

NORTH CANYON IMPROVEMENT DISTRICT

Minutes

Regular Meeting of Trustees

October 4, 2011

A regular meeting of the Board of Trustee of North Canyon Improvement District was held October 4, 2011 At 7:00 p.m. at the North Canyon Improvement District office.

Chairperson Caroline Hill presided. Trustees present: Dan Kusalik and Michael Bachynski. Administrator present: Myrna Johnson. Regrets: Michael Byrne and Morris Widish. Guest: Mr. John Kettle, RDCK Board Chair & Area B.

ITEM NO.	AGENDA ITEM	BRIEF DISCUSSION	ACTION
1.0	Call to order	Time 7:00 p.m.	
2.0	Approval of additions to the Agenda		
		There were no additions to the Agenda.	
3.0	Minutes of previous meeting		
	3.1	Minutes of the meeting of September 6, 2011 have not been approved, still pending review and approval.	Pending
4.0	Old Business		
	4.1	Annual Billing of 2011 Water Bills, Taxes, Tolls Payments of outstanding bills as of 30 September 2011 have not been received. Telephone follow up to be done. Report back to board on results on 13 October. If not successful registered letters will be sent out to delinquent residents and date water will be shut off. Motioned by Trustee Bachynski and seconded by Trustee Hill to have registered letters sent out and have shut off date included. Motion PASSED.	MOTION PASSED
5.0	Financial Statement Report		

	5.1		Unrecognized Bank balance as of 31 August is \$ 80908.99 Prior to payment of bills.	
6.0		Operator's Report		
	6.1		Operators to have 1 hour /kms each paid for hand over. This will enable update of week's activities and change over of cell phone. Time sheets to be in on 1 st of each month and will be reviewed by trustees. Cheques will be mailed. Motioned by Trustee Hill to have hand over time between operators for 1 hour/kms each and have pay checks mailed out, seconded by Trustee Kusalik. Motion PASSED.	MOTION PASSED
	6.2		Molberg will be doing the 3 applications of foam for repairs to arch ends at the reservoir. Operators to have gate open, power available and assist if needed. Check to see if there are any areas at the reservoir or building requiring foam to fill in openings. Water sample list and qualities required has been updated. Reservoir site is mandatory and 1 other site on rotation from list to be used for each test period. Trustee Kusalik has current sample listings.	TABLED
	6.3		Operators to list what there is now and what can be expandable for chlorinator. What do they see that could happen to the equipment? Have separate alarm calls for problems: audible alarm notification to the Operators for crash of 6" or 10" pump, and other alarm parameters (i.e. low reservoir, irregular inflow and outflow readings, etc.) The auto dialer is malfunctioning and must be repaired/replaced, or a different way to contact the Operators (i.e. internet) has to be installed. NCID is investigating this, as well as having equipment upgrades to facilitate remote (off-site) readings on the system controls by the Operators.	Tabled
	6.4		Trustees Bachynski to check on SCADA requirements: internet provider, computer, alarms, system backup, training for Phase I. Update for next meeting 8 November 2011.	TABLED
7.0		Budget Discussion		

	7.1		Trustee Byrne is working on the 2012 Business Plan and Capital Budget . Expenses are expected to be the similar to 2011 with increases for additional labour for water testing, power and equipment. The budget should break down of operator's wages, ongoing monthly expenses. For 2012 possible increase in acreage tax – set \$2/acre for the last 30+ years. Trustees to review budget on 10 October 2011 at Trustee Hill's residence.	TABLED														
8.0		New Business																
	8.1	Payment of Bills	<p>Bills to Pay:</p> <table> <tr> <td>Fortis BC – Reservoir</td> <td>1007.98</td> </tr> <tr> <td>Michael Symington - September</td> <td></td> </tr> <tr> <td>D. Rotar Backhoe</td> <td>428.40</td> </tr> <tr> <td>Resident</td> <td></td> </tr> <tr> <td>Dale Beebe - September</td> <td></td> </tr> <tr> <td>Receiver General for Canada – Payroll deductions</td> <td></td> </tr> <tr> <td>Total Bills to Pay</td> <td>??</td> </tr> </table> <p>Myrna Johnson (September Wages) 480.79 Pyramid Building Supplies 194.77 Fortis – 46 Street 50.80 TELUS Mobility 97.22 TELUS 88.35 Fortis BC – Reservoir 1236.44 Ministry of Land 125.00 Total 2273.37</p> <p>Bills will be scanned, emailed in advance to trustees enabling review prior to monthly meetings. This will assist in time for other agenda items. D. Rotar bill to be paid by resident and Michael Symington as per changes. Trustee Kusalik moved bills be paid as amended and seconded by Trustee Bachynski. Motion PASSED.</p>	Fortis BC – Reservoir	1007.98	Michael Symington - September		D. Rotar Backhoe	428.40	Resident		Dale Beebe - September		Receiver General for Canada – Payroll deductions		Total Bills to Pay	??	MOTION PASSED
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	8.2	Pavement 51 Street	Pavement repairs were waved. Trustee Bachynski checking with Cliff Razzo for requirements needed to have road cuts and															

			paving in the future. Agenda item for Novembers meeting on paving requirements in NCID.	
	8.3	Gas Tax Rebate	Trustee Byrne inquired to RDCK Rep, Area B – Mr. Kettle and MLA Michelle Mungall for additional information and possible funding for NCID upgrades from this Recovery Economic Plan. Mr. Kettle presented a Community Development - Grant In Aid to the board for \$3000.00 . This grant will assist with upgrades to the computer monitoring of water flow and levels at the reservoir.	
	8.4	RDCK Update	Mr. Kettle explained RDCK was able to offer assistance in forms of Grant in Aid for NCID for this year 2011, to a maximum of \$10,000.00 in total . NCID in the past did not qualify for grants since it is a non owned RDCK asset. RDCK believes the programs (gas tax) is for conservation of water resources and operational certainty and are going to try and help.	
	8.5	Grant for Capital Improvement	Trustee Hill is submitting a grant request for \$7000.00 for NCID through Rural Affairs with assistance from RDCK. Being one of five districts within RDCK, Water Systems Improvement Districts in area applying for Capital Expenditure Grants. Project/projects for 2012 to be listed for possible additional grants.	
	8.6	Tabled Items	If tabled items of minutes can not be addressed within the next meeting or time frame – will be parked and reviewed twice a year. Trustee Kusalik motioned unresolved tabled items be a parked item, which will be reviewed twice a year at special meetings and seconded by Trustee Bachynski . Motion PASSED.	MOTION PASSED
	8.7	Additional Residences to NCID	Smith and Muzzy to be included and be charged for domestic, irrigation, etc charges for 2012.	
11.0		Correspondence		
		Sub Division Requests	There are two sub division requests are for the following addresses: 4641 – 4663 Samuelson Road 5126 Mehrer Road	Pending

			Were submitted to NCID. Trustee Bachynski to review and give recommendations to board.	
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 8 November 2011 at the North Canyon Improvement District Office.	

Chairperson

Corporate Administrator