

**PIERS ISLAND IMPROVEMENT DISTRICT
BOARD OF TRUSTEES MEETING
February 17, 2017, 7:00 PM
Location: Piers Island Fire Hall**

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| TRUSTEES & OFFICERS ATTENDING | Maureen Crooks, Chairperson and Water Trustee; Tony Kaul, Buildings & Land Improvements Trustee; Greg Miller, Fire Trustee; Brent Schorr, Finance Administrator; Sharon Stewart, Corporate Secretary |
| NUMBER OF ATTENDEES | 1 |

OPENING MOTIONS

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| CALL TO ORDER | <p>Chairperson called the meeting to order at 7:00 PM and advised the meeting was being taped for accuracy.</p> <p>Before beginning the agenda, the Chair acknowledged a very sad event in the community, the passing of long-time resident, Al Morrison.</p> <p>"ON BEHALF OF THE IMPROVEMENT DISTRICT BOARD MEMBERS AND ISLAND RESIDENTS WE WISH TO EXTEND OUR HEARTFELT CONDOLENCES TO THE MORRISON FAMILY ON THE RECENT PASSING OF AL MORRISON. AL AND PAM WERE MEMBERS OF THE PIERS ISLAND COMMUNITY FOR OVER 20 YEARS AND THEIR CONTRIBUTIONS AND VOLUNTEER EFFORTS TOUCHED EVERY FACET OF ISLAND LIFE. AL SERVED AS A VOLUNTEER LABOURER, TRUSTEE, FIRE FIGHTER AND FIRST RESPONDER, AND IN SO MANY OTHER WAYS DEMONSTRATED HIS LOVE FOR THIS ISLAND HE AND PAM CALLED HOME. HIS FRIENDS AND NEIGHBOURS ON PIERS ISLAND WILL MISS HIM SORELY."</p> |
| APPROVAL OF AGENDA | <p>Copies of the Agenda were distributed.</p> <p>The Chair asked for changes or additions to the posted agenda.</p> <ul style="list-style-type: none"> • The Chair requested that one item be added for discussion under New Business: "5 Year Capital Plan" <p>It was MOVED AND SECONDED, "<i>that the Agenda be approved as amended.</i>"</p> <p>With no further changes, the motion was CARRIED.</p> |
| ADOPTION OF MINUTES | <p>A motion was MOVED AND SECONDED "<i>that the minutes of the December 4, 2016 PIID Board of Trustees Meeting be approved as distributed.</i>"</p> <p>The Chair asked for errors or omissions.</p> <p>One change was requested to correct the wording of the motion related to the condition of Blackberry Lane to note that a response would be sent to the <u>correspondent</u>, not to islanders at large.</p> <p>It was MOVED AND SECONDED, "<i>that the minutes of the December 4, 2016 PIID Board of Trustees meeting be approved as amended.</i>"</p> <p>With no further changes, the motion was CARRIED.</p> |

UNFINISHED BUSINESS

POLICY FOR PROCESSING PIID EXPENSES – B. SCHORR

The Chair noted that this innovative online process was developed by our Finance Administrator in accordance with all government regulatory, audit and banking requirements, and was approved by the trustees at the last board meeting with a request that this business procedure be formally documented as a policy.

The Finance Administrator provided a policy document that reflected the discussion and approvals of the previous meeting.

It was **MOVED AND SECONDED**, *"that the policy be approved as formal support for implementing the new procedures."*

With no further discussion the motion was **CARRIED**.

ROAD CONDITIONS UPDATE – M. CROOKS

a) Blackberry Lane Correspondence:

The Chair advised on progress to-date in response to correspondence received regarding Blackberry Lane flooding and noted:

- That the PIA had proactively responded to the PIID December minutes. They had moved towards gathering information on the meadow drainage system and discussing the issue at a future meeting of the PIA Directors.
- That the letter from the PIID to the Ministry of Transportation to engage them in a future assessment of problem areas along the road remained outstanding.
- That the letter from the PIID to the resident in response to the correspondence remained outstanding.

Discussion ensued regarding various discussions that had since been undertaken with the correspondent, Fire Chief, PIA members and Road Committee Chair, and the Chair committed to addressing both outstanding issues within the following week.

It was **MOVED AND SECONDED**, *"that the minutes show a record of this discussion."* With no further discussion, the motion was **CARRIED**.

b) Private use of Road Allowance:

With the following information, the Chair opened the discussion of private use of road allowance and what role, if any, the trustees should take in that issue:

- The Fire Chief has approached the trustees with his concern that private use of road allowance is increasing, and has requested that the Improvement District trustees assist him to improve the current situation and deter future encroachments.
- The Fire Chief continues to emphasize that the road is a fire break and emergency vehicle corridor that must be kept clear for those purposes. Also, tractor mowing that removes long grass along the verges during fire season must not be impeded by private property storage, construction, or plantings.
- The Chief has also elicited help from the Road Committee Chair who has responded by sending out a reminder to islanders advising of the Ministry's rules and enforcement authority. The reminder also cautioned that to date the Ministry has not been asked to enforce the rules because islanders have generally respected the rules or made prior arrangements with the Road Committee for temporary relief.

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| | <ul style="list-style-type: none"> The Chair noted the rules state that heavy trucking during the November to March wet season is restricted to permit holders only, and storage of materials by private property owners on road allowance without written prior approval of the Ministry is prohibited. Also, that the Ministry will use enforcement procedures as required for non-compliance that is brought to their attention and that while the community would not want to see the ministry take such action to the extreme, we are all aware that there are several situations where peer encouragement or pressure has not worked so an appeal to the authority responsible for enforcement is an option that is available. It was also noted that maximum benefit might be achieved if the Fire Chief, PIID Trustees, PIA Directors and Road Committee acted in unison on road policy. <p>Discussion concluded with the trustees agreeing that while the Improvement District has no authority over use of the road, the road is an integral part of the island's emergency medical and fire protection service and water system, and therefore the trustees have a role to play in supporting the Fire Chief's efforts. In support of the Fire Chief, the PIID trustees agreed to reassess the situation in a few weeks to decide whether to formally move to discuss road policy enforcement with the Ministry, and/or solicit the co-operation of the PIA and Road Committee in this action.</p> <p>It was MOVED AND SECONDED, <i>"that the minutes show a record of this discussion.</i> With no further discussion, the motion was CARRIED.</p> |
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CORRESPONDENCE

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| CORPORATE SECRETARY | There were no new items of correspondence to report. |
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TRUSTEE & OFFICER REPORTS

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| BUILDINGS & LANDS, TONY KAUL, TRUSTEE | <p>The Trustee for Buildings and Lands presented his report:</p> <ul style="list-style-type: none"> Fire Hall Furnace repair: a part has been ordered to repair the fire hall furnace and Barry Tate is working with the trustee to complete the repairs. Seaspan interest in Piers Parking Compound: nothing new to report other than Seaspan is undertaking engineering reports. Fire Hall Apron project: trustees are working to provide information on the alternatives to paving stones which is the Fire Chief's preference, and expect to present findings to islanders before making final decisions. Compound: Bylaw is in place. Boat trailers will soon be reorganized again. <p>It was MOVED AND SECONDED, <i>"that the trustees receive the Building & Lands Trustee's report as delivered."</i></p> <p>With no further discussion the motion was CARRIED.</p> |
| PIVFD, GREG MILLER, TRUSTEE | <p>The Trustee for the PIVFD presented his report:</p> <p>1. CONSTRUCTION OF FIREHALL APRON</p> <ul style="list-style-type: none"> The trustee met with Fire Chief Steve Cruise and Miles Primrose and measured the apron for an idea of cost. Tony Kaul, Steve Cruise and Miles Primrose met with the paving stone contractor and went over the area with him for a quote. Materials used by other fire departments are still being researched and consultation has taken place with professionals who work with paving stones, concrete and pavement to determine viability of each (or a combination thereof) It was agreed that there can be no approval until a meeting is held with islanders to advise of options and costs. |

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| | <p>2. PURCHASE OF TRACTOR BUCKET:</p> <ul style="list-style-type: none"> • Bob Crooks confirmed that the unit has been ordered and will be shipped directly to the John Deere dealer in Duncan who will do the installation. While off island, the tractor will undergo a full maintenance service. <p>3. PURCHASE OF TYPE 4 AMBULANCE</p> <ul style="list-style-type: none"> • Trustee Tony Kaul is exploring pricing for a club car golf cart, with the necessary platform, attachments and canopy as per the recommendations of the Truck Task Force report. • Trustees Tony Kaul and Greg Miller will meet with fire department and first responder members to discuss this vehicle and its suitability for the required emergency purposes. • The goal is to have the ambulance by summer if it is seen as something that is wanted and needed by the first responders and fire department. <p>It was MOVED AND SECONDED, "<i>that the trustees receive the PIVFD Trustee's report as delivered.</i>"</p> <p>With no further discussion the motion was CARRIED.</p> |
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| <p>WATER SYSTEM, MAUREEN CROOKS, TRUSTEE</p> | <p>The water trustee presented her report:</p> <ul style="list-style-type: none"> • Since the last Board meeting on December 4th, 2016, all test results have been satisfactory and normal testing regimes have recommenced. • Since the beginning of the year the chlorine residual levels in our intake supply have been much higher but we have not been able to ascertain from VIHA, North Saanich or the CRD why that has occurred so cannot count on this trend continuing. • Our VIHA Drinking Water Officer will be visiting Piers Island over the next few weeks to do the annual inspection of our water system and may be accompanied by the new VIHA water consultant. • The water team has now finalized the Terms of Reference for the select committee that will be formed shortly to focus on water system infrastructure changes. • The incumbent water trustee's term will finish at this year's AGM and a new member of the PIID Board team is needed. • Upcoming water system maintenance projects: <ul style="list-style-type: none"> * Annual Spring flushing of the entire water distribution system, likely in late March or early April as soon as the North Saanich flushing is completed. * Commencement of an annual maintenance program to operate all curb stops. * Spring work party to remove vegetation from the water tower area. * Possible cleaning of the water tower in early April. <p>It was MOVED AND SECONDED, "<i>that the trustees receive the Water Trustee's report as delivered.</i>"</p> <p>With no further discussion the motion was CARRIED.</p> |
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| <p>FINANCE ADMINISTRATOR- BRENT SCHORR</p> | <p>The Finance Administrator presented a brief report:</p> <ul style="list-style-type: none"> • Work is underway to prepare and deliver materials to the auditor for the 2016 Financial Statements to meet the ministry submission date of May 15th. • The new expense payment process is working well. <p>It was MOVED AND SECONDED, <i>"that the trustees receive the Finance Administrator's report as delivered."</i></p> <p>With no further discussion the motion was CARRIED.</p> |
| <p>CORPORATE SECRETARY, SHARON STEWART</p> | <ul style="list-style-type: none"> • Resident Phone List: is being finalized; reminder to be sent out next week for last call on revisions. The document will then be emailed out to all islanders in 2 pdf formats (one sorted by lot #; the other alphabetically by surname). • Welcome Letters: Have been emailed to all new islanders whose email addresses have been identified. One new resident is yet to be contacted. • Upcoming work will focus on updating the PIID Website <p>It was MOVED AND SECONDED, <i>"that the Trustees receive the Corporate Secretary's report as delivered."</i></p> <p>With no further discussion the motion was CARRIED.</p> |

NEW BUSINESS

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| <p>ALLOCATE SURPLUS OPERATING BUDGET FUNDS</p> | <p>The Finance Administrator provided an investment fund summary (attached) and reported that the Operating Budget estimated surplus for 2016 was estimated to be \$15,530, of which \$8,200 has been carried forward into the 2017 Operating Budget, leaving an estimated \$7,330 to be allocated among the three sustaining funds.</p> <p>The trustees discussed and determined that given the existing discrepancy between the three funds, the estimated surplus should be directed to the Water System and Buildings & Lands portfolio, which would result in the following total estimates:</p> <table border="0" data-bbox="516 1266 911 1398"> <tr> <td>Water System:</td> <td>\$10,236.49</td> </tr> <tr> <td>Bldgs & Lands:</td> <td>\$ 9,355.77</td> </tr> <tr> <td>PIVFD:</td> <td><u>\$18,224.68</u></td> </tr> <tr> <td>Total:</td> <td><u>\$37,816.94</u></td> </tr> </table> <p>It was MOVED AND SECONDED, <i>"that the trustees direct the Finance Administrator to deposit the 2016 surplus operating budget funds as determined by the trustees."</i></p> <p>With no further discussion the motion was CARRIED.</p> | Water System: | \$10,236.49 | Bldgs & Lands: | \$ 9,355.77 | PIVFD: | <u>\$18,224.68</u> | Total: | <u>\$37,816.94</u> |
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| Bldgs & Lands: | \$ 9,355.77 | | | | | | | | |
| PIVFD: | <u>\$18,224.68</u> | | | | | | | | |
| Total: | <u>\$37,816.94</u> | | | | | | | | |
| <p>ESTABLISH A 5 (OR 10) YEAR CAPITAL PLAN</p> | <p>The Chair opened a discussion on a new initiative to develop a long range capital plan that would span at least five years and provide a valuable forecasting and fiscal planning tool for trustees. The benefit would be that all investment capital needed within the plan's time horizon would be identified and would form the basis of a single, inclusive cost management strategy. Projects would include funding needed to replace existing capital assets as well as funding that would be needed to acquire new capital assets (such as fire hall aprons or additional vehicles).</p> | | | | | | | | |

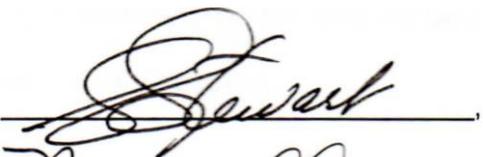
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| | <p>Currently the trustees have put in place the Capital Asset Replacement Plan which provides funds for specifically replacing existing capital assets but there is no long range vehicle yet in place to provide funds in a managed and planned way for new capital projects.</p> <p>The trustees discussed the merits of undertaking this initiative and the Finance Administrator offered to work with the Chair on assembling a rudimentary schedule to bring back to the trustees for further discussion, using as a basis the Capital Asset Replacement Plan spreadsheets.</p> <p>The trustees also agreed to consider candidates among residents who might agree to work on this task.</p> <p>It was MOVED AND SECONDED, <i>“that the minutes show a record of this discussion.”</i> With no further discussion, the motion was CARRIED.</p> |
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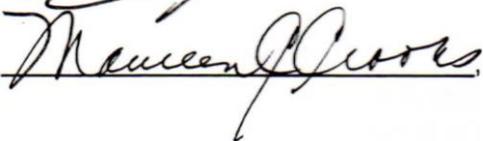
NEXT MEETING

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| SCHEDULE NEXT BOARD MEETING | Tentatively scheduled for March 28, 2017 at 7:00 PM. (Post meeting the date has been changed to Wednesday, March 29, 2017 at 7:00 PM.) |
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CLOSING MOTIONS

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| ADJOURNMENT | The Chairperson called for further business, and hearing none, the trustees approved a motion to adjourn at 8:10 PM. |
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Minutes submitted: ,  , Corporate Secretary

Approved by: ,  , Chairperson and Presiding Officer

| PIID Investments Summary | |
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| Sustainment Funds | |
| Water Sustainment Fund | 6,571.49 |
| Buildings and Land Improvements Sustainment Fund | 5,690.77 |
| PIVFD Sustainment Fund | 18,224.68 |
| Sub-total | 30,486.94 |
| Emergency Fund | |
| Emergency Fund | 25,000.00 |
| Sub-total | 25,000.00 |
| Capital Reserve Funds | |
| PIVFD Capital Reserve Fund | 102,847.70 |
| Water Capital Reserve Fund | 222,022.04 |
| Buildings and Land Improvement Capital Reserve Fund | 21,701.33 |
| Sub-total | 346,571.07 |
| Total | 402,058.01 |

The 2016 surplus = \$15,530 subtract \$8200 (2017 Budget) = \$7330.

Policy for the Processing of Piers Island Invoice Payments

1. Email used for all invoice payment communications.
2. Limit 1 payee per email.
3. Financial Administrator/other sends email to PIID (all trustees), containing the following:
 - Subject line text: 'Approval required Admin, Fire, Land or Water'.
 - Scanned invoice attachment
 - Payee
 - Department (Land, Fire, Water or Admin)
 - Reason for invoice
 - Account to be debited
 - Total bill
 - Payment type (if there is a number entered in payment type, it is paid by cheque, otherwise payment type will be identified.)
4. Respective trustees required to:
 - Review the invoice
 - Review payment information
 - Approve with reply: 'Approved and Trustee Name'
 - Otherwise, provide reason/s for denial of approval in reply
 - Note: Any trustee can approve Admin expenses with reply to all, to communicate to other trustees that expense has been approved.
5. Financial Administrator will print and file the following:
 - Email with date, trustee approval etc.
 - Invoice (original if available, but not required)

Approved 2016 12 04 Board Meeting