

## **DEWDNEY AREA IMPROVEMENT DISTRICT**

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### **TRUSTEE BOARD MEETING**

**March 29, 2017, 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

Brett Vander Wyk

Gwen Zayonce (Administrator/Finance Officer)

Bruce Edwards (Project/Hydro Management)

**Call to Order:**

7:01 PM

**Motion:**

To adopt March 29, 2017, Trustee meeting agenda

Deb McKay/Dave Scott

Favor: 8 Opposed: None Abstentions: None Motion: Adopted

**Motion:**

To adopt February 22, 2017 Trustee meeting minutes.

Deb McKay/Scott

Favor: 8 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.

Jim Loewen/Deb McKay

Favor: 8 Opposed: None Abstentions: None Motion: Adopted

**Signed:** Resolution 42- Doug McNeill - Chair

**Motion:** Move to pass the 2017 presented Budget  
Dave Scott/Brett VanderWyk  
Favor: 8 Opposed: None Abstentions: None Motion: Adopted

**AGM Report:** *See Appendix (4)*  
Questions raised by trustee's and ratepayers were responded to  
by Gwen Zayonce (Administrator/Finance Officer)

Trustee McKay provided detailed legal information as to voter  
eligibility requirements that were questioned primary around  
Everglades resort landowners.

**Motion:** Move that nominees for trustee elections who cannot attend the  
AGM in person must email their acceptance to DAID email by April  
20<sup>th</sup> 2017 and further provide a contact phone number to verify  
what they will accept to be nominated. Telephone verification to  
be conducted by the Administrator prior to the AGM.  
Roy Chaplin/Dave Scott  
Favor: 8 Opposed: None Abstentions: None Motion: Adopted

**Motion:** Move to approve the AGM meeting notification supplied to  
trustees.  
Deb McKay/Jim Loewen  
Favor: 8 Opposed: None Abstentions: None Motion: Adopted

**OLD BUSINESS:**

**District Method of  
Calculating Taxes:** Trustee McKay reported that the committee has not set the first  
meeting and will proceed in May after the AGM.

**Confidentiality  
Agreement:** The chairman inquired as to the status of agreements not signed  
by required parties. With pending elections, April 24, 2017  
trustee requirements will be addressed at the AGM. Staff  
requirements will be addressed by the trustees thereafter.

**No-Trespassing Signs:** Ron Beck reported that the signs will be complete within the next  
10 days.

**Project Manager Report:** See Appendix (1)  
**Hydro Report:** Questions raised by trustee's and ratepayers were responded to by Bruce Edwards

**Motion:** To ratify email approval on Tuesday March 30, 2017 and further confirm and authorize DAID staff to proceed with the rebuild of the flap gates.  
Deb McKay/Dave Scott  
Favor: 8 Opposed: None Abstentions: None Motion: Adopted

**Motion:** To approve Mr. Bruce Edwards to apply for a temporary slide gate permit.  
Dave Scott/Jim Loewen  
Favor: 7 Opposed: 1 Abstentions: None Motion: Adopted  
Opposed by Paul Anderson

**Motion:** Move that Bruce Edwards and Ron Beck have authorization to act on behalf of DAID in an emergency regarding Hydro outage, failure of flap gates and/or flooding.  
Deb McKay/Brett Vander Wyk  
Favor: 8 Opposed: None Abstentions: None Motion: Adopted

**Dike Manager Report:** See Appendix (2)-  
Questions raised by trustee's and ratepayers were responded to by Ron Beck

Mr. Edwards was excused from the meeting

**Administrator/Finance Officers Report:** See Appendix (3)  
Questions raised by trustee's and ratepayers were responded to by Gwen Zayonce (Administrator/Finance Officer)

**Motion:** Move to set Court of Assessment for May 6, 2017 from Noon to 3 pm. Trustees Dave Scott, Deb McKay and administrator to attend with location to be announced at the AGM.  
Deb McKay/Brett VanderWyk  
Favor: 8 Opposed: None Abstentions: None Motion: Adopted

**Bylaw Committee**

Trustee Scott reported that he has not received replies as to the review of bylaw 60. All other bylaws have been reviewed and Trustee Scott will work with the administrator on bylaws that may need further action.

Trustee discussion concluded that bylaw 60 is outdated and requires updating to be addressed in May 2017.

**NEW BUSINESS:**

**Adopt Bylaw 74**

On Feb 22, 2017 trustee meeting the administrator conducted the first reading of proposed bylaw 74 Administrative Rates, Fees and Charges. On March 29<sup>th</sup> 2017 trustee meeting the administrator conducted the second reading of proposed bylaw 74.

Favor: 8 Opposed: None Abstentions: None Motion: Adopted

**Adopt Bylaw 75**

On March 29, 2017 trustee meeting the administrator conducted the first and second reading of proposed bylaw 75. Tax Rate Bylaw No. 75

Favor: 8 Opposed: None Abstentions: None Motion: Adopted

**Public Questions**

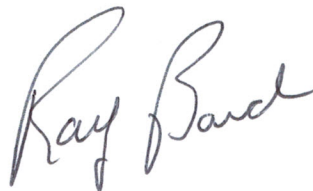
Questions presented by ratepayers were answered by DAID trustee's and staff.

**Date for next  
Trustee Board  
Meeting:**

**April 24, 2017 - DAID 2017 Annual General Meeting  
Clarke Theatre, 33700 Prentise Avenue, Mission. B.C.**

**Meeting Adjourned:**

9:27PM

A handwritten signature in black ink, appearing to read "Ray Barch". The signature is written in a cursive, flowing style with a large initial "R".



ORIGINAL

# Dewdney Area Improvement District

## Operations Management Report

2017 March 29

(APPENDIX 1)

### Notes:

1. Information essential to this report was not available until this afternoon, so the report could not be circulated earlier.
2. Items which the Board may wish to consider for action are in **bold** in the serif text below.

### A. Federal/Provincial and Provincial grants

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

CSCD Infrastructure staff 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, but nothing is forthcoming.

#### 2. EMBC funding

There is no EMBC funding currently available, but I will be notified if/when there is another round of funding.

#### 3. MLA

Simon Gibson MLA at last phoned me on March 22 in response to my and Larry Wiens' many emails and telephone messages. He informed me that the Province is granting ~\$10,000,000 to each of Nicomen Island ID, Matsqui and Mission but it has nothing for DAID, not even a few \$thousand from year-end funds. Dr Gibson confirmed via telecon today that these are outright Provincial grants, requiring no local contribution, unlike DAID's EMBC grants which required DAID to contribute a third of the project cost, by taking out a loan of ~\$750,000. **The Board may wish to ask the Province to repay it.**

#### 4. EMBC Intake 2010 completion

Because no other grants are forthcoming, all work in 2017 will have to be paid out of Intake 2010 funds.

#### 5. Fraser Basin Council

FBC will add the needs of Dewdney Dike to the list of flood mitigation requirements that was requested by the Province.

### B. Provincial responsibility for dike maintenance and possible failure on Crown land

Simon Gibson MLA confirmed yesterday by email that the responsibility for dike maintenance on Crown Land, and responsibility for its potential failure, rests with the Province. Therefore DAID has no liability in the event of dike failure on Crown land.

### C. Dike Pressure relief wells

The six pressure relief wells were installed ca 1984 and as far as I know have had no attention since then. One of the six is on DAID's property. As part of Intake 2010, it could be inspected by Darryl Grandberg PEng to determine its degree of functionality and to make recommendations. If it is fully functional, the other five may also be functional. If not, it provides evidence for urging the Province to take action to prevent disaster. Mr Grandberg and I suspect that, for dike safety, five more relief wells should be installed between the existing ones.

### D. FLNRO Water Authorizations - Permits

**The Board may wish to establish a procedure for paying for permits.** Because of the 140 day waiting period on which Remko Rosenboom may insist despite the fact that they were applied for ca 2012, **the Board may wish to act quickly.** Outstanding permits that I am working on include:

1. Slide gate permit; Mr Rosenboom wants another ~\$100,000 study but a third temporary permit would be inexpensive to apply for, -\$245
2. Permit for the Hatzic Lake work,
3. SRS permit, and
4. Unified long-term permit for all DAID's operations.

#### **E. 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. Provisions include;
  1. The energy charge has dropped from about \$0.08 to \$0.0556/KWh
  2. Despite my efforts,
    1. BCUC introduced a flat rate for the demand charge, increasing it to \$11.21/KW and
    2. The Monthly Minimum Charge remains, so that the cost of 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. After April 1 and before November 1 the punitive Monthly Minimum Charge does not apply.
3. 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.
4. 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 would be charged to EMBC Intake 2010.

#### **F. Hydro bills since the last freshet;**

See Appendix 1 below. Please compare the \$23,000 cost to the ~\$130,000 billed from 2014 November to 2015 August caused by the need to run all five pumps for ~3 days to prevent flooding during "pineapple express" conditions.

#### **G. Power outages on DAID's Right-Of-Way**

1. There have been no power outages on the DAID side since December 22. The 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

#### **H. Winter pumping**

Despite heavy rainfalls of 23 inches (580 mm) since February 8, Hatzic Lake has been varying only from about 1.1 to 1.5 mASL because the Fraser river has been relatively low. Therefore no pumping has been required since last November.

#### **I. Snowpack and freshet**

The March 1 snowpack report indicates that, although the coastal snowpack is higher than normal, the snowpack at most snow-pillow locations is somewhat below average throughout the Fraser drainage.



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

Siemens starter logging/diagnostic software is being upgraded to be compatible with Windows 10. When it is available, I will ask the Administrator to procure it and the \$323 computer interface for working with Siemens to complete troubleshooting during winter.

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

I received anti-vortex recommendations from Bedford Pumps, and so can prepare a specification prior to calling for three quotes. These improvements should reduce pump noise and increase pump lifespan & reliability. I will seek permission to use EMBC Intake 2010 funds.

**L. Hole in the southernmost flap gate and the need for replacement**

Ron Beck reported Monday night that part of a plank in the southernmost flap gate (Flap 1) has broken out leaving a ~6" x 24" hole, and that adjacent planks are cracked. It, and the flap beside it should be replaced urgently from Intake 2010 funds.

As I am authorized to spend up to \$300, I called out Wayne Robertson for half an hour to assess the situation. We propose construction of two new flaps with the existing arms. Then a Hiab or excavator can exchange the old broken flaps for new flaps in one operation, minimizing machine time. This will leave one barely serviceable spare flap for emergency use.

The Chair, who speaks for the Board, supported by Trustees Scott and McKay, authorized me by email to hire Wayne to rebuild the flaps. If that authorization had not been supported by a Board motion, **I suggest that the Board ratify this authorization with a formal motion to shield them from personal liability.**

**M. Authorization for the Operations Manager to call out contractors etc**

When the Board acquiesced to Peter Hanslo's insistence that he or, on appeal, the Board could, and did, repudiate reimbursement of even pre-authorized expenditures it set a precedent that could have negative repercussions for DAID and its taxpayers.

When I call out a contractor, I am bound to ensure that resulting invoice/s are paid if s/he has carried out the work in a satisfactory manner. Since the Board has repudiated payment, I am very reluctant to call out contractors even in an emergency because I may then have to pay them personally. This could also apply to the Administrator and the Facilities Manager.

Since Larry Wiens retired, the Board has made no provision for me to make purchases or to call out contractors over \$300 and up to \$10,000. **The Board may wish to do so to permit me to act in emergencies such as hydro outages and the failure of the southernmost flap gate.** Although Board approval is desirable, it often takes months to consider and pass a motion. Also, because of the 140 day FLNRO permit-waiting-period on which Remko Rosenboom may insist despite the fact that permits were first applied for ca 2012, **the Board may wish to act promptly.**

My personal preference is to keep my spending limit low to minimize my liability, as it is my preference to not have the responsibility of holding a DAID credit card, but I will follow the Board's directives as I always have.

**N. Providing printed reports to taxpayers**

**It is suggested that all available printed reports be given to taxpayers** with meeting agendas, otherwise it may appear that Trustees are withholding non-confidential information.

Respectfully submitted,



(Original signed)

C. Bruce Edwards MASc

Operations Manager & Engineering Consultant

# Appendix 1; Hydro costs since 2016 February 20

Reset Date	\$ Billed	KWh	Demand KW	\$/KWh
16-3-21	\$387	6,000	8	\$0.064
16-4-21	\$330	6,000	7	\$0.055
16-5-19	\$3,566	36,000	193	\$0.099
16-6-20	\$6,451	93,600	193	\$0.069
16-7-20		30,000	334	
16-8-19	\$918	31,200	7	\$0.015
16-9-20	\$196	4,800	8	\$0.041
16-10-20		6,000	8	
16-11-21	\$9,477	58,800	484	\$0.161
16-12-20	\$196	4,800	8	\$0.041
17-1-20	\$392	6,000	8	\$0.065
17-2-22	\$686	7,200	9	\$0.095
17-3-22	\$530	6,000	8	\$0.088
TOTAL	\$23,129			



**DIKE MANAGER REPORT (APPENDIX 2)**

**March 29,2017**

Ron Beck reported that Wayne Robertson assisted him in removal of a jammed log March 13<sup>th</sup>.

March 25<sup>th</sup> another log noticed and remains.

Ron suggested that the removal of chains no longer required could help remedy this situation.

## **Administration/Finance Report (Appendix 3)**

**March 2017**

In 2016, the Dewdney Area Improvement District faced several obstacles and challenges.

In July, I completed a government audit on the building of the pump station. An administration error was located that resulted in DAID having to pay back funds.

Additional costs for staff were also incurred to cover time spent over ministry complaint, audit, labour relations issues.

The budget submitted for 2016 had no accommodation for any of the above issues and in fact was reduced from 2015 budget to a rate that required operational usage of the Amortization of 80%. This was for loan principle payment and project Intake 2013 overage for administration services, which the previous administrator was fully aware.

On March 22/17, I met with 5 of the trustees and reviewed all the data and information. The budget for 2017 has been adjusted to include the loan principle annual payment and the addition of the Sand Recovery Station to our amortization schedule. The result will be that the mil rate for 2017 will remain the same as last year at 1.58.

A copy of the budget has been provided to all trustees.

The 2016 audit and 2017 budget will be available for all, at the AGM April 24/17.

March 15, 2017 – 135 tax statement/past due notifications were mailed on outstanding balances. Payments and inquiries have been coming in. Interest rate on these balances will commence on April 1/17 at 5.7%.

Trustee McKay has been working on the database and 2017 Assessment Roll. As the database was severely compromised by the previous administrator it has proven to be a daunting task in closing year end and information verification and completion of the 2017 assessment roll. I have been advised that at no cost to DAID and trustee McKays experience and many hours of work, she has restored much of the current data base. The assessment notices will be our first test.

Assessment notices will be combined with the AGM mailout notifications to save costs and will be mailed out by April 6<sup>th</sup>.

Assessment information is produced from the BC Assessment roll we received in January each year. DAID holds a court of assessment each May which is advertised and attended by the administrator and 2 trustees. Landowners can review their assessment and provide DAID with any adjustments that landowners have made with BC Assessment after January of that year. DAID then adjusts the records to correspond with the new BC Assessment values prior to the tax preparation in June.

**Suggested Motion:** Move to set the date for the Court of Assessment for 2017 as Saturday May 6, 2017 from Noon-3 pm and to have two trustees attend. Location will also need to be determined. This meeting will be advertised in the local paper 14 days in advance, and placed on the website.

I have received a request from a landowner for a revaluation of his 2014 tax payment. There was an adjustment made to the Assessment however it does not appear that the landowner attended the Court of Assessment to make this change, and his taxes were calculated on the original values.

**I am requesting that the board decide on the landowners request for a credit from 3 years ago and set a policy for future requests of this nature.**

## **Projects**

In March 2016, the 2013 Intake project completed and was finalized. Completing the year end project figures located a budget overage. The amount over budget was for administration charges over the years of the project. In early projects, it was standard practice to include administration services. At some point on earlier projects, this fee was no longer accepted as a project item however it was continued to be paid from the project account. This was stated as a note item in the 2015 auditors report, however not accounted for in the 2016 budget. With the completion of the project this overage is outstanding to DAID.

### **2010 Tier 3**

This project began in 2011 and DAID received direct funds. Over the years there have been requests for change in usage as the board and project manager assessed the needs for the area. The deadline for this project is August 2017 and the board will determine how this project will complete.

At year end calculations, the DAID holds a GIC which will complete this project without any further cost to DAID providing the project completion is within budget



I have been working with Larry Wiens to obtain large amounts of paperwork from the projects to review and ensure we have all documentation.

I have now copies of the right of way agreements we have on file for the clearing of the SRS Sand Stations. The original documents will still be required to file proper right of ways at land titles.

As Larry worked for the board for many years and there was no working relationship with the previous administration much is still being reviewed to ensure all bases have been covered. Much more time and paper sifting will be required in the closing of all projects.

After my first year, many administrative functions were handled very informal. There are many policies and procedures that should have to be in place that have never been established, leaving a wide opening for errors, interpretations and criticisms. 2016 proved that the role of Administration and Finance officer is considered an employee, and due to the nature of the position is not a role that cannot be contracted out. Many changes have and will occur to establish the function and requirement moving forward.

In 2017, the board and the staff committee will determine, how they wish to have operations proceed.

## **AGM REPORT (Appendix 4)**

The AGM is April 24, 2017 at the Clark

**Mailouts** will be sent the first week of April and will include information on survey and elections.

Attached to trustees is a copy of the notification. The final paragraph will require the following suggested motion to resolve the ongoing issue of nominees unable to attend the AGM.

**Suggested motion-** Move that nominees for trustee elections who cannot attend the AGM in person must email their acceptance to DAID email by April 20th, 2017 and further provide a contact phone number to verify that they will accept to be nominated. Telephone verification to be conducted by the Administrator.

**Suggested motion-** Move to pass the AGM information mailout.

The ballots and survey slips will be colored/marked to discourage any copying of ballots.

I received a call from Dorothy Phillips who DAID hires each year as our electoral officer. She was surprised that she has now received 2 calls from a ratepayer not only questioning her handling of the 2016 voting slip, but also attempting to direct her on the boards election process. In her very professional manner, although taken aback, she decided not to engage in this activity and advised myself and the chair. Dorothy and her staff agree with the terms of Resolution 39 and to signing of the confidentiality agreement.

The questions posed were never asked of the board and could have been addressed directly. This type of activity wastes time and is only costly to the ratepayers.

To be in consideration of a vote as a landowner, your name must be a registered at land titles on said property. My understanding is that this issue has arisen before primarily around Everglades resort and that voter requirements have been determined. I would like to suggest that the determination be clarified in a manner to close the issue once and for all, and keep from any further time wasting and costs to the board over matters that have been addressed and determined over prior year.