

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

February 17, 2016

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

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Call to Order: 7:00 pm

Introduction of late items:

Correspondence In:

February 16, 2016 – Ministry of Forests, Lands and Natural Resource Operations, executed Statutory Right-of-Way for Well #4

February 17, 2017 – Martin Hagarty Architect, Outline of Architectural Design Services (“Schedule A” for contract provided at Feb 10, 2016 Fire Hall Committee meeting)

New Business:

Review of recent GARP Seminar in Nanaimo

BC Hydro Pest Management Plan, Power Line Corridors

Motion: to approve agenda as amended for current meeting

Linda McKay Seconded: Candace Cowan Vote: Carried

Petitions and Delegations: none

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

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

Don Milburn Seconded: Bob Leggett Vote: Carried

Business arising from January 20, 2016 board meeting: none

Operator Monthly Report:

Operations & Maintenance Report for January 14, 2016 – February 11, 2016

Water Delivery: January 14, 2016 – February 11, 2016: 1,266,385 Imp. Gal.

Average daily use/connection (605 connections): 75 Imp. Gal. Previous Month – 74

Observation Well #310 Levels (meters): Feb 9, 2016: 7.344 Previous Month – 8.15

Heater in well #4 being replaced by HPS Power

Motion: to accept the Operator’s report as presented

Dave Simpson Seconded: Linda McKay Vote: Carried

Operations & Maintenance Committee: no meeting

Painting of existing building to be added to regular agenda for discussion after AGM

Fire Chief's Report: presented by Leslie Carter

Call outs for January 2016: 9 (4 MVI, 5 First Responder, 0 Fire, 0 Misc.)

Work on Playbook is progressing.

Motion: to accept the Fire Chief's report

Candace Cowan Seconded: Bob Leggett Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: February 10, 2016 meeting

Discussion of February 10, 2016 committee report and proposed Architectural Design Services as provided by Martin Hagarty, Architect (MHA). Meeting notes from MHA were also presented for review.

Bob reviewed the information based on the BC Building Code that indicates construction of a fire hall to "post-disaster" standards will require a Coordinating Registered Professional (CRP). The CRP can be an architect or a qualified engineer.

At the committee meeting, MHA reviewed the work done to date, current costs (based on Hornby Island Fire Hall project) and presented concerns regarding the wrap around design.

The board discussed concerns with option of building behind existing building and discussed possible alternative construction options (eg steel building, pre-fabricated).

Motion: to consider the proposal and contract for services as provided by Martin Hagarty, Architect

Bob Leggett Seconded: Candace Cowan Vote: Defeated Unanimously

Services to date will be paid to MHA but DBID will not be proceeding with other proposed architectural services at this time.

Fire Hall Replacement Committee to confirm with RDN what they will require with regard to drawings sign off (architect and/or structural engineer).

Finance Committee: no meeting

Total payments issued for January 2016 Water: **\$21,790.89**

Total payments issued for January 2016 Fire: **\$1,274.51**

Motion: to pay FD member expenses dated from February 2015 related to search & rescue operation

Don Milburn Seconded: Linda McKay Vote: Carried

Motion: to direct Administrator to draft an Expense Reimbursement Policy that states out of pocket expenses must be submitted within 90 days for reimbursement.

Don Milburn Seconded: Dave Simpson Vote: Carried

Draft policy to be forwarded to Finance Committee for review.

Motion: to send letter to Fire Department regarding invoice submitted for work done in October 2015 stating that it has not been approved for payment at this time. Letter to reference Purchasing Policy and state that consideration will have to be given to capital purchases scheduled for 2016 to accommodate expense request. Letter to be signed off by Chair

Don Milburn Seconded: Claire Hilscher Vote: Carried

Motion: to accept the Finance Committee report

Linda McKay Seconded: Bob Leggett Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In:

January 22 2016 – Deep Bay Fire/Rescue Society, donation of \$10,000 towards the Fire Hall Renewal Fund

February 3, 2016 – Costal Water Suppliers Association, Annual Conference & AGM April 7/8

February 3, 2016 – The Smart Team, Improvement District Policy Appeal - Update

February 5, 2016 – RDN, Water Day 2016 Event info

February 16, 2016 – Ministry of Forests, Lands and Natural Resource Operations, executed Statutory Right-of-Way for Well #4

February 17, 2017 – Martin Hagarty Architect, Outline of Architectural Design Services ("Schedule A" for contract provided at Feb 10, 2016 Fire Hall Committee meeting)

Correspondence Out:

January 29, 2016 – Min. of Community, Sport & Cultural Development, Bylaw No. 227 for filing

February 5, 2016 – Ministry of Forests, Lands and Natural Resource Operations, application for Statutory Right-of-Way (Well #4)

Motion: to approve registration for Administrator and Administrative Assistant for the April 8, 2016 CWSA Administrative Workshop

Bob Leggett Seconded: Dave Simpson Vote: Carried

Motion: to deal with and file correspondence in and out

Claire Hilscher Seconded: Dave Simpson Vote: Carried

Old Business:

Letter to Gord Johns, MP Courtenay-Alberni finalized and circulated for trustee signatures.

New Business:

Motion: to adopt the proposed Region-Wide Standard Watering Restrictions Framework

Don Milburn

Seconded: Linda McKay

Vote: Carried

Review of recent GARP Seminar in Nanaimo:

Seminar was attended by Claire Hilscher, Leslie Carter and Don Buchner. Claire provided the following points from the seminar:

- Drinking Water Officers have a lot of discretion with wording such as “in the opinion of the DWO” used frequently in the documentation
- Hazard Screening and Assessment – recent work done by Hydrogeologist will be of huge benefit to the DBID moving forward
- If any wells are located near septic fields (< 300 m.) a high level of proof will be required to determine safety of water source. Current Wellhead Protection Plan that is in development should address this but if not it should be followed up by DBID
- Well installation standards are addressed (Wellhead Protection Plan should also look at this)
- Only microbiological issues were discussed with regard to safeguarding water
- Current research on Viruses is not definitive. There are tests that can detect the presence of viruses or virus fragments but presence alone does not indicate that water is unsafe.

BC Hydro Pest Management Plan, Power Line Corridors – information regarding the proposed plan for “control of vegetation under, above and near BC Hydro’s power lines” was reviewed. Plan includes physical, cultural, biological and chemical techniques. Administrator to send letter stating DBID is opposed to use of chemical techniques in areas adjacent to community water sheds. Plan information to be forwarded to Bowser Waterworks and Qualicum Bay Waterworks.

Question Period: none

There being no further business the meeting was adjourned at 8:55 pm

The above minutes were approved by the Board of Trustees on March 16, 2016.

By: _____
Chair of the Trustees

Officer