

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

August 17, 2016

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

Staff: Leslie Carter, Administrator
Don Buchner, Water System Operator

Call to Order: 7:00 pm

Introduction of late items: none

Motion: to approve agenda for current meeting

Don Milburn Seconded: Dave Simpson Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on July 20, 2016

Motion: to approve the minutes of Regular Board Meeting of July 20, 2016

Don Milburn Seconded: Candace Cowan Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for July 14 – August 12, 2016

Water Delivery: July 14 – August 12, 2016 3,636,160 Imp. Gal.

Average daily use/connection (605 connections): 207 Imp. Gal. Previous Month – 154

Observation Well #310 Levels (meters): Aug. 10, 2016: 8.17 Previous Month – 7.885

There have been some electrical issues on Well #8. Waiting for replacement relay (\$200 plus installation)

Motion: to accept the Operator's report as presented

Linda McKay Seconded: Bob Leggett Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for July 2016: 10 (3 MVI, 3 First Responder, 2 Fire, 2 Misc.)

Total burn ban in effect as of Aug 17, 2016 until further notice

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

Bob Leggett Seconded: Candace Cowan Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

Finance Committee: August 3, 2016 meeting

Total payments issued for July 2016 Water: **\$13,342.47**

Total payments issued for July 2016 Fire: **\$17,490.57**

Finance committee met with members of the fire department on August 3, 2016 to discuss letter that was sent to fire chief regarding the Deep Bay Firefighters Benefit Fund.

Motion: to send follow up letter to fire chief noting that a clothing allowance would be considered a taxable benefit; that any funds turned over to the district from the “benefit fund” would be tracked in a separate account but this account would not accept any future donations; that going forward, any donations will be directed to existing projects such as the equipment fund, building renewal fund or truck replacement; that as per the auditor’s direction, volunteers should not be accepting personal donations and anyone wishing to donate is to be directed to the DBID or the Deep Bay Fire Rescue Society, both of which can issue tax receipts and that acknowledgement of the previous letter (dated July 21, 2016) and proof of closure of the account known as the “Deep Bay Firefighters Benefit Fund” is to be received by August 31, 2016.

Don Milburn Seconded: Bob Leggett Vote: Carried

Motion: to accept the Finance Committee report

Don Milburn Seconded: Bob Leggett Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: August 3, 2016 meeting

Review of August 3, 2016 committee report

Motion: to accept the Environment and Emergency Committee report and to have the committee meet with Michael Payne to discuss revisions as per report.

Don Milburn Seconded: Bob Leggett Vote: Carried

Don Milburn left the meeting at 8:07 pm

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In:

July 25, 2016 – Payne Engineering Geology Ltd, Draft Well & Aquifer Protection Plan (for discussion only)

July 25, 2016 – Aon Risk Solutions, request for information release authorization

August 4, 2016 – Union Bay Credit Union, Membership Account Review with regards to monthly service fees

August 5, 2016 – Bill Veenhof, RDN, information regarding Community Works Funds

August 5, 2016 – VFIS, renewal options for AD&D insurance for Fire Department members

August 11, 2016 – The Smart Team, Funding policy appeal update

August 12, 2016 – Bowser Waterworks, draft design standards from McElhanney Consulting

Correspondence Out: none

Motion: to direct administrator to sign the disclosure agreement for release of insurance information from Aon Risk Solutions to Sustainable Infrastructure Society.

Dave Simpson Seconded: Linda McKay Vote: Carried

Administrator will confirm all banking service charges prior to budget meetings.

Motion: to increase on duty AD&D insurance coverage for the Deep Bay Volunteer Fire Department increasing AD& D limit from \$50,000 to \$100,000 and increasing weekly benefit payments as per Option 3 on correspondence from VFIS dated August 4, 2016

Candace Cowan Seconded: Bob Leggett Vote: Carried

Operator and Administrator to review design standards from McElhanney and provide feedback as needed.

Motion: to deal with and file correspondence in and out

Dave Simpson Seconded: Bob Leggett Vote: Carried

Old Business: none

New Business:

Scheduling of committee budget meetings – administrator will follow up with email. Meetings are to be completed no later than September 14, 2016.

Question Period: none

There being no further business the meeting was adjourned at 8:30 pm.

The above minutes were approved by the Board of Trustees on September 21, 2016.

By: _____
Chair of the Trustees

Officer