



# Epping

## City Improvement District

**FOR A SECURE, CLEAN WORKING ENVIRONMENT**

### ECID BOARD MEETING

**Date: 04 May 2022**

**Time: 12h30**

**Venue: ECID Offices, 24 Gunners Circle, Epping 1**

**Present:**

A Gropper-Chairman (Public Safety, Cleansing, Finance, Projects, Marketing & Management)	Big Bodies	AG
X Fazakerley (Public Safety & Projects & Management)	SA Metal	XF
B Dyke-Beyer (Finance & Marketing)	GABS	BDB
G Isherwood (Finance & Projects)	Racatex	GI
L Johnstone-Manager	ECID	LJ
T Bartram-Coordinator	ECID	TB
A Brand	ECID	AB

**Apologies:**

H Husselmann (Public Safety & Finance)	Nikki Distributors	HH
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Agenda No.	Topic.	Action.
1.	<p><b>OPENING &amp; APOLOGIES</b></p> <ul style="list-style-type: none"> <li>➤ LJ-Opened the meeting at 12h30 and welcomed all.</li> <li>➤ AG-Noted apology received from HH.</li> </ul>	
2.	<p><b>DIRECTORS AND MANAGER'S DECLARATION OF INTEREST</b></p> <ul style="list-style-type: none"> <li>➤ LJ-The declaration of interest only needs to be completed if there were any changes to the previously completed DOI.</li> </ul> <p><b>RESOLUTION 1/MAY /2022</b></p> <ul style="list-style-type: none"> <li>➤ XF-Completed and signed a new directors' declaration of interest document.</li> </ul>	
3.	<p><b>SPONSORSHIP REGISTER</b></p> <ul style="list-style-type: none"> <li>➤ LJ-Tabled the sponsorship register for May 2021-April 2022 for the Directors to sign.</li> </ul> <p><b>RESOLUTION 2/MAY/2022</b></p> <ul style="list-style-type: none"> <li>➤ All Board members signed the sponsorship register for May 2021-April 2022.</li> </ul>	
4.	<p><b>CONFIRMATION OF PREVIOUS MINUTES-DATED 09 FEBRUARY 2022</b></p> <ul style="list-style-type: none"> <li>➤ LJ-Went through the minutes</li> <li>➤ The following outstanding requests were noted</li> <li>➤ AG-Point 9 bullet point 7 the management team must develop and put the service providers' measuring system in place, the system is not just for the new contracts.</li> <li>➤ BDB-Point 16 bullet point 4 questioned the operations person to be added to the JFU contract.</li> <li>➤ LJ-The request was for an operational type person.</li> </ul> <p><b>RESOLUTION 3/MAY/2022</b></p> <p>The minutes dated 09 February 2022 may be signed.</p> <ul style="list-style-type: none"> <li>➤ All ECID Board members agreed.</li> </ul> <p>AG-Signed the minutes dated 09 February 2022.</p>	LJ & TB 15/06/22

<p>5. 5.1</p> <p>5.2 &amp; 5.3</p> <p>5.4 &amp; 5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p> <p>5.9</p> <p>5.10</p>	<p><b>MATTERS ARISING FROM MINUTES-DATED 09 FEBRUARY 2022</b></p> <p><b>CSS&amp;I CONTRACT</b></p> <ul style="list-style-type: none"> <li>➤ LJ-XF requested that we obtain a quote from TTA wrt to TTA managing the process of obtaining a CCTV maintenance contractor. The point will be discussed under point 11 of today's meeting.</li> </ul> <p><b>RAIL SIDING LIGHTS &amp; GATES</b></p> <ul style="list-style-type: none"> <li>➤ LJ-The scope of work on both of these projects have been completed, currently there appears to be limited interest in companies being registered with the ECID wrt minor works.</li> <li>➤ XF-Both projects need urgent attention as the lack of lights and gates increase the security risks at the rail siding.</li> <li>➤ LJ-The quotes for the lights will be round robined to the ECID Board members.</li> </ul> <p><b>RESOLUTION 4/MAY/2022</b></p> <p>The contractor may commence with the work on the gates as soon as the numbering of the gates in the report correspond with the numbers in the quote received. The ECID Board would also prefer to pay a 40% deposit, if the contractor insists on a 60% deposit the ECID Board will request a bank guarantee for the money.</p> <ul style="list-style-type: none"> <li>➤ GI-Proposed</li> <li>➤ XF-Seconded</li> </ul> <p><b>FEEDBACK &amp; MANAGEMENT OF INVASIVE TREES</b></p> <ul style="list-style-type: none"> <li>➤ XF-Proposed that the service provider be contacted to quote on respraying the regrowth on the Christian Avenue invasive tree stumps as a test on how to proceed in the future, LJ to round robin the quote to the ECID Board members.</li> </ul> <p><b>MINDSPRING UPGRADE OF OFFICE PC'S</b></p> <ul style="list-style-type: none"> <li>➤ LJ-The upgrade of the office pc's was approved by AG &amp; XF and a report was received and handed to all members of all work done up to date.</li> </ul> <p><b>VEHICLE CAMERAS</b></p> <ul style="list-style-type: none"> <li>➤ LJ-Has purchased 2 Hikvision Dashcams, all vehicles will now have cameras as suggested by the installer. The vehicle's cameras are to be connected directly to the ignition, first position.</li> <li>➤ LJ-Will request a quote from Xavier (Geotab) for installing the cameras.</li> <li>➤ LJ-A new dual USB adaptor was bought for the use in the vehicle so the ECID Public Safety Officers can charge their cell phones without needing to unplug the camera.</li> </ul> <p><b>SAFEPRO NEW CAMERA &amp; ECID CAMERA NANOBEAM</b></p> <ul style="list-style-type: none"> <li>➤ LJ-CSS&amp;I is waiting on the tenant at the Safepro property to clear the area for them to reach the power box, the property owner has been contacted to assist.</li> <li>➤ LJ-The ECID Camera Nanobeam update, has been completed.</li> </ul> <p><b>JFU CONTRACT</b></p> <ul style="list-style-type: none"> <li>➤ AG-The administrative contract will be put out to tender, ads must be placed in the both an English and Afrikaans newspapers for 2 days, Friday &amp; Saturday.</li> <li>➤ LJ-The proposal from JFU will be handed in asap.</li> </ul> <p><b>CLEANING TENDER</b></p> <ul style="list-style-type: none"> <li>➤ LJ-Will be discussed under point 12 of today's meeting.</li> </ul>	<p>LJ 09/05/22</p> <p>LJ 16/05/22</p> <p>LJ 16/05/22</p> <p>LJ Ongoing</p> <p>LJ 14/05/22</p>
<p>6. 6.1 6.2 6.3 6.4</p>	<p><b>RATIFICATIONS</b></p> <ul style="list-style-type: none"> <li>➤ PIE Report, Financial Info, Management Report &amp; Arrears for February &amp; March 2022.</li> <li>➤ Annual Documents for Board Members.</li> <li>➤ AG for ECID Chairman</li> <li>➤ Draft Adjustment Budget for 2021/22-</li> </ul> <p><b>RESOLUTION 5/MAY/2022</b></p> <p>Ratify points 6.1 &amp; 6.2</p> <ul style="list-style-type: none"> <li>➤ Received and read by all Members</li> </ul> <p>Ratify points 6.3 &amp; 6.4</p> <ul style="list-style-type: none"> <li>➤ Approved by all Members</li> </ul>	

7.	<p><b>ACCREDITED WASTE SERVICE PROVIDERS</b></p> <ul style="list-style-type: none"> <li>➤ LJ-Princeton &amp; Fortuin Dienste have both received their Waste Accreditation Certificates and noted that this is waste specific.</li> </ul>	
8.	<p><b>ILLEGAL STRUCTURES &amp; BEGGARS</b></p> <ul style="list-style-type: none"> <li>➤ LJ-The Sipres Avenue &amp; Viking Way intersection has been added to the list of problematic beggar areas to be monitored by the ECID Public Safety Officers and where possible the ECID CCTV Controllers.</li> <li>➤ LJ-Handed out a spread sheet noting the dates Law Enforcement were called, if they came out and what the outcome was.</li> <li>➤ XF-Agreed that he is happy with the spread sheet, the information must be incorporated with all the other issues like potholes.</li> </ul>	PSO's & Controllers Ongoing
9.	<p><b>LPR CAMERAS</b></p> <ul style="list-style-type: none"> <li>➤ LJ-Met with representative from LPRUG they would charge R300 per LPR camera where Navic charge R450 per LPR camera, details for both companies to be forwarded to AG.</li> <li>➤ AG-Will inquire with the company doing the LPR system in his area, which software system they are using, the ECID must join a company with the biggest footprint.</li> </ul>	AG Ongoing
10.	<p><b>INDEMNITY INSURANCE FOR DIRECTORS</b></p> <ul style="list-style-type: none"> <li>➤ AG-The quotes received from Santam and Hollard for indemnity insurance of R20M for Directors and office bearing officers are not clearly specified if the amount is per year, per incident or per Director.</li> <li>➤ AG-Will request a quote from his insurance broker and LJ to request a clear summary of the two quotes received from the ECID's insurance broker.</li> <li>➤ AG-Expressed his discontent with the ECID's current insurance broker.</li> </ul>	AG & LJ 09/05/22
11.	<p><b>TTA PROPOSAL</b></p> <ul style="list-style-type: none"> <li>➤ XF-At the presentation by Mr Scott from the City of Cape Town, it was recommended that the ECID engaged the services of a consultant when it gets to the point of a technical evaluation, to avoid any conflict of interest and lack of technical expertise.</li> <li>➤ LJ-Due to TTA being the preferred service provider the ECID can proceed with a single quote. All updated Tax and BBBEE certificates will be requested from TTA.</li> <li>➤ LJ-The ECID Board and TTA are to meet to discuss the required scope of work and processes to follow.</li> </ul> <p><b>RESOLUTION 6/MAY/2022</b></p> <p>The TTA quote is accepted as reasonable and XF requested to be kept in the loop and to give advice as to the ECID's minimum expectations with regards to the tender process. The members of the project portfolio would prefer to peruse the proposal before it is sent out to prospective companies for quotes.</p> <ul style="list-style-type: none"> <li>➤ All Agreed</li> </ul>	LJ 16/05/22  ECID Board
12.	<p><b>CLEANING TENDER</b></p> <ul style="list-style-type: none"> <li>➤ AG-Together with GI decided that some changes will be made to the management of the cleaning teams.</li> <li>➤ GI-The tender received from a company doing the cleaning for the City of Cape Town made a good impression and is cost effective, due to some proposed changes, no final decision has been made as yet.</li> </ul>	AG & GI Ongoing
13. 13.1	<p><b>OTHER MATTERS</b></p> <p><b>CLEANING AND PUBLIC SAFETY TEAMS</b></p> <ul style="list-style-type: none"> <li>➤ AG-While doing random checks in Epping 1 and ,2 the Princeton cleaning team were occasionally noticed and the rubbish were only covered at some areas and not removed as per the received quotation.</li> <li>➤ AG-The dump slips for the last 3 - 4 months to be requested from Princeton.</li> <li>➤ GI-When the cleaning teams are questioned to the positioning of their teams, they are either on lunch or at the tips, even in WPP. The</li> </ul>	

	<p>area in WPP is normally found to be very tidy.</p> <ul style="list-style-type: none"> <li>➤ AG-The question of running on a month-to-month contract basis must be put to Fortuin and Princeton, if the final decision has not been made before the current contract expires.</li> <li>➤ AG-The question of running on a month-to-month contract basis must also be put to Integrisec and JFU.</li> </ul>	LJ 16/05/22
13.2	<p><b>VEHICLE CAMERA FOOTAGE</b></p> <ul style="list-style-type: none"> <li>➤ AG-Questioned the availability of vehicle camera footage relating to the latest accident involving LE 2.</li> <li>➤ LJ-Due to the old malfunctioning vehicle cameras in LE2 no footage of the accident was recorded. The drivers of all vehicles are tested on their driving ability and tested daily for sobriety.</li> </ul>	LJ 16/05/22
13.3	<p><b>ECID WEBSITE</b></p> <ul style="list-style-type: none"> <li>➤ AG-The ECID website needs to display the management actions performed by the team, daily, weekly, monthly and yearly.</li> <li>➤ LJ-The current display is set to show the most recently added information.</li> <li>➤ XF-The email address <a href="mailto:directors@ecid.org.za">directors@ecid.org.za</a> is on the website, with a note to mark the email for the individual Directors as listed with their portfolio.</li> <li>➤ AG-Any email addressed to the directors can be opened and addressed by the ECID Manager and if need be, it can be forwarded to the relative ECID Board member for action.</li> <li>➤ BDB-The website must be set to be cell phone friendly.</li> <li>➤ AG-The ECID public must be made aware of the arrests or suspected stolen goods recovered, the donations to the different churches cannot be the only news.</li> <li>➤ GI-The format of the website must be adjusted and updated.</li> <li>➤ LJ-JFU pays the monthly hosting fees, this forms part of the Management contract.</li> <li>➤ XF-The ECID must be the owner of the domain and pay for the hosting fees as well as any changes or updates.</li> </ul>	LJ Ongoing
13.4	<p><b>RENEWAL NOTICE</b></p> <ul style="list-style-type: none"> <li>➤ TB-The City of Cape Town has renewed the CID mandate for the next 5 years.</li> </ul>	
13.5	<p><b>CSS&amp;I REPORT</b></p> <ul style="list-style-type: none"> <li>➤ XF-In the CSS&amp;I report received on the 25/04/2022 they are proposing the replacements of numerous cameras, that are either non-functional or near end of life. CSS&amp;I must receive a bad service rating from the ECID Management team, due to CSS&amp;I not supplying requested quotes for the replacement of affected cameras within the set timeframe.</li> <li>➤ XF-The ECID Board expects better results and the ECID management team must drive the extraction of better results from CSS&amp;I. This rating will affect the references given to CSS&amp;I.</li> </ul>	LJ & TB Ongoing
13.6	<p><b>ALTERNATIVE CAMERA POWER OPTIONS</b></p>	
13.6.1	<p><b>City Power Supply</b></p> <ul style="list-style-type: none"> <li>➤ LJ-Waiting on feedback from Mr Scott regarding the connection to the street light pole for the proposed LPR camera at the intersection to Viking Way between Bertie and Christian Avenues in Epping 2. This will eliminate the need of digging a trench and connecting the camera to the power at the nearest company in Bofors Circle.</li> <li>➤ AG-LJ to forward the email sent to Mr Scott to AG and he will contact Mr Scott directly regarding this matter.</li> </ul>	LJ 06/05/22
13.6.2	<p><b>Solar Power Supply</b></p> <ul style="list-style-type: none"> <li>➤ XF-The solar power proposal option is still outstanding.</li> <li>➤ LJ-Will follow up on the outstanding solar power proposal and quote.</li> </ul>	LJ 06/05/22
13.7	<p><b>DISTELL</b></p> <ul style="list-style-type: none"> <li>➤ AG-Questioned the authorisation of the new/old truck stop in front of Distell.</li> <li>➤ LJ-A few years back the city was asked to put milling down to prevent the trucks from getting stuck in the sand.</li> </ul>	

<p>13.8</p> <p>13.9</p>	<ul style="list-style-type: none"> <li>➤ XF-Distell has changed from a manufacturing plant to a distribution centre, the fleet numbers have increased dramatically.</li> <li>➤ AG-A meeting to be setup with Distell to discuss the usage of the area as well as the trucks cutting across the grass towards Viking Way. If an agreement cannot be reached Law Enforcement will have to assist.</li> <li>➤ BDB-The trucks also cause heavy traffic congestion in the mornings by getting stuck while doing elaborate turns.</li> <li>➤ AG-LJ to set up a meeting.</li> </ul> <p><b>CABLE STOLEN AT INFORMAL MARKET PTZ CAMERA</b></p> <ul style="list-style-type: none"> <li>➤ LJ-The informal market camera cables have been stolen.</li> <li>➤ XF-The cables must be put in a steel tube in the ground and banded steel strapping must be used to clamp the steel pipe to the concrete column.</li> <li>➤ XF-CSS&amp;I must investigate the options of vandal proofing the cables.</li> </ul> <p><b>POTHoles</b></p> <ul style="list-style-type: none"> <li>➤ LJ-The City of Cape Town requested that the reporting of the potholes be grouped together rather than individually.</li> <li>➤ XF-Keep reporting the potholes individually and plotting on the map and updating the spread sheet.</li> </ul>	<p>LJ 06/05/22</p> <p>AB Ongoing</p>
<p>14.</p>	<p><b>CLOSE</b> There being no further business, all were thanked for attending and the meeting ended at 15h04.</p>	

Signed By A Gropper .....  
ECID Chairman