

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

April 17, 2019

Trustees: Don Milburn, Chair
Tom Plensky
Linda McKay
Bob Leggett
Candace Cowan
Dave Simpson

Regrets: Claire Hilscher

Staff: Leslie Carter, Administrator

Guests: 3

Call to Order: 7:00 pm

Election of chair: Don Milburn was elected to serve as chair through to the 2020 AGM

Introduction of late items:

Correspondence In:

April 15, 2019 – Doug Harrison, Lighthouse Country Living publication re: Fire Hall article

April 16, 2019 – Stuart McLean, RDN Area H Director, Improvement District funding resolution to be brought forward at Union of BC Municipalities 2019 AGM

Motion: to approve agenda as amended for current meeting

Linda McKay Seconded: Dave Simpson Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on March 20, 2019

Motion: to approve the minutes of Regular Board Meeting of March 20, 2019

Bob Leggett Seconded: Linda McKay Vote: Carried

Minutes of the Annual General Meeting held on April 3, 2019

Motion: to approve the minutes of Annual General Meeting of April 3, 2019

Dave Simpson Seconded: Tom Plensky Vote: Carried

Business arising from the minutes:

Bowser Waterworks District has sent correspondence to Min. of Forests, Lands and Natural Resource Operations regarding data sharing agreement. Response from DBID to Ministry tabled until Bowser has received a reply.

Administrator provided a review of the CWSA Conference.

Operator Monthly Report:

Operations & Maintenance Report for Mar. 14 – Apr. 9, 2019

Water Delivery: March 14 – April 9, 2019: 2,253,460 Imp. Gal.

Average daily use/connection (610 connections): 142 Imp. Gal. Previous Month – 146

Observation Well #310 Levels (meters): Apr. 9, 2019: 7.6 Previous Month – 7.4

Due to intrusion of tree roots in location of leak repair on Deep Bay Drive, an emergency repair to replace a length of watermain needs done to avoid a further break which would not be repairable. Existing tree has been compromised due to roots having to be cut to facilitate leak repair and further roots will need to be cut to allow watermain replacement.

Motion: to direct the Administrator to contact home owner to set up meeting or conference call to discuss tree removal and to contact Wacor to see if this job could be done as a change order with the existing main replacement work and to obtain a cost estimate.

Tom Plensky Seconded: Dave Simpson Vote: Carried

Motion: to accept the Operator's report as presented

Linda McKay Seconded: Tom Plensky Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for March 2019: 7 (1 MVI, 3 First Responder, 2 Fire, 1 Misc.)

Meeting is set with RDN Consultant regarding Fire Department Governance review (Deep Bay Fire Department contacted as a Mutual Aid partner). Don Milburn will attend with Chief George Lenz.

Fire Department open house is set for Saturday, May 4, 10 am – 2 pm. Notice to be added to the website.

Motion: to accept the Fire Chief's report as presented

Tom Plensky Seconded: Candace Cowan Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee:

Members had a working meeting April 17/19 with Magnum Project Management to review preliminary budget figures. Revisions have been sent to Magnum and an updated budget is expected shortly. Current figures will have the budget coming in around \$1.9 million.

Special board meeting tentatively set for Thursday, April 25 at 10 am to review budget. Administrator will forward budget to trustees once received.

Motion: to accept Fire Hall Replacement Committee report as presented

Linda McKay Seconded: Tom Plensky Vote: Carried

Finance Committee: no meeting

Total payments issued for March 2019 Water: **\$12,210.37**

Total payments issued for March 2019 Fire: **\$2,535.21**

Motion: to accept Finance Committee report as presented

Tom Plensky Seconded: Bob Leggett Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

Facilities Committee: no meeting

Administrator to set up future committee meeting (sometime after meeting on fire hall budget)

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In

April 15, 2019 – Doug Harrison, Lighthouse Country Living publication re: Fire Hall article

April 16, 2019 – Stuart McLean, RDN Area H Director, Improvement District funding resolution to be brought forward at Union of BC Municipalities (UBCM) 2019 AGM

Motion: to contact Lighthouse Living Country publication and let them know that DBID will be unable to meeting the deadlines as set out.

Bob Leggett Seconded: Linda McKay Vote: Carried

Bob Leggett will respond to Doug Harrison.

Resolution brought forward by the RDN will be presented at the UBCM AGM and if it passes, the UBCM will lobby the provincial government to provide Improvement Districts equal access to provincial and federal infrastructure grant monies.

Correspondence Out: none

Motion: to deal with and file correspondence in and out

Tom Plensky Seconded: Dave Simpson Vote: Carried

Old Business: none

New Business

Motion: to introduce and give first reading of Bylaw No. 237 "2019 Renewal Reserve Disbursement – Seaview Longview Construction" as amended to authorize the disbursement of monies in the Capital Works Renewal Reserve Fund

Bob Leggett Seconded: Linda McKay Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 237 "2019 Renewal Reserve Disbursement – Seaview Longview Construction" as amended to authorize the disbursement of monies in the Capital Works Renewal Reserve Fund

Tom Plensky Seconded: Dave Simpson Vote: Carried

Question Period: none

There being no further business the meeting was adjourned at 7:55 pm.

The above minutes were approved by the Board of Trustees on May 15, 2019.

By: _____
Chair of the Trustees

Officer