

GILLIES BAY
IMPROVEMENT DISTRICT

Minutes of January 16, 2019, 6:30pm.

A regular meeting of the Gillies Bay Improvement District held, January 16, 2019 at the Gillies Bay Fire Hall.

Present: Audrey Atkins (Chair), Jim Mason, Danuta Kusmierek, Theresa Beech (Corporate Officer), Carol Robertson (Financial Administrator), Rob McWilliam (Fire Chief), Ken Taylor (Water Operator)

Regrets: Tara Schumacher, Ken Becotte

1. CALL TO ORDER

Meeting called to order at 6:30 p.m.

2. APPROVAL OF THE AGENDA

A MOTION to approve the agenda, Moved and seconded by the Board of Trustees. CARRIED

3. ADOPTION OF MINUTES

ADOPTION OF THE MINUTES of December 12, 2018 regular meeting, Moved and seconded by the Board of Trustees. CARRIED

4. REPORTS

a) Fire Chief Report – Rob McWilliam presented his report. Two new recruits, Darren Zant and Brian Redman have joined the VFD. They will both be enrolled in an airbrakes course. An open house is planned for February. The gaming grant application was denied. The GBVFDA will be meeting to discuss contributing to the SPU project. Rob and Mike Craggs, VFD Chief discussed joint training opportunities. Rob has arranged with the Dispatcher to notify the Water Operator (Ken T.) if there is a structural fire so that he can address the issues it may present at the chlorinator.

b) Water Operator Report – Ken Taylor reported on the water system. A Leak at the pump house was repaired. The meter readings have also identified a residential leak that Ken is working on resolving with the home owner. Ken presented the Trustees with a quote from Andrew Sheret Ltd. for the remaining parts needed to complete the metering project. The quote did not include shipping.

MOTION THAT THE TRUSTEES APPROVE THE PURCHASE OF MATERIALS AS PRESENTED BASED ON THE QUOTE OF \$47,415.77 FROM ANDREW SHERET LTD. Moved and seconded CARRIED

c) Corporate Officer Report – Theresa reported on Administrative operations. The 2019 water toll and tax invoices are almost ready to be mailed out. The 2019 BC roll report arrived with several address and folio errors. They have been addressed and corrected. The vacated office space is being painted and a workstation built for the admin team to move into. The supplies budget is not sufficient to provide materials for the new space. The locks from the ambulance doors will be reset when Eagle Locksmith is next on the Island.

MOTION TO INCREASE THE 2019 SUPPLIES BUDGET TO A MAXIMUM OF \$5,000.00 Moved and seconded **CARRIED**

5. NEW BUSINESS


- a) Year end financials – tabled to the finance committee for review
- b) Resolution to move funds from GBID Surplus to the 2019 Water Budget

MOTION TO APPROVE THE RESOLUTION TO ALLOCATE SURPLUS FUNDS OF \$14,587.41 FROM THE GBID 2018 SURPLUS BUDGET TO THE 2019 WATER BUDGET moved and seconded **CARRIED**

- c) Resolution to move surplus funds to reserves – tabled for after the audited financials are received.
- d) Water Distribution Bylaw 233

MOTION TO APPROVE THE WATER DISTRIBUTION BYLAW 233 AS READ, moved and seconded **CARRIED**

- e) Capstone Project Report – The Trustees discussed the report which will be looked at by the Water Committee as well.
- f) OCP Update – Jim gave a brief recap of the OCP meeting.
- g) Capital Works Project Planning Committee – Audrey is still recruiting members for the committee.
- h) Letter from Shelter Point Resident – The Trustees received a request to extend the water system to accommodate the Shelter Point residents. Audrey would like to set up a meeting with them to discuss the logistics. At this time, we cannot legally accommodate their request.
- i) Other – Theresa will contact Lin from Van Anda to set up Trustee meeting for late March.
- j) Adjourn – 7:30 pm.

Approved By:  (Board Chair)

 (Corporate Officer)