

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

February 20, 2019

Trustees: Don Milburn, Chair
Tom Plensky
Linda McKay
Dave Simpson

Bob Leggett
Candace Cowan
Claire Hilscher

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Call to Order: 7:00 pm

Introduction of late items: none

Motion: to approve agenda for current meeting

Tom Plensky Seconded: Candace Cowan Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on January 16, 2019

Motion: to approve the minutes of Regular Board Meeting of January 16, 2019

Bob Leggett Seconded: Linda McKay Vote: Carried

Minutes of the Special Board Meeting held on January 21, 2019

Motion: to approve the minutes of Special Board Meeting of January 21, 2019

Dave Simpson Seconded: Tom Plensky Vote: Carried

Minutes of the Special Board Meeting held on January 29, 2019

Motion: to approve the minutes of Special Board Meeting of January 29, 2019

Linda McKay Seconded: Dave Simpson Vote: Carried

Business arising from the minutes: All contracts have now been signed.

Operator Monthly Report:

Operations & Maintenance Report for Jan. 9 – Feb. 13, 2019

Water Delivery: January 9 – February 13, 2019: 2,959,880 Imp. Gal.

Average daily use/connection (610 connections): 139 Imp. Gal. Previous Month – 145

Observation Well #310 Levels (meters): Feb. 13, 2019: 6.9 Previous Month – 7.85

Motion: to accept the Operator's report as presented

Bob Leggett Seconded: Dave Simpson Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for January 2019: 8 (6 MVI, 1 First Responder, 1 Fire, 0 Misc.)

Fire Chief is working to have Deep Bay Volunteer Fire Department included in the next renewal of the Automatic Response Agreement (2022). Deep Bay would have an automatic response agreement with Bow Horn Bay Fire Dept. allowing quicker call outs on fire calls. The current Mutual Aid Agreement would remain in force for all other departments.

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

Tom Plensky Seconded: Linda McKay Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: February 15, 2019 meeting

Dave provided a verbal report of the February 15, 2019 committee meeting and subsequent meeting with the architect, project manager and consulting engineers to go over details of in-progress drawings. The committee will be meeting again shortly to make any final adjustments prior to finalization of working drawings. Building package is expected to be completed by March 15, 2019 and then Magnum will work on developing a budget for presentation to the board.

Motion: to accept Fire Hall Replacement Committee report as presented

Claire Hilscher Seconded: Tom Plensky Vote: Carried

Finance Committee: no meeting

Total payments issued for January 2019 Water: **\$20,934.27**

Total payments issued for January 2019 Fire: **\$3,110.73**

Motion: to accept Finance Committee report as presented

Tom Plensky 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

February 1, 2019 – Aon Reed Stenhouse/Capri CMW Insurance, notice of change of insurance brokers for current policies effective April 1, 2019

February 13, 2019 - Carsten Jensen Architect, McGill & Assoc. Engineering Ltd. revised proposal for structural engineering services

February 14, 2019 – MLA Scott Fraser, re: Improvement District access to funding

Correspondence Out: none

Motion: to accept the revised proposal from McGill & Associates Engineering Ltd. date January 28, 2019, for the amount of \$14,000

Claire Hilscher Seconded: Bob Leggett Vote: Carried

Administrator to forward a copy of information from MLA Scott Fraser to Bowser Waterworks and Qualicum Bay Waterworks Districts.

Motion: to deal with and file correspondence in and out

Dave Simpson

Seconded: Tom Plensky

Vote: Carried

Old Business

Seaview/Longview main replacement is anticipated to commence this spring. Administrator to send letters to all property owners that may have landscaping extending onto road right of way providing notice that they should remove any plantings they wish to retain.

Administrator to follow up with Fire Chief regarding radio replacement for 8-1.

New Business - none

Question Period - none

There being no further business the meeting was adjourned at 7:40 pm.

The above minutes were approved by the Board of Trustees on March 20, 2019.

By: _____
Chair of the Trustees

Officer