

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

April 20, 2016

Trustees: Tom Plensky, Chair
Claire Hilscher
Don Milburn
Candace Cowan
Dave Simpson
Linda McKay

Regrets: Bob Leggett

Staff: Leslie Carter, Administrator

Call to Order: 7:00 pm

Election of chair: Tom Plensky was elected to serve as chair until the 2017 AGM.

Introduction of late items

Correspondence in:

April 15, 2016 – Shared Services BC, Procurement Services BC, CSA Access Agreement

April 19, 2016 – Maxxam Analytics, test results for Well #1 lead, (all below maximum allowable concentration)

Motion: to approve agenda as amended for current meeting

Dave Simpson Seconded: Linda McKay Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on March 16, 2016

Motion: to approve the minutes of Regular Board Meeting of March 16, 2016

Don Milburn Seconded: Linda McKay Vote: Carried

Minutes of the Annual General Meeting held on April 13, 2016

Motion: to approve the minutes of Annual General Meeting held on April 13, 2016

Don Milburn Seconded: Candace Cowan Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for March 9 – April 14, 2016

Water Delivery: March 9 – April 14, 2016: 1,759,780 Imp. Gal.

Average daily use/connection (605 connections): 79 Imp. Gal. Previous Month – 73

Observation Well #310 Levels (meters): April 13, 2016: 6.773 Previous Month – 6.78

Motion: to approve up to a maximum of \$2500 for labour and materials for the painting of the 7 wells and piping

Don Milburn Seconded: Candace Cowan Vote: Carried

Motion: to accept the Operator's report as presented

Linda McKay Seconded: Dave Simpson Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for March 2016: 13 (8 MVI, 4 First Responder, 1 Fire, 0 Misc.)

Motion: to accept the Fire Chief's report

Candace Cowan Seconded: Dave Simpson Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

Finance Committee: April 6, 2016 meeting

Total payments issued for March 2016 Water: **\$21,166.52**

Total payments issued for March 2016 Fire: **\$4,405.43**

Motion: to approve Policy 16-04-01 Expense Reimbursement Policy as amended to include reference to BC Government negotiated accommodation rates

Claire Hilscher Seconded: Linda McKay Vote: Carried

Motion: to apply Policy 16-04-01 retroactively to the travel expenses incurred by fire department members for training course April 1-3, 2016

Linda McKay Seconded: Claire Hilscher Vote: Carried

Deep Bay Volunteer Fire Department received a cheque from the Union Bay Credit Union, presented at their AGM. Cheque has not come to office. Tom Plensky will follow up with George Lenz.

Motion: to accept the Finance Committee report

Dave Simpson Seconded: Candace Cowan Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In:

March 24, 2016 – Deep Bay Fire/Rescue Society, , request use of DBID property for a Bottle Drive, Saturday, Aug 13, 2016 from 10 am – 2 pm

March 30, 2016 – Vancouver Island Health Authority, Inspection report & follow up letter

April 14, 2016 – Ratepayer, request for reversal of late penalty for January water tolls invoice

April 15, 2016 – Shared Services BC, Procurement Services BC, Corporate Supply Arrangements Access Agreement

April 19, 2016 – Maxxam Analytics, test results for Well #1 lead, (all below maximum allowable concentration)

Correspondence Out: none

Motion: to approve use of the DBID property by the Deep Bay Fire/Rescue Society for a bottle drive on August 13, 2016 from 10 am – 2 pm

Don Milburn Seconded: Claire Hilscher Vote: Carried

Motion: to deny ratepayer request for reversal of late payment penalty for unpaid January water tolls invoice

Candace Cowan Seconded: Don Milburn Vote: Carried

Motion: to have the Administrator to complete and sign the Corporate Supply Arrangement Access Agreement for the DBID

Claire Hilscher Seconded: Don Milburn Vote: Carried

Old Business:

Discussion regarding painting of existing building – any non-essential building work to be put off until new building plans are more advanced.

New Business:

Meeting with neighbouring improvement districts to be set upon completion of DBID Wellhead Protection Plan.

Question Period: none

There being no further business the meeting was adjourned at 7:50 pm

The above minutes were approved by the Board of Trustees on May 18, 2016.

By: _____
Chair of the Trustees

Officer