

DEWDNEY AREA IMPROVEMENT DISTRICT

Box 3005, Mission B.C. V2V 4J3 - Phone : 604-826-2713 (messages)

Email : admin@daidinfo.com - Website : www.daidinfo.com

TRUSTEE BOARD MEETING

Hatzic Prairie Community Hall, 10845 Farms Road, Hatzic Prairie

February, 26, 2018 – 7 PM

MINUTES

In Attendance: Ray Boucher (Chairman)
Debbie McKay
Dave Scott
Jim Loewen
Steve Anderson
Rick Dekker
Richard Astell
Richard Shelley
Brett VanderWyk

Guests: 23 Ratepayers

Absent: None.

Call to Order: Chairman - Ray Boucher - 7:00 pm

Motion: To adopt February 26, 2018 meeting agenda.
Richard Shelley/Debbie McKay Opposed: None **Motion: Adopted**

Motion: To amend October 30, 2017 minutes to reflect Trustee Richard Shelley was absent.
Debbie McKay/ Dave Scott Opposed: None **Motion: Adopted**

Motion: To adopt January 29, 2018 meeting minutes.
Richard Astell/ Richard Shelley Opposed: None **Motion: Adopted**

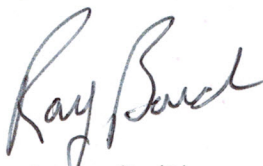
Signed: January 29, 2018 Trustee meeting minutes - Chairman - Ray Boucher.

Introduction Finance/Admin Officer:

Debbie McKay introduced the new Finance/Admin Officer Susan Livingston.

REPORTS:

Dike Manager: Ron Beck *See Appendix (1)*
Admin/Finance: Debbie McKay *See Appendix (2)*



OLD BUSINESS:

District method of calculating taxes: Debbie McKay *See Appendix (3).*

NEW BUSINESS:

Dike Management & Inspection Workshop: David Scott – March 20 – 9:30 to 1:30.

Trustee Scot and Trustee Loewen will attend workshop

DAID Insurance: Trustee Scott is reviewing Insurance policy and request help from Trustee Boucher with MIABC - Municipal Insurance of B C.

2018 Budget: Debbie McKay

Motion: To approve 2018 Budget of \$427,000 as presented to Trustees.
Richard Shelley/Deb McKay Opposed: None **Motion: Adopted**
(2018 Budget – See Appendix (4))

2018 AGM Meeting: Debbie McKay

Motion: To hold 2018 AGM on April 17, 2018 at Clarke Theatre. Registration: 5:15 pm to 7:00 pm sharp. Meeting starts @ 7:15pm.
Dave Scott/Deb McKay Opposed: None **Motion: Adopted**

PUBLIC QUESTIONS: Public questions were answered by Trustees.
Questions were asked about taxes, payments, pumps, powerlines and insurance and were answered by members of the board.

Motion To adopt the date for next trustee board meeting - March 19, 2018
Jim Loewen/Richard Shelley Opposed: None **Motion: Adopted**

Next Meeting: March 19, 2018 - Hatzic Prairie Hall at 7:00 pm.

Meeting Adjourned: 7:25 pm

APPENDIX - 1

Dike Manager Report – Ron Beck

February 2 - Power Line Down repaired by Valley Power same day.

February 19 - Power outage.

February 22 - Power restored

APPENDIX - 2

DAID ADMIN/FINANCIAL REPORT - February 26, 2018

This month DAID is happy to welcome Susan Livingston to our team and are sad to see Gwen Zayonce leave us. Trustees wish to thank Gwen for her dedication and wish her the best in her new adventure.

The 2017 year-end books have been dropped off at auditor Ann Harpers office in early February. Gwen Zayonce has agreed to be available should any questions arise regarding the 2017 year-end and DAID operations over the past two years.

DAID's new administrator, Susan Livingston and Trustee McKay met with Gwen to receive instructions, timelines, documentation and DAID files.

DAID now owns their own laptop and printer / scanner which has been configured and uploaded files from our previous administrator have been organized.

Susan has spent time getting a handle on the Improvement District Administrator and Trustee manuals. On the accounting side Susan has been working on setting up the SAGE accounting software for 2018 year and posting 2018 receivables and payables.

BC Assessment land and improvement values have been in-putted into the DAID database.

DAID would like to remind ratepayers who haven't paid their 2017 tax invoices, a 10% penalty was added on October 1, 2017 and interest charges start being applied on April 1, 2018.

Trustee McKay will lend a hand and guidance to Susan regarding the DAID database, Assessment Notices and AGM preparation. Susan will be reporting on Admin/Financial matters at future DAID meetings.

APPENDIX - 3

Taxation Committee Report – February 26, 2018

The Taxation Committee has met 5 times since Dec 12 to discuss DAID current method of taxation and alternative taxation options. The final meeting was held on February 22 with a unanimous decision regarding an alternative method for DAID taxation that will be presented to DAID Trustees. The final report will be sent on Wednesday to Committee members for their review and any additions or amendments.

The report will then be emailed to Trustees for their review and placed on the March Agenda.

To the committee members who participated, thank you, your input and dialog was greatly appreciated. A special thank you to Jim Watson (who has been dubbed "the numbers guy") for the countless hours he spent to provide the committee with stats for every option that was requested.

APPENDIX - 4

**Dewdney Area Improvement District
2018 Budget**

Revenue

Taxes, penalties and interest	427,000
-------------------------------	----------------

Operating Expenditure

Advertising	1,200
Amortization	118,200
Audit	6,000
Bank Charges	5,000
Bank loan interest	20,400
Flood control	1,500
Flow measure gauge monitoring	
Insurance	30,000
Legal	1,000
Maintenance - pump station	25,000
dike mowing	15,000
weed control	1,000
dike security	500
general	2,000
Meetings	5,500
Motor Vehicle Allowance	6,000
Office and General	3,000
Payroll CPP & EI contributions	3,000
Postage and courier	1,800
Contract salaries - Admin/Finance	30,000
Operations Management	17,000
Dike maintenance	25,000
Storage	2,500
Telecommunications	2,500
Utilities	65,000
Worksafe premiums	1,400
Loan repayment	37,500

Total	427,000
--------------	----------------