

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

February 15, 2017

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

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

Call to Order: 7:00 pm

Introduction of late items:

Correspondence in:

February 10, 2017 - Deep Bay Fire Rescue Society, request to use DBID property for spring bottle drive/clean up on March 25, 2017

Motion: to approve agenda as amended for current meeting

Dave Simpson Seconded: Bob Leggett Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on January 18, 2017

Motion: to approve the minutes of Regular Board Meeting of January 18, 2017

Don Milburn Seconded: Linda McKay Vote: Carried

Business arising from the minutes:

Letter to Bill Veenhof regarding building permits and the building inspection process is still pending.

Letter to RDN regarding notification of zoning amendments not sent as meeting with DBID, RDN and Bowser Waterworks to discuss protection of aquifer should be set up shortly.

Operator Monthly Report:

Operations & Maintenance Report for January 11, 2017 – February 9, 2017

Water Delivery: January 11, 2017 – February 9, 2017: 1,478,400 Imp. Gal.

Average daily use/connection (605 connections): 84 Imp. Gal. Previous Month – 87

Observation Well #310 Levels (meters): Feb. 3, 2017: 6.87 Previous Month – 6.96

Motion: to accept the Operator's report as presented

Dave Simpson Seconded: Candace Cowan Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

Call outs for January 2017: 13 (10 MVI, 3 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: February 8, 2017 meeting

IWCD presented preliminary budget information to Committee and board members on February 1, 2017 and the Committee met subsequently on February 8, 2017.

Comments from the committee regarding the IWCD budget information:

- Both soft costs and site work costs were too high
- Some costs seem to be double up (for example site supervision)
- Quote for stick frame vehicle building was not provided
- Budget was presented as "worse case" so project will come in under but DBID needs more realistic numbers to start work with
- Committee members have contacted IWCD and are trying to set up a meeting to discuss these issues

Bob is following up with a contact to meet to get an estimate for a steel building

Discussion regarding information to be presented at the AGM – firm numbers may not be available but a report on activities to date, the process being taken and presentation of the drawings can be done.

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 January 2017 Water: **\$20,409.99**

Total payments issued for January 2017 Fire: **\$5,376.87**

Motion: to accept Finance Committee report as presented

Bob Leggett 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:

January 19, 2017 – MNP, Audit Service Plan for 2016 year-end audit

January 30, 2017 - Coastal Water Suppliers 2017 Administrative Workshop, April 7, 2017

February 1, 2017 – IWCD, preliminary budget

February 10, 2017 - Deep Bay Fire Rescue Society, request to use DBID property for spring bottle drive/clean up on March 25, 2017

Correspondence Out: none

Motion: to approve use of DBID property by the DBFRS for spring clean-up and bottle drive on March 25, 2017

Bob Leggett Seconded: Don Milburn Vote: Carried

Motion: to approve Administrator's attendance at the Coastal Water Suppliers Administrative Workshop on April 7, 2017.

Bob Leggett Seconded: Linda McKay Vote: Carried

Motion: to deal with and file correspondence in and out

Don Milburn Seconded: Bob Leggett Vote: Carried

Old Business: none

New Business: none

Question Period: none

There being no further business the meeting was adjourned at 8:20 pm.

The above minutes were approved by the Board of Trustees on March 15, 2017.

By: _____
Chair of the Trustees

Officer