

DEWDNEY AREA IMPROVEMENT DISTRICT

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TRUSTEE BOARD MEETING

February 22, 2017 – 7 PM

Hatzic Prairie Community Hall, 10845 Farms Road, Hatzic Prairie

Minutes

In Attendance:

Doug McNeil (Chairman)
Deb McKay
David Scott
Roy Chaplin
Jim Loewen
Rod Shead
Steve Anderson
Paul Anderson

Absent:

Brett Vander Wyk

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

Call to Order:

7:05 PM

Motion:

To adopt Feb 22, 2017, meeting agenda
Jim Loewen/Deb McKay
Favor: 7 Opposed: None Abstentions: None Motion: Adopted

Motion:

To adopt January 18, 2017 Trustee meeting minutes.
Jim Loewen/Deb McKay
Favor: 7 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.
Dave Scott/Paul Anderson
Favor: 7 Opposed: None Abstentions: None Motion: Adopted
Signed: Resolution 41- Doug McNeill - Chair

REPORTS:

Dike Manager Report: *See Appendix (1)-*
Questions raised by trustee's and ratepayers were responded to by Ron Beck

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: *See Appendix (3)*
Hydro Report: Questions raised by trustee's and ratepayers were responded to by Bruce Edwards
Suggested motion by Mr. Edwards for a credit card was not moved.

Motion: To rescind November 23 in camera meeting motion to provide Bruce Edwards a credit card with a monthly limit of \$1000.00 for DAID material purchases.
Deb McKay/David Scott
Favor: 7 Opposed: None Abstentions: None Motion: Adopted

Motion: To establish a DAID policy to reimburse DAID contractor/employee expense within 30 calendar days following DAID review and acceptance of an expense claim. All invoices must be submitted for payment within 30 days of work completion.
Favor: 7 Opposed: None Abstentions: None Motion: Adopted

Motion: To approve Bruce Edwards, Firetech request to purchases on DAID's behalf, Siemens pump analysis interface software (approx. \$323.00) and Hydro Test load (approx.. \$100.00). Invoice payments to be co-ordinated between suppliers and DAID administrator.
Deb McKay/Rod Shead
Favor: 7 Opposed: None Abstentions: None Motion: Adopted

Motion: For DAID administrator to investigate permit payment options and electronic funds transfers (EFT's)
Deb McKay/David Scott
Favor: 7 Opposed: None Abstentions: None Motion: Adopted

Motion:

For Ron Beck to purchase materials for No Trespassing signage and to install signs.

Deb McKay/David Scott

Favor: 7 Opposed: None Abstentions: None Motion: Adopted

Motion:

To allow 2 Trustees to meet with Dike Manager to investigate excavator pad and rip rap protection for transformer.

Dave Scott/Jim Loewen

Favor: 7 Opposed: None Abstentions: None Motion: Adopted

Motion:

To strike a select committee of trustees to meet with administrator prior to March 2017 meeting for budget review.

Dave Scott/Roy Chaplin

Favor: 7 Opposed: None Abstentions: None Motion: Adopted

Administrator advised Trustee Vander Wyk as a signing officer had agreed to be on committee when discussed earlier in day.

Committee Members: Brett Vander Wyk; Roy Chaplin; David Scott; Deb McKay

Trustee McKay will look into Everglades Hall availability for meeting.

Motion:

To have Administrator contact Mona Smith to acquire any Intake 2010 project documentation to ensure all information is present and current.

Dave Scott/Roy Chaplin

Favor: 7 Opposed: None Abstentions: None Motion: Adopted

Discussion:

Administrator will first meet with Larry Wiens to obtain any information he may have for the office and to email chairman on any required needs.

Motion:

To include in the AGM mailout that nominees for trustee must be present at the meeting or supply a letter of acceptance if unable to attend. AGM notification to include details required in a letter of acceptance.

Deb McKay/Jim Loewen

Favor: 7 Opposed: None Abstentions: None Motion: Adopted

OLD BUSINESS:

**District Method of
Calculating Taxes:**

Trustee McKay reported that the committee has not started due to the objection of her being appointed the chair by the trustees, and further objections to appointed ratepayers. Trustee McKay agreed to arrange the first meeting and allow the committee to appoint a chairperson and proceed.

**Confidentiality
Agreement**

Confidentiality Agreement that was passed as resolution 39 were disbursed to all staff and trustees for signing January 18, 2017 Administrator will follow up and advise trustees on unreceived documentation by Feb 22, 2017.

Agreements were supplied to Trustees Steve Anderson and Paul Anderson as they were not in attendance at the last meeting. The administrator provided a list to the chairman of unsigned agreements.

Bylaw Committee

Trustee Scott reported that he has been reviewing the bylaw. Bylaws 64 and 69 were given to the administrator to review. Also stated is that Bylaw 60 needs a full review and updated as it has outdated procedures and discrepancies from the government act.

A draft copy of bylaw 74 to impose fees for administration to supply information was submitted by Trustee Scott as proposed bylaw #74

Trustee Scott read proposed bylaw #74 out as a first reading.

Motion:

To table proposed bylaw #74 until March 2017 meeting for 2nd reading.

Deb McKay/Roy Chaplin

Favor: 7 Opposed: None Abstentions: None Motion: Adopted

Public Questions

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

**Date for next
Trustee Board
Meeting:**

March 29, 2017 Hatzic Prairie Hall at 7 PM

Meeting Adjourned: 9:22PM

MARCH 29, 2017
Deb McKay

Dike Manager Report (Appendix 1)

February 22, 2017

Rob Beck reported that there was dike clean up need from fallen trees.

Ron suggested that some repair was required to the transformer pad and felt this should be addressed before next fall.

ADMINISTRATION/FINANCE REPORT (Appendix 2)

FEBRUARY 22, 2017

The month of February was comprised of year end finalization and all information is at Ann Harpers office to complete our yearly audit. Once the accounting/auditing process is complete final year end financials will be sent to all trustees.

The yearly report for all to review will be distributed at the the AGM along with the audit report prepared by Ann Harpers office and verifies our accounting for the year.

Trustee McKay has worked on the database and has fixed numerous errors and additional time was spend on data verification. We are both confident that our data is accurate and can now proceed to process the data received from BC Assessment for 2017 and supply the assessment notice to all ratepayers.

Additional reports have been completed as to the 2013 and 2010 projects to review on the 2017 budget

Next will be to produce a 2017 budget which I have begun to work on. We will need to establish the budget and mill rate by-law for 2017 by the March meeting and

I would like to suggest a possible motion for a select committee comprised of at least 3 trustees to review and discuss the 2017 prior to next meeting in March as much has changed since last year as to board operations/project needs.

I have also managed to get the bylaws scanned and created a master list by number. These were given to the review committee so that they proceed with the bylaw review.

DAID AGM 2017

Update: February 22, 2017

Elections:

Up for election in 2017 are as follows: Date April 24, 2017 at Clark

Dewdney:

Trustee: Roy Chaplin – Term expires 2017 – new 3 year

Hatzic Lake:

Trustee: Deb McKay – Term expires 2017 – new 3 year

Hatzic Prairie:

Trustee: Paul Anderson- Term expires 2017- new 3 year

Trustee: Rod Shead (resigned) Term expires in 2019 – replace 2 year

I spoke with Dorothy Phillips who has agreed to again this year be the electoral officer:

She had a few observations to address from past AGM's

1. **Nominees not present:**

The manual states that there is no requirement for a nominee to be present however this has been a policy as to good practice and a suggested motion

To state that any nominee for trustee must be present at the AGM

2. **Voting by proxy:**

The manual clearly states that persons not attending the election in person cannot vote by proxy.

3. **Ratepayers checking in obtaining a ballot and leaving/returning.** There is a possibility for ballots to be copied. I am looking into what we can do to ensure that this does not happen by making the ballot so it cannot be copied somehow, or that once a ballot is given out if a ratepayer must leave ballot would have to be given back. This would also require that we monitor the door.

I have also began to look at the advertising to ensure we meet our deadlines and have the additional information of the ratepayer survey that will be also a part of this years AGM.

**Dewdney Area Improvement District
Operations Management Report
2017 February 22**

(APPENDIX 3)

My contract was extended until 2017 May 31, increasing the Operations retainer to \$2,000 per month. Please see my 2017 January 18 report for background information on the items below.

A. GRANTS

1. New Federal/Provincial Disaster Mitigation funding: New Building Canada Fund, Provincial-Territorial Infrastructure Component-Small Communities Fund (PTIC-SCF).

At last, on Thursday, CSCD Infrastructure staff phoned. Sadly, he indicated that the above program has been closed and no other such funding is likely to be available until December. It was recommended that I ask EMBC and our MLA for year-end funds. Since the dike at the slough is on Crown land, I will also ask the Inspector of Dikes.

2. EMBC Intake 2010 completion

The EMBC demand that \$320,000 be repaid has been rescinded on my written assurance that I fully intend to complete the project by August 31. This doesn't limit the Board's authority to cancel the project and return the money. How it is used depends upon the availability of year-end funds as above. New funding will be used if it is available.

B. FLNRO Water Authorizations - Permits

Paying for permits will require that I have a credit card (See sections J, K & L below). Outstanding permits, applied for ca 2012, that I am working on include:

1. Slide gate permit (another temporary permit?),
2. Permit for the Hatzic Lake work,
3. SRS permit,
4. Permit for preventing the dike from failing during the freshet unless FLNRO gets it, and
5. Unified long-term permit for all DAID's operations.

C. Countering exorbitant BC Hydro (BCH) rate increases

1. On April 1, the new tariff resulting from BCH's 2015 Rate Design Application; Module 1 comes into effect. The arcane and complicated Historic Base Line bill calculation system will be replaced by a simple single energy rate. This will significantly reduce the cost to DAID of analyzing Hydro bills from hours to a few minutes.
 1. Energy charge has dropped from about \$0.08 to \$0.0556/KWh
 2. Despite my efforts, BCUC increased the demand charge to \$11.21/KW (flat rate).
 3. The Monthly Minimum Charge remains, so that running all five pumps even for a day will increase from \$78,000 to \$107,000 plus the energy charge of \$2,000/day.
2. Until the Module 2 pilot project is implemented (next autumn?), the best strategy for minimizing Hydro costs is therefore to run the minimum number of pumps for the maximum time, scrupulously avoiding encroaching onto a new billing period.
3. During the pilot project, if Time Of Use (TOU) billing is evaluated, a larger number of pumps would be run for only 8 to 19 hours per day, requiring that anti-vortex works be added to the 1949 pumps so that they can be safely run below 2.4 mASL (Target 1.9 mASL). This will be charged to EMBC Intake 2010 unless new Federal/Provincial funding is committed.

D. Hydro bills since the last freshet;

1. Mar 22 to Apr 21	\$330
2. Apr 22 to May 19	\$3,566
3. May 20 to Jun 20	\$6,451
4. Jun 21 to Jul 20	\$7,066 Estimate
5. June 21 to Aug 19	\$918 Adjusted
6. Aug 20 to Sep 20	\$646
7. Sep 21 to Nov 21	\$9,486
8. Nov 22 to Dec 20	\$196
9. Dec 31 to Jan 20	\$392
TOTAL	\$29,033

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

1. An outage reported on February 11 was found to have originated on the BCH side, so no action was required.
2. Fault causes:
 1. Single phase
 1. 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: December 22; Probable contact by a large bird

F. Winter pumping

Two heavy snowfalls of ~60 cm each followed by a rapid thaw and 80 mm of rain brought Hatzic Lake up from 1.42 to 1.94 mASL from Feb. 15 to 16th. Fortunately, the Fraser only rose from 1.7 to 2.5 mASL at high tide with a differential of 1.7 m. Since then, the Fraser has been dropping (0.8-1.7), most of the snow has melted and after the 35 mm of rain forecast for Monday, no heavy rainfall is forecast for the next two weeks. Pumping should therefore not be required during this billing period.

G. Pump 2 intermittent fault trip - isolated to the starter;

If/when I get the 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. After April 1, Hydro costs will increase by about 10%.

H. 2014 Pumping station sump inspection, repair if required, and anti-vortex measures

I am discussing improvements that should reduce pump noise and increase their reliability. Then I will proceed with the steps listed in my January 18 report. If Federal/Provincial infrastructure funding isn't available, I will try to use EMBC Intake 2010 funds.

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.

J. Credit card for small purchases requested last August

My February 6 email should overcome the objection at the January 18 meeting that providing a credit card could support an Employment Standards Branch (ESB) contention that I am an employee rather than a contractor. For ESB purposes, I am clearly an employee. I suggest that a credit card be tried since it can be cancelled at any time if the Board so directs. Operations work that has been delayed since about September for lack of a credit card includes:

1. Purchase of a \$323 computer interface with the Siemens motor starters to upload error logs to troubleshoot the intermittent Pump 2 thermal trip thereby saving many hours of my time in uploading it manually,
2. Purchase of a \$100 test load to determine when the BCH demand meter has been reset, &
3. Purchase of NO TRESPASSING signs as directed by the Board.

K. Cost-saving measures; Reducing time required by the Administrator and me

1. Issue a credit card to me as above. This will save about \$1,000.
2. At Board meetings, as I suggested last year and as requested by taxpayers on January 18, any relevant motions should be debated immediately after my report so that I then may be excused. This will save about \$4,000 per year, or over 1% of the annual budget.

L. Suggested urgent motions to consider at the February 22 board meeting

1. Authorizing a \$1,000 term deposit as collateral so I can be given a credit card for small purchases.

Respectfully submitted,

C. Bruce Edwards MASc
Operations Manager & Engineering Consultant