

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

December 20, 2017

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

Regrets: Don Milburn

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Call to Order: 7:00 pm

Introduction of late items:

Correspondence in:

December 18, 2017 – McElhanney Consulting – Reservoir Operating Level Review

Motion: to approve agenda as amended for current meeting

Bob Leggett Seconded: Linda McKay Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on November 15, 2017

Motion: to approve the minutes of Regular Board Meeting of November 15, 2017

Dave Simpson Seconded: Linda McKay Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for November 8 – December 14, 2017

Water Delivery: November 8 – December 14, 2017: 1,684,100 Imp. Gal.

Average daily use/connection (605 connections): 77 Imp. Gal. Previous Month – 83

Observation Well #310 Levels (meters): Dec. 14, 2017: 7.7 Previous Month – 8.5

Discussion regarding illegal hookup: homeowner reported that connection was made by the builder, Monterra (out of Courtenay).

Motion: to accept the Operator's report as presented

Candace Cowan Seconded: Dave Simpson Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for November 2017: 13 (10 MVI, 2 First Responder, 0 Fire, 1 Misc.)

Fire Department Elections: no changes to current officer positions

Administrator can issue expense cheque to member for pre-payment of jackets prior to their credit card statement date

Motion: to accept 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 reviewed work done this past month: Several meetings with builders, Vancouver Island Steel Buildings, and an architect that may be interested in the project.

Motion: to accept Fire Hall Replacement Committee report as presented

Linda McKay Seconded: Claire Hilscher Vote: Carried

Finance Committee: no meeting

Total payments issued for November 2017 Water: **\$25,049.78**

Total payments issued for November 2017 Fire: **\$23,557.55**

Motion: to accept Finance Committee report as presented

Claire Hilscher 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:

November 17, 2017 – AGAT Laboratories, water test results

December 4, 2017 – McElhanney Consulting, Preliminary drawings for Seaview/Longview main replacement

December 18, 2017 – McElhanney Consulting – Reservoir Operating Level Review

Correspondence Out:

November 27, 2017 – Regional District of Nanaimo, comments on proposed Area H OCP
Water test results have been posted on website.

Discussion regarding Seaview/Longview project: Walk through to be considered, drainage could be an issue due to current conditions (culverts filled in, etc.). Notice will need to be given to home owners & MOTI that drainage could be affected. Drainage issues have previously been raised by homeowners with MOTI and RDN so they should be aware. Notice to be given to homeowners that have landscaping on road right-of-way so they have an opportunity to move shrubs/trees prior to construction starting. DBID will not be responsible for replacing landscaping on road right-of-way. Grass seed will be sown to ensure erosion control.

Discussion regarding reservoir levels: Operator will work on new levels in the New Year. Fire department needs to notify the operator in the case of any major fire events.

Motion: to deal with and file correspondence in and out

Claire Hilscher Seconded: Dave Simpson Vote: Carried

Old Business:

Review of draft letter regarding Improvement District access to grants – Administrator to send and to include Bill Veenhof, RDN Director, on distribution list

New Business:

Motion: to introduce and give first reading of Bylaw No. 233 "2017 Capital Works – Well #6 - Renewal Reserve Fund Disbursement Bylaw" to authorize the disbursement of monies in the Capital Works Renewal Reserve Fund for replacement/upgrade work at well #6

Bob Leggett Seconded: Dave Simpson Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 233 "2017 Capital Works – Well #6 - Renewal Reserve Fund Disbursement Bylaw" to authorize the disbursement of monies in the Capital Works Renewal Reserve Fund for replacement/upgrade work at well #6

Linda McKay Seconded: Dave Simpson Vote: Carried

Motion: to introduce and give first reading of Bylaw No. 234 "2017 Capital Works – Seaview/Longview Design - Renewal Reserve Fund Disbursement Bylaw" to authorize the disbursement of monies in the Capital Works Renewal Reserve Fund for Seaview/Longview main replacement design drawings

Claire Hilscher Seconded: Candace Cowan Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 234 "2017 Capital Works – Seaview/Longview Design - Renewal Reserve Fund Disbursement Bylaw" to authorize the disbursement of monies in the Capital Works Renewal Reserve Fund for Seaview/Longview main replacement design drawings

Dave Simpson Seconded: Linda McKay Vote: Carried

AGM date for 2018: date set for Wednesday, April 11, 2018

January 2018 Pipeline reviewed

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 January 17, 2018.

By: _____
Chair of the Trustees

Officer