DEWDNEY AREA IMPROVEMENT DISTRICT

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TRUSTEE BOARD MEETING January 18, 2017 – 7 PM

Hatzic Prairie Community Hall, 10845 Farms Road, Hatzic Prairie

Minutes

In Attendance:

Doug McNeil (Chairman)

Deb McKay

Brett Vander Wyk

David Scott Roy Chaplin Jim Loewen Rod Shead

Absent:

Steve Anderson

Paul Anderson

Gwen Zayonce (Administrator/Finance Officer)
Bruce Edwards (Project/Hydro Management)

Call to Order:

7:04 PM

Motion:

To adopt January 18, 2017, meeting agenda

Jim Loewen/David Scott

Discussion:

To have emailed additions sent to administrator accepted onto

the agenda.

Motion:

To adopt the January 18, 2017 meeting agenda with additions

submitted by emails as attached.

Jim Loewen/David Scott

Favor: 5 Opposed: 1 Abstentions: None Motion: Adopted

Opposed: Roy Chaplin

Motion:

To adopt November 23, 2016 Trustee meeting minutes.

Jim Loewen/Dave Scott

Favor: 6 Opposed: None Abstentions: None Motion: Adopted

Signed: Doug McNeil - Chair

Motion:

To adopt a resolution to hold an in-camera meeting immediately

following this public meeting to discuss staff matters.

Deb McKay/Jim Loewen

Discussion:

To consider the holding of in-camera meeting on separate day

due to the late hour of the meeting in future.

Favor: 5 Opposed: None Abstentions: 1 Motion: Adopted

Abstained: Roy Chaplin

Signed: Resolution 40- Doug McNeill - Chair

REPORTS:

Dike Manager Report:

See Appendix (1)-

Questions raised by trustee's and ratepayers were responded to

by Bruce Edwards

Administrator/Finance

Officers Report:

See Appendix (2)

Questions raised by trustee's and ratepayers were responded to

by Gwen Zayonce (Administrator/Finance Officer)

Project Manager Report:

Hydro Report:

See Appendix (3)

Questions raised by trustee's and ratepayers were responded to

by Bruce Edwards

OLD BUSINESS:

District Method of

Calculating Taxes:

Trustee McKay reported that the committee has not started as a

review of objections sent by email by trustee Chaplin needed to

be resolved.

Non-Discloser:

Non-discloser statement that was passed as resolution 39 were disbursed to all staff and trustees for signing. Administrator will

follow up and advise trustees on unreceived documentation by

Feb 22, 2017.

Meeting Voting/ Represention Option:

Questions arose as to survey requirements/methods

Motion:

To have 4 options on the ratepayer survey consisting of 3 recommended and one alternative committee proposed option.

David Scott/Jim Loewen

Favor: 6 Opposed: None Abstentions: None Motion: Adopted

Motion:

To have one trustee from each zone verify the survey results and tabulate and distribute to all trustees. Survey slips will be given to the administrator to retain.

David Scott/Jim Loewen

Favor: 6 Opposed: None Abstentions: None Motion: Adopted

NEW BUSINESS:

Ratepayer request For information:

Chairman McNeill advised that requests have been received for copies of DAID bylaws by ratepayers. Discussion needed as to development of methods required.

Motion:

To create a standing committee to review DAID bylaws on an annual basis and report to the board any bylaws that require revision.

David Scott/Deb McKay

Favor: 5 Opposed: 1 Abstentions: None Motion: Adopted

Opposed: Roy Chaplin

Committee members will be determined by a volunteer option

and are to advise trustee Scott.

Trustee Scott in addition submitted a draft bylaw option to charge fees for administration to providing ratepayers information, and will be further reviewed by the committee and submitted for final

board review for a bylaw.

Motion:

To create a select committee to review current jobs for all staff, and create job descriptions, while insuring DAID meets WCB and

Employment Standards for all staff as well as develop communication protocols for all staff and trustees.

David Scott/Deb McKay

Favor: 6 Opposed: None Abstentions: None Motion: Adopted

Motion:

To query other districts and or municipalities on their Code of Conduct for elected council/trustees to help DAID draft its own

Code of Conduct.

David Scott/Deb McKay

Favor: 6 Opposed: None Abstentions: None Motion: Adopted

Special Meeting Feb. 22, 2017:

Motion:

To accept the draft letter notification to ratepayers for the special

meeting Feb 22, 2016. Deb McKay/Jim Loewen

Favor: 6 Opposed: None Abstentions: None Motion: Adopted

Discussion arose on the review of the ratepayer notification letter for the special meeting as to cost of meeting and mailouts and the ability to combine this survey at the AGM instead of holding a

special meeting.

Motion:

To cancel special meeting at Clark Theatre, and combine the special meeting survey at the AGM in April to save cost. Hold a

regular trustee meeting Feb 22, 2017 at the Hatzic Hall. Favor: 5 Opposed: None Abstentions: 1 Motion: Adopted

Abstained: Roy Chaplin

Administrator is to make all the changes.

Public Questions

Questions presented by ratepayers were answered by DAID trustee's and

/Deeplat Morlow

staff.

Date for next

Trustee Board

Meeting:

February 22, 2017 Hatzic Prairie Hall at 7 PM

Meeting Adjourned:

11:34PM

Dyke Manager Report- (appendix 1) January 18, 2017

-Ron Beck stated that operations were normal with nothing in addition to report.

Administration/Finance Report (Appendix 2) January 18, 2016

From January to the AGM in April many admin/finance duties are required to meet the required deadlines for our AGM.

Insurance coverages have been reviewed, additional have been made to cover staff and equipment usage including detailed equipment information of Ron Beck. I have requested a full statement of coverages and balances for trustee review and for budget preparation

Year end- Includes close of books and audit with full reports as to: CRA, WorkSafeBC, T4, GST rebates and audit process for year end begins. This is being worked on now.

December bank statements have been late and delay the process of financials. All year end items are now received and will be processed in January to complete the close of accounting for 2016. Meetings with Ann Harpers office to complete the audit will take place in February once the budget and 2017 mill rates have been set.

Many reports and data extraction will be required over the next few weeks.

AR- Arrears and calculations of all outstanding including penalties, interest. Full review of manual as to handing of past due accounts and stated:

Owing for 2016 - 125 account for \$87,942. prin/penalty Owing for 2013-2016 5 accounts \$8,104 Owing for 2015/2016 \$33,886.

The improvement district may once a year hold a tax sale for taxes owing 24 months or older. I have also contacted Mission tax department to obtain information as to any tax sales by them that will affect DAID.

Mission- Information as to PID of 5 properties emailed to verify location / arrears. Susan reported no tax sales that affect DAID and current to 2016.

Rural- Gov. of BC – I have a full report as to the properties and collections of each party that requires a full review by a committee. Names and details of arrears are considered private information under the privacy act and must be kept confidential.

At this time we have the below totals owing on 5 accounts with arrears from 2013 or 2014 onward for 8104.00

The first one is 2013/2014/2015/2016 The next 4 are for 2014/2015/2016

146.24- m/h

3,681.56

1,049.62

1,467.46

1,962.04

For the accounts with arrears from 2013 or 2014 onward a

Suggest motion to:

Have a committee to review details of account status as to Rural/Gov BC owing for each and them. Set a date and time for tax sale, including a committee of trustees for this action. We have several late payments that have not paid the penalty and or interest charges. The boards committee could also provide direction as to the collection of these amounts, as many have been forgiven in the past, and set policy for all arrears proceedings.

In order to use minimal costs on legal services a final letter will include the tax sale date, and ignoring of this issue will just resume to tax sale process. It should be noted that the above accounts have had final demands sent previous. Legal costs are to be added to the above balances.

Committee: to send final demand notices to ratepayers owing for 2015 and 2016

There are 29 accounts for a complete total to Jan 30/2017 of \$33,885.99.

Motion needs to determine time frame and following up into arrears procedure, and tax sale policy for unpaid balances. Properties with arrears of 24 months can result in tax sale actions.

Once a decision has been made a final demand letter will be created and sent as set policy.

February Special Meeting:

To meet the requirements for this meeting clarification tonight listed on the agenda and documents received today for approval questions to consider. I will address the questions as to details as the item is addressed on the agenda.

I have confirmed our meeting date/and needs with the Clark theatre

Date of mailout: It is usual to have this within 14 days in order to complete this by the first week of February below is required:

Method: Data base, manual, time requirements

Content: Draft letter was received today for board approval. Content of survey questions and method of collection and tabulation standards still need to be determined

Advertisement: A decision as to advertising, content and date is needed for the special meeting again usual time frame is 14 days. We need to have this done at least a week in advance of printing date.

2017 Budget

I have started the preparation work for the budget and I had a meeting at the bank on Monday. I managed to verify our account set ups and GIC information however still waiting on details on our loan requested on Monday and again today and not administered or available to obtain this information at the branch level.

This process will continue in January to present a 2017 budget.

BC Assessment/2017 Tax Roll

In conversation with the Rural tax department it was discovered that a property with arrears was sold in June 2016. Investigation revealed that the problem is with the BC Assessment department and that in fact I was not sent the information as should have been. There is now a full investigation at BC assessment and further no further details or dates are available from them at this time. It should be noted that some property information was received each month leaving us no way of knowing any problem existed.

I am working on reviewing the options on the property to where the issue arose, to resolve the handing of the arrears.

The 2017 Assessment roll has arrived and has been sent to Trustee McKay as to data base.

This information will also assist in the resolving the problem at BC Assessment to ensure we produce accurate assessments in March of 2017.

Audit Results:

We have received a letter from Mona Smith Program Manager Flood Protection Program Confirming the results that we discovered in the audit of we an error on the part of DAID for over \$13K. After the adjustment to this amount as to our portion a request for repayment of \$9,196.88 has been made.

There is no recovery available under the errors and omissions insurance as this was an amount we should have paid and not a new loss occurring from the mistake.

ORI GINAL

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Dewdney Area Improvement District

Project Manager's Final Report

January 18, 2017

Please read this report with Bruce Edwards' report on Operations Management.

A major project accomplishment during 2016 was working with DFO to open up Chilqua Creek from the Sylvester Road Bridge to the West boundary of Jacqueline Steiger's property. She has recently indicated willingness to cooperate in solving the Chilqua flooding problem. The only cost to DAID was about \$1200 toward a 7' culvert to eliminate the choke-point at the Orthodox Monastery.

Necessary upgrades of the pumping stations and dike were put on hold because of the probable availability of Federal Infrastructure funds, which, if received, would leave more money for Intake 2010 Tier 3 (Hatzic Lake restoration) in 2017. We are presently working on design and permitting.

Around 2012, we applied for a water licence to keep the lake level up between the freshet and September 15. The application included the 2006 Golder Engineering report that forms part of DAID's Hatzic Lake Slide Gates Operation Manual. Of the 900 water levels taken from 1949 to 2005, 850 readings show that Hatzic Lake stayed at 2.6 m ASL. This indicates that a water level of 2.5 mASL should not cause flooding. We were assured in 2015 that FLNRO's Water Management Branch had everything it needed to issue a long-term permit. Then, unfortunately for boaters, Roy Chapman submitted a petition (only 16 signatures) to let the lake drain after the freshet. As a result, FLNRO now wants another full engineering study (at least \$100,000) and a full consultation with anybody who may be impacted. After MLA Simon Gibson's intervention, last year Mr Edwards applied for and received a short-term water licence in only four days at a permit cost of only ~\$250. He kept scrupulously below the 2.5 mASL limit. Apparently, there were no complaints. The most cost-effective approach is for him to apply for a single-year permit every year for several years so that FLNRO can see that the only complaints are that the lake is too low. Greg Stuart's 360-name petition to keep the lake up is powerful evidence of lake residents' wishes. I suggest that residents keep up the pressure on the government.

Hatzic Lake and SRS sand removal could not be done because of the FLNRO permit bottleneck, exacerbated by the interference of a few trustees.

Trustees are required to act only collectively as a Board which can act only by passing resolutions and bylaws. Trustees have no individual authority and are prohibited from involving themselves in day-to-day activities. A few have flouted this requirement by trying to micro-manage staff with costly and potentially disastrous results. This could

lead to DAID being taken over by the FVRD (Please read the Improvement District Conversion Guide).

In addition to taxpayers losing local control of their goals and projects, since it has no relevant staff expertise, FVRD would probably hire two full-time staff members at a total cost of about \$250,000. Adding FVRD's high overhead cost could exceed DAID's annual budget (and taxpayers' current taxes) **before any work was done**. Ask yourselves "What has FVRD actually done for me?" other than fire protection and providing a few street lights. FVRD doesn't even maintain the roads. That is done by the provincial Ministry of Transportation & Infrastructure. Giving DAID to FVRD would cause taxes to skyrocket and services to plummet, increasing the risk of flooding.

Trustee Chaplin claims to be trying to cut taxes, but he has done the opposite. Although he has made a few valid points, his 18 pages of misleading emails attack elected trustees and all but one of the staff members, which suggests collusion. He has created an impossibly toxic working environment for staff which has destroyed the previously high morale. He has loaded frivolous work on them which has taken their time from productive work. This has cost the taxpayers dearly.

News of the havoc he is causing reached government ears. One result is a letter from Mona Smith wanting to take back the ~\$200,000 EMBC Intake 2010 grant for Hatzic Lake work. I suggest that trustees leave it to Mr Edwards and me to salvage. Trustee Chaplin may cause DAID to lose the federal infrastructure grant.

Trustee Chaplin's actions are consistent with sabotaging the best interests of taxpayers.

He claims that I have been excessively paid and that anything remotely related to staff should only be discussed during in camera meetings. Far too many things are being dealt with in camera. They are used to keep matters secret from taxpayers. In camera meetings are properly used only for discussions on hiring or firing employees, potential land purchases or sales, and legal matters. The taxpaying public should be present for all other discussions. Motions passed in camera are required to be made public. This has not been done.

Regarding his claim that I am over-paid, my first job for DAID was as a trustee in 2007 when I administered the emergency build up of our dike. DAID was paid \$85,000 for this administration. I was paid nothing. This money along with a Grant from Fraser Salmon Watershed Program of \$40,000 gave DAID the start up money to make an application for the new pump station. I was then hired as a consultant for the next 10 years. 66.7% of my salary for all those years was paid by the provincial and federal government. The cost to the DAID taxpayers for my wages was \$1,300 per month plus expenses. I never negotiated my salary. I accepted what the Trustees offered as it was never about the money. It was about the satisfaction of completing projects that most people said could never be done. I have looked hard for someone qualified to replace me and to help Mr Edwards. I discussed this with several qualified and

experienced project managers. They all said that they are not interested in working for the pittance that I receive and want at least \$8,000 per month.

Everything I have said can be supported by documentation.

This is my last report to the Trustees and the taxpayers, as my contract is finished on my birthday January 31, 2017.

My wish is that at the April AGM, taxpayers will not re-elect trustees who have a hidden agenda and will instead elect trustees with a mandate to keep control in DAID's hands, who will honour their responsibility of deciding what taxpayers want to have done, and leave implementation in Bruce Edwards' capable hands. He is the most valuable consultant that DAID has. Over the past ten years he saved DAID many times more money than he is paid. Without him, there would have been no new pumping station, flooding would occur frequently, and Hydro costs would skyrocket. His contract should be extended. If it isn't, progress on Hatzic Lake, flood prevention, and saving taxpayers about \$100,000 per year in BC Hydro costs will stop.

I recommend adding the three draft motions in Mr Edwards' report to the agenda for urgent consideration.

(The original was signed)

Larry Wiens

DAID Project Manager

Dewdney Area Improvement District Operations Management Report 2017 January 18

Routine operations work is not covered here. Work done since the November 23 Board meeting is in **bold text** below. Future work depends upon extension of my contract, which expires on January 31.

A. New Federal/Provincial Disaster Mitigation funding

New Building Canada Fund

Provincial-Territorial Infrastructure Component-Small
Communities Fund (PTIC-SCF)

The Board passed a motion authorizing me to apply for the grant before other agencies get it, as there is only \$1 billion budgeted federally. As suggested by the Federal Minister of Infrastructure staff, I asked Simon Gibson, our MLA, to facilitate the provincial component by approaching Todd Stone MLA, Minister of Transportation & Infrastructure (MoTI). My November 28 follow-up email added a cat-walk and means to clear milfoil increasing the ask to \$3,500,000 but no answer has been received. Infrastructure projects have been held off to see if this funding is available, thereby leaving more Tier 3 funding available for work on Hatzic Lake & tributaries. A new federal infrastructure grant program, which will also cover disaster mitigation, is expected to be announced in February. Dr Gibson is working on this with the Minister, who, I understand, endorses DAID's application. I will continue to follow this up.

B. FLNRO Water Authorizations - Permits

l attended the November 4 Ministry of Agriculture/FVRD workshop on reducing obstacles to improved farm drainage. It was advertised that FLNRO staff would be present, but none attended, much to the annoyance of attending farmers and municipal staff. The consensus was that the greatest impediment to improving drainage is obtaining FLNRO permits. Obtaining DFO permits is now less difficult.

- C. Countering exorbitant BC Hydro rate increases; Running all 5 pumps even for a few hours in an emergency would cost DAID \$12K+11x\$6K=\$78,000 + energy cost
 - 1. At my encouraging November 15 site meeting with BC Hydro (BCH) regulatory staff and the Executive Director of the Commercial Energy Consumers Association (CEC), we agreed that Time Of Use (TOU) billing, such as pumping only during the daily 8 Low Load Hours (LLH) is well worth analyzing to determine if it is an equitable way to eliminate the punitive new Monthly Minimum Charge and Demand Charge which could cost DAID an extra \$80,000 per year to run all five pumps for only a day. CEC and I independently calculated that 8-hour LLH TOU billing would have prevented flooding during the worst case since ca 2000, which was the Pineapple Express that occurred during 2014 November billing period.
 - 2. Since then, CEC had another encouraging meeting with BCH to discuss the next steps and additional beneficial options including our original non-firm interruptible supply proposal. CEC and I will be modelling various options over the spectrum of severe weather conditions before meeting with BCH for further detailed discussion, hoping that a pilot project to test more equitable billing involving DAID and select other agencies could begin next fall before winter flooding. If the TOU system is adopted, automatic pump timers would be needed. Also, anti-vortex works would be needed so that the 1949 pumps can operate safely down to ~2.0 mASL. I am seeking Federal/Provincial Infrastructure funding to cover the cost.
 - 3. The complicated Historic Base Line bill calculation system is likely to be eliminated after April 1 as I requested and replaced by a simple single energy rate. This will significantly reduce the cost to DAID of analyzing Hydro bills.

D. Power outages on DAID's Right-Of-Way

- 1. A two-phase outage on December 22, consistent with contact by a bird with a large wingspan, was checked and power was restored. The previous outage was on September 22 when the fault at the metering pole was cleared, a burned insulator replaced & improved insulation was installed.
- 2. Fault causes:
 - 1. Single phase
 - Bird bits found twice under wires in mid-span
 - 2. Bird bits found twice at PT/CT mounting bracket B
 - 3. Twice, no bird bits were found. This doesn't rule out birds.
 - 2. Two phases: Probable contact by a large bird

E. Hydro bills;

1. Nov 22 to Dec 20 \$196 2. Sep 21 to Nov 21 \$9,486 3. Aug 20 to Sep 20 \$646 4. June 21 to Aug 19 \$918 Adjusted 5. Jun 21 to Jul 20 \$7,066 Estimate 6. May 20 to Jun 20 \$6,451 7. Apr 22 to May 19 \$3,566 8. Mar 22 to Apr 21 \$330 TOTAL \$28,641

F. Winter pumping:

- 1. I stopped pumping on November 20 at 10:33 PM, to pump as much water as possible from the lake before the Hydro demand meter was reset. The December 20 bill showed that it was reset on November 21, thereby saving DAID the ~\$4400 demand charge and \$2,200 Monthly Minimum Charge for a total saving of \$6,600.
- 2. Despite the forecast warm weather for the next two weeks, accumulated snow is likely to slow runoff of the 70 mm of rain just received, and the forecast additional 40 mm while adding snowmelt to the waterways. Yesterday, the Fraser River tidal variation was 0 to 2.2 mASL for rapid outflow from the lake, which was at 0.9 mASL. Today it jumped to 1.8 mASL. Local snow-melt and rainfall raised the tidal variation today from 0.8 to 2.5 mASL, thereby closing the flaps briefly, but drainage is still adequate. Sub-zero temperatures in the interior should prevent snowmelt and consequent increase in the Fraser stage to the point where the flap gates will close completely. Pumping, if necessary, will be optimized for minimum Hydro cost.
- G. Pump 2 intermittent fault trip isolated to the starter;

If/when I get a credit card, which I requested ca last August, I will buy a \$323 computer interface, for working with Siemens to complete troubleshooting during winter or freshet pumping to save Hydro demand charges of approximately \$10,000.

H. 2014 Pumping station ant-vortex measures

- 1. WorkSafe BC confirmed that Confined Space Entry procedures are required and that I am a "Qualified Person" to conduct a formal Hazard Assessment (the first step), thereby saving DAID the cost of hiring an Industrial Hygiene Consultant.
- 2. Bedford Pumps in UK emailed the appended drawing showing an omitted dimension.
- 3. I am discussing additional anti-vortex measures with Bedford Pumps.

- 4. I identified three local contractors who are willing to quote on the work:
 - 1. Ensuring that entry teams (including me) and backup teams have confined
 - 2. Removing each canister lid and installing a ventilation fan
 - 3. Replacing trash racks with stop logs when Hatzic Lake is below 0.6 mASL
 - 4. Draining pump bays one-at-a time (to prevent the pump station from floating)
 - 5. Inspecting concrete (including dividing wall porosity)
 - 6. Measuring and bringing deficient flow dividers to specification with concrete and/or steel works,
 - 7. Installing additional concrete fillets as per Bedford Pumps, and
 - 8. Replacing the trash racks and the pump canister lids.

This was included in the Federal infrastructure program funding request.

I. "No trespassing" signs for the dike opposite Catherwood Road

As directed by the Board, if/when I get the credit card which I requested ca last August, I will have lettering added to the aluminum signs kindly donated by Doug McNeill to counter the problem of trespassers firing guns from the dike. DAID could be held liable.

STAFF

Larry Wiens' and my contracts expire on January 31. I am willing to accept the offer of a contract extension until 2017 April 30, but suggest that my Operations retainer be proactively increased from \$1,000 to \$2,000 per month since: 1.

- My work load would increase,
- Mr Wiens will no longer be available to authorize work over \$1,000 per month, and
- The Board has been unable to act quickly in the past to authorize urgent work.

Furthermore, since at Peter Hanslo's request last spring, the Board declined to reimburse me for preauthorized DAID expenditures leaving me out-of-pocket, I am no longer willing to risk using my personal credit card for DAID. Despite my request ca last August, a DAID credit card has still not been provided even though it would substantially reduce DAID's costs. Apparently, CIBC requires the Board to authorize a term deposit of \$1000 as collateral against the possibility that DAID will not pay monthly

It has been recommended by a trustee that instead of issuing a credit card to me for small purchases, the Administrator make all purchases acting as a purchasing agent in addition to her other duties. The greatly

- 1. Paying for the Operations Manager to
 - 1. Write a specification
 - 2. Email it to the Administrator
 - 3. Explain orally what is required
- 2. Paying the Administrator to purchase the item
- 3. Costs of courier to the Operations Manager
- 4. Time delay of at least a week in making purchases, which may be urgently required, and
- 5. Inevitable errors that result from use of a purchasing agent who perforce can't understand exactly

As a guess, the above procedure would increase the cost by about \$200 per purchase. This would only increase the cost of a \$1,000 item by 20%, but would increase the cost of \$20 signs by a factor of ten. Purchasing agents are efficient for large organizations which maintain a large inventory, but would be extremely costly for a small organization such as DAID.

Operations work that has been delayed for lack of a credit card includes:

- 1. Purchase of a computer interface with the Siemens motor starters (\$323) to upload data error-logs to troubleshoot the intermittent Pump 2 thermal trip thereby saving many hours of my time in uploading it manually,
- 2. Work with the Siemens technician to diagnose and correct the above problem,
- 3. Purchase of NO TRESPASSING signs as directed by the Board,

SUGGESTED URGENT MOTIONS TO CONSIDER AT THE JANUARY 18 BOARD MEETING

- 1. Extending my contract as Operations Manager and Engineering Consultant as above.
- 2. Authorizing a \$1,000 term deposit as collateral so I can be given a credit card for small purchases.
- 3. Rescinding the motion restricting emails from the Operations Manager to FLNRO.

Respectfully submitted.

Bruce Edwards MASc Operations Manager & Engineering Consultant

APPENDIX A: 2014 Pump sump and anti-vortex works

