

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

**February 21, 2018**

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

**Regrets:** Linda McKay

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

**Guests:** 1

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

**Introduction of late items:** none

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

**Don Milburn                      Seconded: Bob Leggett                      Vote: Carried**

**Petitions and Delegations:**

Barb Nixon and Michael Smith of the Deep Bay Fire/Rescue Society presented a cheque in the amount of \$18,000.00 directed to the Fire Hall Building Renewal Fund. This brings the total donations to date from the society to \$49,000.

The society mentioned that Beach Fest brought in over \$3,000 and that they would be looking to sign up for a larger commitment for 2018 – volunteers will be needed.

The board thanked the society members for their ongoing fundraising efforts. The society will be attending and doing a presentation at the DBID AGM on April 11, 2018

**Minutes of the Regular Board Meeting held on January 17, 2018**

**Motion: to approve the minutes of Regular Board Meeting of January 17, 2018**

**Dave Simpson                      Seconded: Candace Cowan                      Vote: Carried**

**Business arising from the minutes:** Bylaw committee still to meet.

**Operator Monthly Report:**

**Operations & Maintenance Report for January 10 – February 15, 2018**

Water Delivery: January 10 – February 15, 2018: 1,570,368 Imp. Gal.

Average daily use/connection (605 connections): 72 Imp. Gal.                      Previous Month – 81

Observation Well #310 Levels (meters): Feb. 15, 2018: 6.2                      Previous Month – 7.6

Operator is getting a quote for cleaning of the reservoir.

The operating valve for the stand-pipe at the end of Thompson Clarke Dr. East has broken. Once weather permits, operator will conduct a pre-dig to determine the best way to proceed with repairs.

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

**Don Milburn                      Seconded: Dave Simpson                      Vote: Carried**

**Operations & Maintenance Committee:** no meeting

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

Call outs for January 2018: 17 (10 MVI, 5 First Responder, 1 Fire, 1 Misc.)

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

**Candace Cowan      Seconded: Bob Leggett      Vote: Carried**

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** January 24, 2018 meeting

Bob provided an update on the committees work since the last board meeting. Carsten Jensen, Architect has been taken on for the planning phase of the project. The intention is to have budget costing ready for presentation at the April 11/18 AGM.

Carsten has recommended going with a Construction Manager for the project rather than Stipulated Sum bids to keep costs reasonable. This will be more work for the DBID/Building Committee (sub-contractors would be bid separately) but Carsten does not feel that we could do the project otherwise due to increased costs associated with fixed sum bidding.

Carsten is working on the assumption of a maximum of \$850,000 for the entire project. Soft costs, steel frame building and concrete (minimal finishing inside) is estimated at \$500,000.

Carsten is recommending building up close to current building and McGill Engineering (structural) has completed a site visit to look at feasibility of this option. McGill has recommended reinforcement of the trusses in the existing building. Further details should be available after the next working meeting with Carsten (Feb. 26). Trustees will be advised via email of cost estimates for this work. Issues that need to be addressed for this include:

- Fire separation requirements
- Snow load
- Size/placement of concrete footings

Floor plans are again getting reworked based on new building footprint.

Geotech will be brought back for location specific test holes once final building footprint is determined.

**Motion: to move remainder of the \$25,000 fire hall renewal budget from 2017 to 2018 for building work and for development of working drawings.**

**Don Milburn      Seconded: Claire Hilscher      Vote: Carried**

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

**Claire Hilscher      Seconded: Don Milburn      Vote: Carried**

**Finance Committee:** no meeting

Total payments issued for January 2018 Water: **\$17,800.92**

Total payments issued for January 2018 Fire: **\$6,328.04**

**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 17, 2018 – RDN, email regarding area H aquifer study

January 19, 2018 – CWSA Administrative workshop & AGM, April 9, 2018

February 1, 2018 – Deep Bay Fire/Rescue Society, request to use DBID property for a bottle drive May 26th and Deep Bay Fire Hall for their AGM April 26, 2018

February 2, 2018 – WorkSafe BC, information re: Confined Space Initiative

**Correspondence Out:** none

There has been no reply to date from the letters sent out in December to government representatives requesting improvement district access to grant monies. Administrator will follow up by email with all recipients.

Administrator will attend CWSA administrative workshop

Environment & Emergency Committee meeting to be set prior to next board meeting to go over Area H aquifer study and provide comments.

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

**Don Milburn**

**Seconded: Dave Simpson**

**Vote: Carried**

**Old Business:**

Seaview/Longview main replacement project – Dave and Bob have looked at surface water/drainage concerns. Issues will be discussed at Environment & Emergency Committee meeting.

**New Business:**

Petition to extend an Improvement District Boundary (PID 001 444 000)

**Motion: to request the Lieutenant Governor in Council amend the Letters Patent for the Deep Bay Improvement District to include the property identified as DL 27 Plan 23549 Lot 11 (PID 001-444-000) within its boundaries.**

**Bob Leggett**

**Seconded: Don Milburn**

**Vote: Carried**

**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 21, 2018.

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

\_\_\_\_\_  
Officer