

**PIERS ISLAND IMPROVEMENT DISTRICT  
BOARD OF TRUSTEES MEETING  
September 3, 2019 – 7:30 PM  
Location: Piers Island Fire Hall**

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| <b>TRUSTEES &amp; OFFICERS<br/>ATTENDING</b> | Charlie Troger, Chairperson and Water Trustee; Julien Bahain, Buildings and Land Improvements Trustee; Doug Turner, PIVFD Trustee; Brent Schorr, Finance Administrator; Nancy Troger, Secretary. |
| <b>TRUSTEES &amp; OFFICERS<br/>ABSENT</b>    | 0  |
| <b>NUMBER OF ATTENDEES</b>                   | 4  |

**OPENING MOTIONS**

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| <b>CALL TO ORDER</b>                               | Chair, Charlie Troger, called the meeting to order at 7:30 p.m.<br>The secretary recorded the meeting for accuracy.  |
| <b>APPROVAL OF AGENDA</b>                          | Copies of the Agenda were distributed electronically.<br>The Chair asked for changes or additions to the proposed agenda.  |
| <b>MOTION</b>                                      | It was <b>MOVED</b> and <b>SECONDED</b> , <i>“that the Agenda be approved as amended.”</i><br>With no further changes raised for consideration, the motion was <b>CARRIED</b> .  |
| <b>ADOPTION OF PREVIOUS<br/>MINUTES<br/>MOTION</b> | It was <b>MOVED</b> and <b>SECONDED</b> , <i>“that the minutes of the July 9, 2019 PIID Transition Meeting be approved as distributed.”</i><br>The Chair asked for errors or omissions.<br>With no corrections raised for consideration, the motion was <b>CARRIED</b> . |

**ONGOING BUSINESS**

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| <b>WATER TRUSTEE<br/>CHARLIE TROGER</b> | <b>Update on meeting with Chief Cruise regarding additional standpipes.</b> <ul style="list-style-type: none"> <li>• Charlie advised that the installation of additional standpipes will be incorporated into the overall plan to upgrade all service entrance backflow preventers and curb-stops. This phase of the water system enhancement project will be undertaken after the completion of the water tank replacement project.</li> </ul> |
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**CORRESPONDENCE**

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| <b>CORPORATE SECRETARY<br/>NANCY TROGER</b> | Corporate Secretary advised there was one piece of correspondence. <ul style="list-style-type: none"> <li>• <b>Trustees</b> – Email from PIVFD Safety Officer, Pauline Olesen, requesting the PIID provide “overall grant management” as required in their grant submission through UBCM for fire department resiliency. If successful, this grant will provide up to \$23,800 to fund their resiliency action plan activities.</li> </ul> |
| <b>MOTION</b>                               | It was <b>MOVED</b> and <b>SECONDED</b> that, <i>“the PIID Trustees support PIVFD in their grant submission to UBCM and the Community Emergency Preparedness Fund (CEPF) for a grant in the amount of \$23,800 to launch and complete their Piers</i>  |

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|  | <p><b><i>Island Resiliency Action Plan. Piers Island Improvement District supports the current proposed activities and will provide overall grant management."</i></b></p> <p>The motion was <b>CARRIED</b>.</p> <ul style="list-style-type: none"> <li>• <b>Thank you to the grant committee, Chief Steve Cruise, John Hall, Kerry Keats and Pauline Olesen for the considerable time they committed to completing this grant application on behalf of the PIVFD.</b></li> </ul> |
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**TRUSTEE & OFFICER REPORTS**

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| <p><b>BUILDINGS &amp; LAND IMPROVEMENTS TRUSTEE</b><br/><b>JULIEN BAHAIN</b></p> | <p>The B&amp;LI Trustee was asked if he had a report to present.</p> <ul style="list-style-type: none"> <li>• Another busy summer has ended with minimal problems encountered in the compound.</li> <li>• Work on the final phase of the apron paver project will commence the week of September 16th.</li> <li>• Results of the Dolphin Road compound survey have been tabulated.</li> <li>• The compound committee will meet this fall to formulate a plan for moving forward with improvements to the Dolphin Road compound based on the results of the survey.</li> </ul> <p>The report was accepted as presented.</p>  |
| <p><b>PIVFD TRUSTEE</b><br/><b>DOUG TURNER</b></p>                               | <p>The PIVFD Trustee was asked if he had a report to present.</p> <ul style="list-style-type: none"> <li>• See attached report.</li> </ul> <p>The report was accepted as presented.</p>   |
| <p><b>WATER SYSTEM TRUSTEE</b><br/><b>CHARLIE TROGER</b></p>                     | <p>The Water System Trustee was asked if he had a report to present.</p> <ul style="list-style-type: none"> <li>• See attached report.</li> <li>• <b>Charlie recognized the significant contribution Cam Russell makes week in and week out, year after year, reading the water meter that would alert the Water Team to a leak in the under-water lines.</b></li> </ul> <p>The report was accepted as presented.</p>   |
| <p><b>FINANCE ADMINISTRATOR</b><br/><b>BRENT SCHORR</b></p>                      | <p>The Finance Administrator was asked if he had a report to present.</p> <ul style="list-style-type: none"> <li>• Preparations for new fire truck insurance/payment to Town of Sidney.</li> <li>• Drafted bylaw <b><i>Capital Asset Replacement Fund Disbursement No. 125</i></b></li> <li>• Tax collection ongoing; due date was August 31, overdue penalties to be applied; from Bylaw #123 - <i>"...taxes shall be due and payable on or before the 31st day of August 2019, and a percentage addition of ten per centum of the amount there of shall be added to all taxes remaining unpaid after the said date."</i></li> <li>• Regular monthly financial administration.</li> <li>• Tractor revenue up this calendar year with increased use/addition of chipper.</li> <li>• Paver Stone Project donations \$13,300; receiving payments ongoing.</li> </ul> <p>The floor was opened to discussion.</p> |
| <p><b>CORPORATE SECRETARY</b><br/><b>NANCY TROGER</b></p>                        | <p>The Corporate Secretary was asked if she had a report to present.</p> <ul style="list-style-type: none"> <li>• Performed all normal duties as required.</li> </ul> <p>The report was accepted as presented.</p>  |

**BUSINESS ARISING / NEW BUSINESS**

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| <p><b>B&amp;LI TRUSTEE</b><br/><b>JULIEN BAHAIN</b></p> | <p><b>Seaspan marine proposal.</b></p> <ul style="list-style-type: none"> <li>• Roger Todd of Seaspan advised Julien that Seaspan has received approval to build a jetty, within their foreshore lease allowance, alongside the berth. This will provide space for up to 15 trailers.</li> <li>• This structure will still allow access for barging to and from Piers Island, although it may be somewhat challenging for larger barges to navigate within the more confined space.</li> <li>• See attached the approved drawings.</li> <li>• Roget Todd thanked the Piers Islanders for their support and collaborative approach during the first phase.</li> </ul> |
| <p><b>PIVD TRUSTEE</b><br/><b>DOUG TURNER</b></p>       | <p><b>Presentation of the <i>Capital Asset Replacement Fund Disbursement 2019 Bylaw, No. 125</i></b></p>   |
| <p><b>MOTION</b></p>                                    | <p>It was <b>MOVED</b> and <b>SECONDED</b> that, <i>"the bylaw cited as the Capital Asset Replacement Fund Disbursement 2019 Bylaw be introduced and read for the first time."</i><br/>Secretary read the bylaw out loud.</p>  |
| <p><b>DISCUSSION</b></p>                                | <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> <li>• Attendee complimented the PIID and PIVFD for coming up with a cost-effective and innovative solution.</li> </ul> <p>Motion was <b>CARRIED</b>.</p>   |
| <p><b>MOTION</b></p>                                    | <p>It was <b>MOVED</b> and <b>SECONDED</b> that, <i>"the bylaw cited as the Capital Asset Replacement Fund Disbursement 2019 Bylaw be reconsidered and adopted."</i><br/>With no further discussion, the motion was <b>CARRIED</b>.</p>  |
| <p><b>TRUSTEES</b></p>                                  | <p><b>Present <i>Capital Asset Replacement Fund Distribution</i></b></p>   |
| <p><b>MOTION</b></p>                                    | <p>It was <b>MOVED</b> and <b>SECONDED</b> <i>"the 2019 Capital Asset Reserve Budget Distribution be allocated as follows: Water 80%; Buildings and Land Improvements 10%; and Fire Department 10%."</i><br/>The floor was opened to discussion.<br/>With no discussion the motion was <b>CARRIED</b>.</p>   |

**NEXT MEETING**

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| <p><b>SCHEDULE NEXT MEETING</b></p> | <p><b>November 26, 7:30 PM.</b></p> |
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**CLOSING MOTION**

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| <p><b>ADJOURNMENT</b></p> | <p>The Chair asked for any further business.<br/>With no further business, the meeting adjourned at 8:30 PM.<br/>The Chair thanked all attendees.</p> |
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Minutes submitted:   
Corporate Secretary

Minutes approved:   
Chair / Presiding Officer

Date: Nov 26/2019