

Union Bay Improvement District
REGULAR BOARD MEETING MINUTES

Wednesday, Dec. 21st, 2011
Union Bay Improvement District Office
7:00 PM

Venue: Upstairs Board room, at UBID Administrative Office

In attendance: Trustees: Carol Molstad (Chair), Bruce Livesey, Cleve Goldswain,
Anne Alcock, and Alan Webb. Staff: Ruth Sauder

1. Adoption of the agenda

Discussion – We need to add two items arising out of the Administrator’s Report. They are, the need to make decisions about our D & O Insurance, because we have a new carrier, and a discussion about adding to our Capital Funds. They will be added under New Business as 7. e. – Capital Funds, and 7.f. – Insurance.

Motion 2011-11-21-01 Adoption of the agenda as amended.

RMS

CARRIED

2. Petitions and delegations – none

3. Approval of minutes

a. Minutes of Nov. 16th, 2011 Regular Board Meeting

Motion 2011-12-21-02 to adopt the Minutes of the Nov. 16th, 2011 Board Meeting as circulated.

RMS

CARRIED

4. Report from In-Camera Meetings, Planning Meetings and Business Arising:

a. None

5. Correspondence

a. None

6. Reports

a. Administration and Financial Report – Ruth Sauder

Motion 2011-12-21-03 To accept the administrator’s report for information.

RMS

CARRIED

b. Fire/Rescue Report – Anne Alcock

Motion 2011-12-21-04 To accept the Fire/Rescue Committee report for information.

RMS

CARRIED

c. Public Works Report – Cleve Goldswain

Motion 2011-12-21-05 To accept the Public Works Committee report for information.

RMS

CARRIED

d. Finance & Capital Planning Report – Bruce Livesey
Nothing to report.

e. By-laws, Policies and Procedures Report – Carol Molstad

Motion 2011-12-21-06 To accept the By-laws, Policies and Procedures Committee report for information.

RMS

CARRIED

7. New Business

a. Photocopy machines

i. The current photocopier – disposition, either buy out or return.

Motion 2011-12-21-07 To allow the lease of the current photocopier to come to an end and not buy it out.

RMS

CARRIED

Discussion – it's at least 5 years old, and doesn't have the all the functionality of newer copiers.

ii. Review quotes for new photocopier, one from Ricoh and one from Island Office Equipment.

Motion 2011-12-21-08 To enter into a lease agreement for a Ricoh photocopier.

RMS

CARRIED

b. The Auditor's Engagement letter to be signed for the 2011 audit.

Motion 2011-12-21-09 To engage Myers, Norris and Penny to perform our 2011 audit and the Board authorizes the Administrator to sign the auditor's engagement letter on behalf of UBID.

RMS

CARRIED

c. Public Works Committee recommendation -

Motion 2011-12-21-10 To commence a search for, and to purchase, a good quality used ¾ ton truck, preferably a crew cab, to replace our oldest PW truck, with an upper cost limit of \$15,000.

RMS

CARRIED

d.

i. Newly drafted Policies are tabled for further consideration and to be approved in their final form at the January Board meeting–

1. Code of Conduct
2. Governance Style
3. Board Development
4. Board Commencement and Orientation

ii. Policy issues –

1. Decision to be made regarding how we will record regular motions.

Discussion – We need to include in our Meeting Procedure bylaw how motions will be recorded. We currently use, RMS, which is Recorded, Moved and Seconded. The other way is to record who is the Mover and the Seconder of each Motion. Who moves or seconds a motion isn't necessarily relevant. The real question is how someone votes for a Motion. Can be better dealt with by recording the names of people who vote against an approved Motion.

Motion 2011-12-21-11 To retain RMS in recording Motions.

RMS

CARRIED

2. Freedom of Information scope of delegation to the administrator.

Motion 2011-12-21-12 The Board to retain some authority over FOIP requests, and to refer the matter to the Bylaws and Policies Committee to determine which types records the Board should maintain authority over, and to make recommendations back to the Board regarding same.

RMS

CARRIED

e. Capital Funds report and recommendation from Administrator

Motion 2011-12-21-13 To direct the Administrator to put \$ 100,000 of UBID's available additional funds into our Capital Funds before year end.

RMS

CARRIED

f. Insurance Renewal.

Our last year's insurer no longer offers Directors & Officers Liability insurance. Requires a decision around which of the two quotes for Directors & Officers Liability insurance we are going to accept. We have two quotes, one from Encon and one from Great American. Both are much higher premiums than last year. Great American premium is \$3,200 and Encon premium is \$6,500 but includes an additional form of coverage, which we don't really need.

Motion 2011-12-21-14 To direct the Administrator to renew our Directors & Liability Insurance with the Great American option of \$2,000,000 coverage, \$5,000 deductible and a premium of \$3,200.

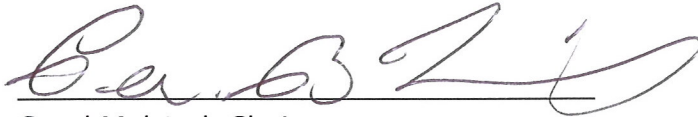
RMS

CARRIED

8. Questions from the audience

a. None

Meeting Adjourned at 7:55 p.m.



Carol Molstad, Chair

*BRUCE LIVESEY, Acting Chair in
Carol Molstad's absence.*



Ruth Sauder, Administrator