

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

August 16, 2017

Trustees: Tom Plensky, Chair
Dave Simpson
Bob Leggett
Linda McKay

Don Milburn
Candace Cowan
Claire Hilscher

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Call to Order: 7:00 pm

Introduction of late items:

Discussion of fencing project at Well #2

Update regarding CRA audit

Discussion regarding request from Bill Veenhof, RDN Area Director, for meeting to discuss experiences with RDN planning department

Motion: to approve agenda as amended for current meeting

Dave Simpson Seconded: Bob Leggett Vote: Carried

Petitions and Delegations:

Barb Nixon and Michael Smith of the Deep Bay Fire/Rescue Society presented a cheque in the amount of \$8,000.00 directed to the Fire Hall Building Renewal Fund. This brings the total donations to date from the society to \$31,000.

The society thanked the sandcastle volunteers – it has been a very positive experience and the society is considering signing up for additional shifts next year (assuming they are accepted). Raffle is starting in October and running until the end of November with draw date of December 2, 2017.

The board thanked the society members for their ongoing fundraising efforts.

Minutes of the Regular Board Meeting held on July 19, 2017

Motion: to approve the minutes of Regular Board Meeting of July 19, 2017

Don Milburn Seconded: Linda McKay Vote: Carried

Minutes of the Special Board Meeting held on August 1, 2017

Motion: to approve the minutes of Special Board Meeting of August 1, 2017

Bob Leggett Seconded: Don Milburn Vote: Carried

Business arising from the minutes:

Chris Pogson from McElhanney Consulting will be assuming position of project manager for the Seaview/Longview Watermain project.

Operator Monthly Report:

Operations & Maintenance Report for July 12 to August 9, 2017

Water Delivery: July 12 to August 9, 2017: 4,671,260 Imp. Gal.

Average daily use/connection (605 connections): 276 Imp. Gal. Previous Month – 230

Observation Well #310 Levels (meters): Aug. 9, 2017: 7.8 Previous Month – 7.5

Emcon will be doing some ditching next week in the district and operator will be marking all mains and service lines in identified areas.

HPS Power has started preliminary work at Well #6 for install of the Variable Frequency Drive and will be removing the now redundant manual power switch for connecting an external generator.

Motion: to accept the Operator's report as presented

Linda McKay Seconded: Bob Leggett Vote: Carried

Discussion regarding fencing at well #2 - project to proceed as planned.

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for July 2017: 11 (3 MVI, 6 First Responder, 2 Fire, 0 Misc.)

There will be a purchase in the current budget to replace 15 pairs of coveralls intended for use on forestry calls that are not appropriate for this purpose.

FirePro2 software has been downloaded and installed on the FD computer and training is starting this week.

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: August meetings

Committee members have been working on refining the design. Current plans have the truck bays and a small addition that will house change areas, bathrooms, electrical room and workshop. It is hoped that these plans will be going to the engineer in the next few weeks in order to obtain building estimates. Copies of current plans circulated to board.

Design will allow for the addition of a second story on the small addition portion and will allow the addition to be added onto at a future date.

Bill Veenhof, RDN Area Director, has contacted trustees with regards to setting up a meeting to discuss experiences with the RDN planning department regarding the fire hall project.

Motion: to accept Fire Hall Replacement Committee report as presented

Claire Hilscher Seconded: Don Milburn Vote: Carried

Motion: to authorize Bob Leggett and Dave Simpson to meet with Bill Veenhof, on behalf of the DBID board of trustees and Fire Hall Replacement Committee to discuss working with the RDN planning department

Claire Hilscher Seconded: Don Milburn Vote: Carried

Administrator will contact Bill Veenhof to set meeting up first week of September if possible.

Administrator will contact Jim Rowlands regarding rate schedule now that formal design drawings are required.

Finance Committee: no meeting

Total payments issued for July 2017 Water: **\$11,004.67**

Total payments issued for July 2017 Fire: **\$21,265.95**

Administrator provided verbal report regarding CRA payroll audit. Awaiting written report from CRA but no concerns were raised at time of the audit.

Motion: to accept Finance Committee report as presented

Linda McKay

Seconded: Dave Simpson

Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In:

August 3, 2017 – Deep Bay Fire/Rescue Society, request to use DBID property for bottle drive on Saturday, October 21, 2017 from 10am – 2pm

Correspondence Out:

August 2, 2017 – Regional District of Nanaimo, items for discussion regarding the OCP draft of May 10, 2017

Motion: to approve use of DBID property by the Deep Bay Fire/Rescue Society for a bottle drive on Saturday, October 21, 2017

Don Milburn

Seconded: Bob Leggett

Vote: Carried

Notice to be included with October Pipeline regarding the need for additional volunteers to help with bottle drive.

Old Business: none

New Business:

Budget meetings for committees set for Thursday, September 7, 2017 as follows:

Finance Committee: 10:00 am

Operations & Maintenance Committee: 11:00 am

Environment and Emergency Committee: 11:30 am

Planning Committee: 7:00 pm

HR Committee: following Planning Committee

Fire Protection to be scheduled based on officers availability.

Fire Hall Replacement Committee meeting date to be determined.

Question Period: none

There being no further business the meeting was adjourned at 8:23 pm.

The above minutes were approved by the Board of Trustees on September 20, 2017.

By: _____
Chair of the Trustees

Officer