

NORTH CANYON IMPROVEMENT DISTRICT

Minutes

Regular Meeting of Trustees

April 12, 2011

A regular meeting of the Board of Trustee of North Canyon Improvement District was held April 12, 2011 at 7:00 p.m. at the North Canyon Improvement District office.

Chairperson Caroline Hill presided. Trustees present: Michael Bachynski, Randy Moore, Morris Widish, Michael Byrne. Administrator present: Ila Carrington. Operators present: Michael Symington and Dale Beebe.

NORTH CANYON IMPROVEMENT DISTRICT				
1.0		Call to order	Time 7:00 p.m.	
2.0		Approval of additions to the Agenda		
			If time permitted there would be discussion regarding the on-call resolution.	
3.0		Election of new Chair/Vice-Chair		
	3.1		Trustee Hill wished to step down as Chair. There were no nominations for a new Chair. Trustee Hill agreed to stay on as chair for another year. A Vice-Chair is needed now that Randy Moore is no longer a Trustee. Trustee Hill nominated Trustee Byrne. Trustee Widish seconded. PASSED.	MOTION PASSED
4.0		Minutes of previous meeting		
	4.1		Trustee Byrne motioned the Minutes of the meeting of March 8, 2011 be approved. Seconded by Trustee Widish. Motion passed.	MOTION PASSED
5.0		Old Business		

5.1	Chlorination	<p>The re-circulation pump may be faulty as flow is diminished due to a faulty seal; Trustee Widish has requested BI Pure Water send another seal. Note: Operators discovered that the re-circulation pump impeller had been installed backward by the manufacturer. Once the impeller was reversed by the Operators, the flow from the pump increased notably, although an exact determination of the rate was not taken. BIP has indicated that a submersible pump may still be required to facilitate reservoir mixing. This addition to the chlorination project would have to be approved by both the board and IHA's engineer prior to inclusion, as this is a deviation from the stamped drawings issued for the project. The District shouldn't need to spend any more money except for labour unless the submersible pump is required. A meeting with DWO Dan Byron was scheduled for April 27 to review the difficulties with the chlorination project and to seek his advice (results to be recorded in the May meeting minutes). Re-start may be implemented once the seal is received and all Trustees are to be advised of start up. If start up doesn't go well, another meeting will be needed.</p> <p>Trustee Byrne motioned that when the District is about to re-start the chlorinator, notices be posted on the Canyon Hall bill-board, at Canyon Store and via email. Trustee Bachinyski seconded. PASSED. Should the system drain the District's resources, the Board may elect to shut down the chlorinator. Trustee Byrne motioned the Board focus on the proper function of the pump at approximately 50 gpm (see Note above regarding reversed impeller).; shut it down if it does not operate to this capacity; hand it back to BI Pure Water; and inform IHA of the decision. Trustee Widish seconded. PASSED.</p> <p>The Hach photometer field test units, used to measure free chlorine residual, are not always accurate; Michael Symington has a hand held unit that is more accurate and has agreed to use it for commissioning purposes. If the district does not use the Hach photometer, it will be returned to BIP for the \$800 refund.</p>	
5.2	On-call Resolution	<p>The "On-Call Resolution" has been drafted and forwarded to all trustees. The adoption of this resolution was tabled and is to be</p>	

			discussed at the first Operator meeting (a separate meeting to be held monthly between the board's liaison and the Operators). Trustees felt the Operators should not attend the Board meetings due to time restraints and the volume of discussions; a separate meeting should be regularly scheduled with the Operators midway between Board meetings. Trustee Hill motioned the Board appoint a liaison for each operators meetings. Trustee Kusalik seconded. Trustee Widish will be the liaison for the first Operator's meeting. He will establish the date for the first Operator meetings, to be held on a regular monthly basis as above. PASSED.	
	5.3	Cross-Contamination By-law	A draft had been forwarded to Trustees by Trustee Byrne. Various comments were received, and Trustee Byrne has re-drafted the document (4 times to date). The bylaw is necessary due to chlorination and to protect the District's investment; implementation options continue to be explored. The responsibility for inspection lies with the landowner. Trustee Byrne motioned to redraft the by-law and have the operators look at it to add their comments. This bylaw is to be presented at the first regularly-scheduled Operator meeting with the board's liaison (date tbd by Widish). Trustee Hill seconded. PASSED.	
	5.4			
6.0		Financial Statement Report		
	6.1		Unreconciled Bank balance as at March 8, 2011 is \$22,610.35 prior to payment of bills.	
7.0		Operator's Report		
	7.1		Although nothing was reported, a repair took place at Rose Hoag's property. The landowner did the repair. The District agreed it was important to find out what was done and inspect the service connection to the district's distribution system to ensure the repair, including the valve and piping, was completed to the district's standards. Trustee Widish will determine and report back to the board.	
8.0		Budget Discussion		

8.1		No discussion.																																															
	New Business																																																
9.1	Payment of Bills	<p>Bills to Pay:</p> <table border="0"> <tr><td>Creston Card & Stationery</td><td>31.35</td></tr> <tr><td>Gadicke & Minichielo</td><td>2,128.00</td></tr> <tr><td>Pyramid Building Supplies</td><td>385.84</td></tr> <tr><td>Fortis - Well</td><td>706.05</td></tr> <tr><td>Fortis - Goat River</td><td>43.50</td></tr> <tr><td>Caro Analytical</td><td>285.60</td></tr> <tr><td>Dale Beebe - March Wages, etc.</td><td>2,793.40</td></tr> <tr><td>Michael Symington</td><td>1,043.59</td></tr> <tr><td>Ray MacDonald</td><td>661.00</td></tr> <tr><td>VISA (Highland Irrigation)</td><td>1,606.35</td></tr> <tr><td>Trustee Widish (reimbursement on freight from Highland)</td><td>127.02</td></tr> <tr><td>Diamond Industries (Inv. #10914, 1013)</td><td>159.64</td></tr> <tr><td>Interior Health - Operating Permit</td><td>150.00</td></tr> <tr><td>Black Press (Advertising AGM)</td><td>67.20</td></tr> <tr><td>Canyon-Lister School (AGM rental)</td><td>97.00</td></tr> <tr><td>Patina Holdings (Ray MacDonald - January contracting)</td><td>581.00</td></tr> <tr><td>Total Bills to Pay</td><td>10,188.54</td></tr> </table> <p>Bills paid between March 8 and April 12, 2011</p> <table border="0"> <tr><td>Ila Carrington - March wages, etc.</td><td>450.79</td></tr> <tr><td>Randy Moore - 2011 Trustee Honorarium</td><td>240.00</td></tr> <tr><td>Telus Mobility</td><td>94.08</td></tr> <tr><td>Receiver General - March Payroll Deductions</td><td>398.83</td></tr> <tr><td>Telus</td><td>83.32</td></tr> <tr><td>Total:</td><td>1,267.02</td></tr> </table> <p>The worksheet for Ray MacDonald for January showed 31 days standby; however, the worksheet for Dale Beebe for January showed 8 days standby, therefore it must be determined who was on standby for those days. Trustee Bachynski would like a breakdown of what labour is attributable to the chlorination project,</p>	Creston Card & Stationery	31.35	Gadicke & Minichielo	2,128.00	Pyramid Building Supplies	385.84	Fortis - Well	706.05	Fortis - Goat River	43.50	Caro Analytical	285.60	Dale Beebe - March Wages, etc.	2,793.40	Michael Symington	1,043.59	Ray MacDonald	661.00	VISA (Highland Irrigation)	1,606.35	Trustee Widish (reimbursement on freight from Highland)	127.02	Diamond Industries (Inv. #10914, 1013)	159.64	Interior Health - Operating Permit	150.00	Black Press (Advertising AGM)	67.20	Canyon-Lister School (AGM rental)	97.00	Patina Holdings (Ray MacDonald - January contracting)	581.00	Total Bills to Pay	10,188.54	Ila Carrington - March wages, etc.	450.79	Randy Moore - 2011 Trustee Honorarium	240.00	Telus Mobility	94.08	Receiver General - March Payroll Deductions	398.83	Telus	83.32	Total:	1,267.02	Motion PASSED
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			in both 2010 and 2011, to track the total cost of the project to date. Administrator to determine this amount and forward to trustees. Trustee Widish motioned the bills be paid, Trustee Kusakik seconded. Trustees Hill, Byrne, Widish and Kusalik voted in favour of the motion, Trustee Bachynski did not vote due to lack of expenditure information on the chlorination project. PASSED.	
	9.2	Welcome to Trustee Kusalik	Trustee Kusalik has received keys, etc. from former Trustee Moore. Trustee Hill has given Trustee Kusalik a tour of the District's facilities.	
	9.3	Thank you to former Trustee Moore	A card has been sent to former Trustee Moore thanking him for his years of service to the Board.	Tabled
	9.4	AGM questions	<p>During the AGM three matters were questioned by the landowners that needed clarification for entry into the AGM Minutes:</p> <ul style="list-style-type: none"> ▪ Clark Weisbrodt had disputed a bill of 2009 for an imposition charge, and also felt he had been accused for improper water usage. <ul style="list-style-type: none"> ○ A letter had been sent to Mr. Weisbrodt on July 15, 2010, stating the Board had not received any accusations of improper water usage. ○ The exact dates of delivery of the imposition bill was not clear; Trustee Hill suggested the Board refund \$30.00 as a half-way measure. Trustee Kusalik motioned the Board send Mr. Weisbrodt a letter as per Trustee Hill's suggestion, stating the Board has reviewed the matter and feel that all was well. Trustee Byrne seconded. There was some confusion as to whether or not Mr. Weisbrodt was receiving regular posted mail, so reminders had been placed on his gate. Trustee Byrne amended the motion of Trustee Kusalik's to forward the \$30.00 refund by registered mail due to the importance of the matter; to advise that all other mail will be sent via regular Canada Post; to advise that the Board will no longer leave any mail at his gate; and it is Mr. Weisbrodt's responsibility to pick up his mail. 	

			<p>Trustee Hill seconded. Trustee Byrne amended the amended motion to increase the refund to the full amount of the imposition charged. Trustee Kusalik seconded. PASSED.</p> <ul style="list-style-type: none"> ▪ Blind copy emails. During the AGM a landowner had requested that all emails be sent under blind copy. Trustee Byrne has now taken care of this. ▪ Trustee remuneration. Berhuz Aryan had questioned the payment of a remuneration to Trustee Bachynski for the work done on the chlorination project and had made a suggestion that all remuneration to Trustees in the future be approved prior to works being done. A Resolution needs to be in place Trustee Byrne motioned that from now onwards, other than the standard honoraria and refunding out of pocket expenses incurred on behalf of the District, no compensation will be made to NCID trustees. Trustee Hill seconded. Trustee Byrne amended the motion to pay particular attention to observance of the guidelines of the conflict of interest as stated in the Improvement District Manual. Trustee Kusalik seconded. PASSED 	
	9.5	Emails and reports from Caro Analytical Services	<p>All Trustees and the Administrator should receive test results from the lab. As Dale Beebe does not have email, test results can be forwarded to Michael Symington. Trustee Byrne motioned a Resolution be drafted for proper water sampling protocols and sent to all Trustees and Michael Symington. Trustee Hill seconded. Trustee Bachynski has drafted such a document and had previously forwarded it to other Trustees for consideration. The resolution will be addressed by the Operators and the board's liaison at the first Operator meeting (date to be determined by Widish). All email addresses will be clarified to the lab and the lab will be instructed to call the cell phone with any positive results; the Operator(s) are to immediately email positive test results to Dan Byron at IHA and ask what course of action the District should take. Trustee Byrne amended the motion to include that all Trustees continue to receive the updated spreadsheet of water</p>	

			test results on a monthly basis. Trustee Hill seconded. PASSED.	
10.0		Correspondence		
	10.1			
12.0		Adjournment		
	12.1		The meeting was adjourned. Any interim meetings to do with immediate issues may be held on short notice. The next regular meeting date will be Tuesday, May 10, 2011 at the North Canyon Improvement District Office. Trustee Hill urged the Trustees to consider vacation schedules for the summer months.	

Chairperson

Corporate Administrator