

**SPENCES BRIDGE IMPROVEMENT DISTRICT
BOARD OF TRUSTEE MEETING
MINUTES
July 27, 2017
Spences Bridge Administration Office**

PRESENT: Tina Draney Trustee
Michael Jefferson, Trustee
Carolynne Terry, Trustee
Fred Banham, Acting Corporate Officer (by Phone)

1. Call to Order:

Tina Draney, Chair called the meeting of the Spences Bridge Improvement District, Board of Trustees to order at 6:17 p.m.

2. Approval of the Agenda:

Discussion took place with regard to the introduction of late items and that it would make more sense to consider late items being added to the agenda at this time when the agenda approval was being considered.

Introduction of Late Items:

- a. Letter from Dwayne Rourke - Correspondence
- b. Letter from Movourneen Desert Daze Festival – Correspondence
- c. Murry Creek water supply for fire protection – New Business

MOVED Terry/Jefferson

THAT the Agenda be adopted as amended with the three late items.

CARRIED

3. Adoption of Minutes:

Adoption of the Spences Bridge Board of Trustee meeting minutes from July 19th, 2017.

MOVED Terry/Jefferson

THAT the Spences Bridge Board of Trustee meeting minutes from July 19th, 2017 be adopted.

CARRIED

Review of the Spences Bridge Annual General Meeting Minutes from April 27th, 2017. (Cannot be adopted until 2018 AGM)

4. Introduction of Late Items:

Items added to the agenda as late items under adoption of the agenda:

- a. Letter from Dwayne Rourke - Correspondence
- b. Letter from Movourneen Desert Daze Festival - Correspondence
- c. Murry Creek water supply for fire protection – New Business

5. Business Arising:

None

6. Petitions and Delegations:

None

7. Correspondence:

- a. Dwayne Rourke correspondence asking about SBID financial planning with regard to the fire training center.

Mr. Rourke's letter asks a number of questions the Board does not have answers to at this point in time and needs to begin gathering information to enable educated decision on how to move forward in the future.

The Board discussed the need to have the fire training center building evaluated by a consultant/contractor that could identify, prioritize and provide cost estimates as to what is needed to maintain the structural integrity of the building. It was suggested a multi year asset management plan would be beneficial to assist with budgeting and planning for all the SBID assets.

MOVED Jefferson/Draney

THAT a reply to Dwayne Rourke's letter be sent outlining the facts that there is currently not enough information on the condition of the building for the Board to make financial spending decisions and that the 2017 budget does not specifically allocate monies for building renovations.

CARRIED

- b. Letter from Movourneen Desert Daze Festival requesting permission to a) upgrade the electrical power circuit and b) permission to leave the installation in permanently.

The Board discussed the request and had no issues with the proposal as presented. There was further discussion around the original permission granted to occupy the fireman's field grounds and now requesting access to the fire training center and infrastructure. The question being debated was around, when does the SBID permission to use the facility, become support and partner in hosting the event, which is not a taxpayer mandate of the SBID. The Board agreed that the Desert Daze proposed improvements would be an asset to the SBID that are not at taxpayer expense and ultimately a benefit to the community as a whole.

MOVED Jefferson/Terry

THAT the Board accept the Desert Daze's letter and agree to allow the electrical installation to be permanently installed as proposed by the Desert Daze Festival committee.

CARRIED

8. Reports

a. Interior Savings Account Statements

Fred Banham reported that, the SBID Interior Savings account statements for April 30, 2017 stated the at the chequing & savings account is \$17,898.24 and that the terms savings account is \$115,826.39.

It was also reported that the Province, acting as tax collector, usually transfers the annual tax requisition collected to pay for the services in August. This year \$47,250 was collected for fire service and \$7,500 was collected for streetlight service.

9. Bylaws:

None

10. Resolutions:

None

11. New Business:

a. Fire Training Centre Door locks:

Recommendation that the locks on the Fire Training Centre be re-cored and that the following list of people be issued a new set of access keys:

- The three Board of Directors
- Fire Chief
- Administrative Officer
- Deputy Fire Chief

Fred Banham read out a price quote from Interior Locksmiths of Kamloops to conduct the work:

The picture told me what I need to know. When we do the rekey for you, I will end up doing our standard commercial security rekey. There is no price difference and it gives you better security. The cost for us to come and change the 5 locks (4 + 1) and provide 20 keys (10 + 10) will be \$525.00 + 26.25 GST + 8.40 PST = \$559.65

When you are ready to go ahead with this, we will need 2 - 4 days notice to prep the job. If you have any other questions, let me know.

It was identified that there is an additional outside door on the back of the school.

MOVED Terry/Jefferson

THAT \$600 be allocated from Repairs and Maintenance to change locks on the Fire Training Center.

CARRIED

b. Administrative Officer position update:

Fred Banham reported that the Job Posting for 'Administrative Officer' have been posted around the community and that adds has been purchased in the Ashcroft Journal and the Merrett Times. For August 3rd and August 10th. The job posting closes August 10th at 4:30 pm.

Fred also reported that the job title was chosen to reflect SBID Bylaw 147 that establishes Officer positions and updates the dated Clerk title. The salary was established based upon the 2017 budget allocation.

In the mean time Fred Banham is to contact Rebecca Miller and ask that she leave all records, materials and passwords at the ID administration office upon completion of all her duties.

c. Irrigation water system maintenance and repairs update:

It is believed that the irrigation system is now repaired and operational.

It was identified that the SBID was issued a bylaw ticket for watering outside of specified watering times. There is no dispute, the violation occurred and one occasion believed to have caused a low water alarm in the reservoir to be activated.

MOVED Jefferson/_____

THAT a letter be written the TNRD reclined the ticket.

No Seconder - Motion Denied

MOVED Terry/Jefferson

THAT Tina Draney speak with TNRD to get clarification on the TNRD sprinkling schedule in relation to the SBID and to request cancellation of the enforcement ticket. If ticket cancellation is not going to happen, then pay the ticket.

CARRIED

d. Fire Training Centre repairs and maintenance cost estimate;

Fred Banham was asked to look at the records to see what the agreement was with Canada Post and to see if there was any obligation to repair or restore to original condition, the space recently vacated by the Post Master.

e. Murry Creek- Water supply for fire protection – New Business:

Michael Jefferson reported that he and Deputy Fire Chief Ross Figley went up to the Murry Creek reservoir to observe the old Murry Creek water supply infrastructure. The inlet pipe appeared to be silted in and in need of significant maintenance and cleaning. Mr. Jefferson stated he is under the understanding that the TNRD is responsible for the up-keep and maintenance of this waterworks as a backup water supply for Spences Bridge fire protection. He suggested at a letter be written to the TNRD asking for this cleanup work to be completed. Further discussion took place trying to understand if the old Murry Creek waterworks is even still connected to the current water system

and if there is any obligation on behalf of the TNRD to provide additional water in the event of a fire. It was suggested that before the SBID writes any letters or makes any requests of the TNRD with regard to Murry Creek, that the Board should review for understanding the transfer documents from 2007 where the SBID transferred the Murry Creek waterworks to the TNRD. Fred Banham will assist Michael Jefferson in looking at the 2007 transfer records.

12. Next meetings:

The next SBID Board of Trustees meeting is scheduled for Thursday August 23, 2017, 4:30 p.m. at the SBID Administration Office.

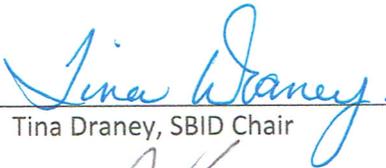
13. Adjournment:

MOVED Terry/Jefferson

THAT the meeting be adjourned at 8:32 p.m.

CARRIED

Certified a true and correct copy of the minutes of the Spences Bridge Improvement District Board of Trustee meeting held Thursday, July 27th, 2017.



Tina Draney, SBID Chair



Fred Banham, Acting Corporate Officer