

**DEEP BAY IMPROVEMENT DISTRICT**  
**MINUTES OF THE REGULAR BOARD MEETING**

**December 19, 2018**

**Trustees:** Don Milburn, Chair  
Claire Hilscher  
Linda McKay  
Tom Plensky

Bob Leggett  
Candace Cowan  
Dave Simpson

**Staff:** Leslie Carter, Administrator  
Don Buchner, Operator

Guests: 2

**Call to Order:** 7:00 pm

**Introduction of late items:**

Item from Fire Hall Replacement Committee to be presented in-camera

**Motion: to approve agenda as amended for current meeting**

**Tom Plensky                      Seconded: Linda McKay                      Vote: Carried**

**Petitions and Delegations:** none

**Minutes of the Regular Board Meeting held on November 21, 2018**

**Motion: to approve the minutes of Regular Board Meeting of November 21, 2018**

**Dave Simpson                      Seconded: Tom Plensky                      Vote: Carried**

**Minutes of the Special Board Meeting held on December 7, 2018**

**Motion: to approve the minutes of Special Board Meeting of December 7, 2018**

**Bob Leggett                      Seconded: Dave Simpson                      Vote: Carried**

**Business arising from the minutes:**

Carsten has notified all bidders for the Construction Manager position and will have the contract ready after the holiday. The contract will come to the board first.

**Operator Monthly Report:**

**Operations & Maintenance Report for November 14 – December 12, 2018**

Water Delivery: November 14 – December 12, 2018: 2,176,900 Imp. Gal.

Average daily use/connection (605 connections): 129 Imp. Gal.      Previous Month – 123

Observation Well #310 Levels (meters): Dec 12, 2018: 8.9              Previous Month – 8.9

Administrator to look at the current alarm call-out procedures to incorporate new security measures. Bylaw Committee to meet if required.

Administrator to look at getting the operator access to the SCADA via cell phone.

**Motion: to accept the Operator's report as presented**

**Tom Plensky                      Seconded: Linda McKay                      Vote: Carried**

**Operations & Maintenance Committee:** no meeting

**Fire Chief's Report:** presented by Leslie Carter

Call outs for November 2018: 2 (2 MVI, 0 First Responder, 0 Fire, 0 Misc.)

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

**Claire Hilscher      Seconded: Candace Cowan      Vote: Carried**

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** no meeting

Bob provided a verbal report – Carsten is proceeding with working drawings. Additional discussion to go in-camera.

**Motion: to accept Fire Hall Replacement Committee report as presented**

**Tom Plensky      Seconded: Dave Simpson      Vote: Carried**

**Finance Committee:** no meeting

Total payments issued for November 2018 Water: **\$31,872.26**

Total payments issued for November 2018 Fire: **\$6,263.36**

**Motion: to accept Finance Committee report as presented**

**Linda McKay      Seconded: Bob Leggett      Vote: Carried**

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

**Facilities Committee:** no meeting

**HR Committee:** no meeting

**Planning Committee:** no meeting

**Correspondence In**

November 22, 2018 – MNP, 2018 Audit Service Plan

December 4, 2018 – AGAT Laboratories, annual water test results

**Correspondence Out** - none

**Motion: to deal with and file correspondence in and out**

**Tom Plensky      Seconded: Dave Simpson      Vote: Carried**

**Old Business**

Privacy Policy still to be reviewed

**New Business**

January Pipeline reviewed – information to be added regarding recent break-in

**Motion: to approve amending the January Pipeline to include information regarding the recent break-in.**

**Bob Leggett      Seconded: Tom Plensky      Vote: Carried**

**Resolution No. 132: that identified properties will be given 24 hour written notice that water will be shut off due to tolls or other charges owing for 90 days or longer.**

**Claire Hilscher      Seconded: Tom Plensky      Vote: Carried**

AGM date set for April 3, 2019 if available, second choice is April 10, 2019. Administrator will check with VIU and send confirmation to trustees via email.

**Question Period:** none

There being no further business the meeting was adjourned to go in-camera at 7:40 pm.

The above minutes were approved by the Board of Trustees on January 16, 2019.

By: \_\_\_\_\_  
Chair of the Trustees

\_\_\_\_\_  
Officer