

**Union Bay Improvement District**  
Post Office Box 70  
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Union Bay, BC V0R 3B0  
[bay.ca](http://union-bay.ca)

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*Providing Water, Fire Protection and Street Lighting to Union Bay*

## Regular Board Meeting Minutes

May 18, 2017

Bill Wood Room, Union Bay Community Centre

Start 7:00 p.m.

### Board Members present

Chair Peter Jacques

Trustees:

Jim Elliott

Susanna Kaljur

Glen Loxam

Rick Bitten

Staff

Mr. Gee / Mr. Mason

**1. Chair called the meeting to order at 7:00 p.m**

**2. Adoption of the Agenda:** Motion 2017-05-18-01 To adopt the agenda as presented.

Moved by Trustees Loxam/Kaljur

Carried

**3. Approval of Minutes:** Motion 2017-05-18-2 to adopt the minutes of March 16<sup>th</sup>, 2017

Move to adopt the March 16 minutes

Moved Trustees Bitten/Loxam

Approval of minutes:

Minutes of December 14<sup>th</sup>, 2016

Motion 2017-05-18-3 A written motion to amend the minutes was submitted by  
Trustee Kaljur

Moved Trustees Kaljur/Elliott

Discussion – The motion contained:

A transcript of a recording of a portion of the December 14<sup>th</sup> meeting that was felt to more clearly represent the events of the meeting under correspondence.

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Defeated ( Bitten, Jacques, Loxam)

Motion 2017-05-18-3 to adopt the minutes of December 14th, 2017

Move to adopt the December 14 minutes

Moved Trustees Bitten/Loxam

Carried. ( Bitten, Jacques, Loxam)

#### **4. Business Arising from regular in- camera board meeting minutes and reports**

- A. Mr. Gee acting Administrator reported there were no minutes or reports to bring forward.

#### **5. Reports**

- A. **Landowners update:** Peter Jacques indicated he did not anticipate raising parcel taxes as a result of the water infrastructure project.
- B. **Administrators Report - (Mr. Gee)** Mr. Mason accepted the position April 27 and was able to attend the Board Orientation on Saturday April 29, Gordon is very competent in his business experience and I trust he will do well.

At the beginning of March UBID issued water bills. With the temporary Administrators lack of experience with our water billing software there were several difficult days and delays issuing the bills, we would like to thank the landowners for your patience. As of this writing we are reading for the next billing. It's still an unfamiliar process for Mr. Gee and Mr. Mason; we do seem to be getting better at it although not without our problems. At least we are not dealing with meters buried in snow on this occasion

As discussed in another report, the new election policy was adopted by the Board in March for the Trustee election in April.

**Water Filtration:** At the beginning of April UBID issued a Request for Proposal (RFP) for a water filtration unit. The RFP was posted to BC Bid which is the provincial website for posting such actions. This is essentially a tender process to seek a supplier for the Dissolved Air Flootation (DAF) Filter. It is the first major step forward in the eventual construction of the facility. This first RFP was asking for suppliers of DAF equipment to propose equipment to install. The competition closed on May 2. UBID received two RFP's which were opened in the company of our engineers on the close of the bidding process. Koers engineering will analyze the bids to ensure that they do meet the specifications that were issued. We expect the report and Koers' recommendation for this meeting. If the board awards the contract then UBID is committed to buying the filter. The proposal becomes a contract and fixes

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the price.

The next stage will be for the successful supplier to provide detailed drawings and specifications for the installation to Koers Engineering. Koers will then create the specifications for a second RFP to construct the facility. These plans are site specific so the board must make a final decision on the location when Koers begins planning the construction RFP. The supplier will then work with the construction contractor to complete the installation.

When both RFP's have been awarded, the costs will be contracted and UBID will be able to produce a detailed financial plan.

We have produced various financial plans to date but all costs were estimated. This process does give us a formal framework for planning. The indication is that UBID will have to borrow funds at least temporarily at some point in the build. UBID does have about \$1,300,000 in hand for the project with annual parcel tax income of \$230,000. The project cost is expected to be \$2,000,000 or more. It is expected that UBID will have to borrow between \$500,000 and \$1,000,000 to complete the water filtration infrastructure project. This capital infrastructure loan would be paid back through the current landowner parcel taxes process.

Finally UBID will need to add a reservoir to the project at some point in the future. Subsequent testing of the output from the filtration plant may also indicate the need for additional ultraviolet treatment.

**Island Health:** The process is a lengthy one and is designed to protect the landowners' interests. The objective is to get the best possible equipment at the best possible price. It is not likely that UBID will be able to produce the detailed construction drawings for Island Health on the timeline that would permit them to analyze our plans and allow Island Health to produce the Construction Permit by August 31. UBID is keeping Island Health informed of our progress by forwarding the details of the RFP's as they are created. We will also submit the proposals of the awarded contractors when they are available.

**Committee Volunteers:** As of May 12 there are only two volunteers to sit on the standing committees. I would encourage interested parties to contact [Admin@union-bay.ca](mailto:Admin@union-bay.ca) or call the administrator at 250-335-2511. There is also a need to create the committee to conduct the bi-annual review of trustee remuneration for presentation to the 2017 AGM.

- C. **Election Report:** Mr. Gee answered question related to the document "Election Process Results" provided in the minutes relating to spoiled ballots for trustee Elliot. Trustee Kaljur

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pointed out a spelling error in the document that read “works” instead of “workers”. Mr. Gee clarifies the meaning for Trustee Kaljur.

- D. **Financial Report:** Mr. Gee went through the financial statement provided in the minutes. A question was asked regarding the BC Ferries project to install a new water meter at the terminal with regard to capital Revenue charging. The question was answered and clarified. Additionally, the server failure was recognized and other timing related charges like insurance costs. Trustee Kaljur asked for a balance sheet from Mr. Gee which he would get that information to her.
- E. **Fire Chief Report:** Trustee Jacques read the Fire Chiefs report from the material supplied in the May 18 agenda package.
- F. **Public Works Reports:** Trustee Jacques read the Public Works Superintendents report from the material supplied in the May 18 agenda package.

Motion 2017-05-18-04 Motion Trustees Bitten/Loxam to approve these report from the May 18, 2017 Agenda. Carried

#### 6. Old Business

No Old Business

#### 7. New / other Business

Motion 2017-05-18-05 Moved by Trustees Bitten/Elliott to name Mr. Mason as signing authority for Union Bay Improvement District. Carried

Motion 2017-05-18-06 - Trustee Bitten / Loxam moved to suspend audio video recordings at the Union Bay Improvement District (UBID) Board meetings until the board can evaluate the options available. Trustee Rick Bitten asked for the suspension, under bylaw 263 item 61. We need to adopt a process that is beneficial to the UBID board of trustees and land owners.

Carried (For: - Bitten, Jacques, Loxam)(Against: - Elliot, Kaljur)

Discussion: Trustees Elliott / Kaljur - Discussion around the legality of a motion that they believe contrary to UBID bylaws in that it was essentially not allowing recording even if all the conditions in the bylaw were being met by land owners.

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8. **Correspondence:** No Correspondence.

9. **Questions from Landowners in attendance:**

Questions surfaced regarding the in Camera meetings and what was discussed. Mr. Gee explained that in camera meetings are private meetings and cannot be discussed in public. He used Human Resources issues as an example.

Mr. Gee gave a brief summary of the current status of the water filtration plant project regarding the timeline of the project for the capital purchase of the water treatment unit and a high level description of the options regarding a location of the treatment facility. This was as a result of questions from the audience.

It was made very clear that the Administrator has received approval from the board to move forward and negotiate with the Provincial Government, KIP, and KFN with regard to the water treatment plant location.

Several statements, not questions, were made about audio recording of the meetings by both landowners and trustees. Different options were discussed regarding the video recording of the meetings.

A question was asked about landowners who work out of town on a shift work basis becoming volunteer firefighters, and this issue has been discussed in the past and is not an option due to training costs and logistics.

A landowner asked Chair Jacques about the meeting with Brian McMahon (KIP) that Chair Jacques and Trustee Loxam attended. The landowner asked Chair Jacques if they had received a motion at the Board meeting for the two Trustees to attend this meeting. Trustee Kaljur read an email from Carol Molstad (Chair) (Nov. 18, 2016) as follows; "They initiated that contact on their own. Since no motion was made, and I, as the chair could not act independently from the majority of the Board, there was no authority for them to act." . Both Chair Jacques and Trustee Loxam believed they had verbal permission from Chair Carol Molstad at an In Camera meeting to attend a meeting

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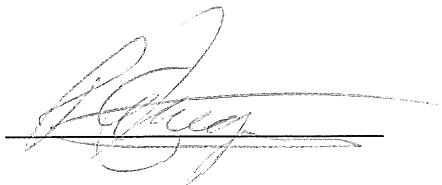
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with Brian McMahon (KIP) regarding the land offer. Chair Jacques indicated there was no conflict of interest as a result of this issue and the meeting with Brian McMahon (KIP).

10. Next Regular Board Meeting will be Thursday, June 15, 2017.

11. Adjournment moved by Trustee Bitten

Adjourned: 9:05



Peter Jacques, Chairperson



Gordon Mason, Administrator

Adopted: