The Finance Administrator presented his report:</p> <ul style="list-style-type: none"> • Photo inventory of PIID assets/buildings for insurance review; compilation in progress • Fleet tags/decals inspections and registration for 2017/2018 • 2017 tax notices follow-ups on overdue accounts • Paver Project invoices/accounting completed • 2017 Water invoice prep • District of North Saanich tax correction in progress • Boat rack rental invoices prep • 2018 budget meeting to be scheduled (November 21) • Bank consolidation: RBC accounts closed, all funds transferred to Coast Capital Savings <p>It was MOVED and SECONDED, <i>“that the trustees receive the Finance Administrator’s report as delivered.”</i> Following discussion, the motion was CARRIED.</p>
<p>CORPORATE SECRETARY NANCY TROGER</p> <p>MOTION</p>	<p>The Corporate Secretary presented her report:</p> <ul style="list-style-type: none"> • Completed previous meeting minutes, distributed to Piers Islanders, posted to website, filed copy in the Permanent Retentions Folder • Updated Land Titles information • Prepared and distributed agenda for October meeting • Sent out Water Trustee messages • Maintained data filing system <p>It was MOVED and SECONDED, <i>“that the trustees receive the Corporate Secretary’s report as delivered.”</i></p>

	Following discussion, the motion was CARRIED .
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NEW BUSINESS

<p>PIVFD TRUSTEE/FIRE CHIEF CRUISE</p>	<p>Upcoming asset purchase for the PIVFD</p> <ul style="list-style-type: none"> • The annual service and certification on the three fire vehicles was performed in October. As a result of the inspection, it was determined that the 4X4 is in urgent need of approximately \$3,000 of repairs. Rather than spend these funds on repairing a vehicle that will have to be replaced within the next year, it was suggested that the purchase of a replacement 4X4 be given a higher priority than the purchase of a Type 4 golf cart ambulance. • This proposal is in keeping with the objectives and priorities of the Task Force Fire Truck report adopted a few years ago. • Fire Chief Cruise canvassed the fire fighters and they were in agreement with this proposal as they have expressed concern with the viability of the 4X4. • The trustees suggested a committee be formed to determine the specifications for a replacement 4X4 that would best suit the PIVFD requirements.
<p>MOTION</p>	<p>It was MOVED and SECONDED, <i>"that a committee be formed to create the specifications for the new 4X4. This committee will also be responsible for developing the budget for this purchase."</i></p> <p>Following discussion, the motion was CARRIED.</p>

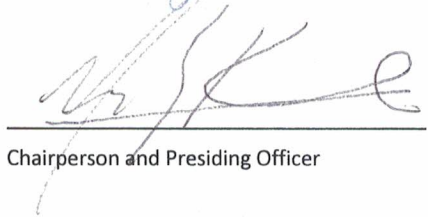
NEXT MEETING

SCHEDULE NEXT MEETING	Scheduled for Sunday, December 3, 2017 at 2:00 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 8:38 p.m.</p> <p>The Chair thanked all attendees.</p>
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Minutes submitted: 
 Corporate Secretary

Minutes submitted: 
 Chairperson and Presiding Officer