

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

January 16, 2019

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

Regrets: Don Milburn, Dave Simpson

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Guests: 2

Call to Order: 7:00 pm

Claire Hilscher was elected to serve as chair for the current meeting

Introduction of late items:

Correspondence in:

January 15, 2019 – McElhanney Consulting Services Ltd. – draft tender documents for Seaview/Longview main replacement

January 16, 2019 – Carsten Jensen Architect – draft contract for construction management services

Motion: to approve agenda as amended for current meeting

Tom Plensky Seconded: Candace Cowan Vote: Carried

Petitions and Delegations:

Q: the Fire Underwrites Survey has extended certification of truck 8-1 for 5 years – will this affect the timing of the fire hall construction?

A: No, the board is moving ahead with the fire hall project as planned and is engaging a construction manager to assist with obtaining a preliminary budget. The extension does give the DBID flexibility with regards to timing of the replacement truck purchase.

Minutes of the Regular Board Meeting held on December 19, 2018

Motion: to approve the minutes of Regular Board Meeting of December 19, 2018

Tom Plensky Seconded: Bob Leggett Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for Dec. 12, 2018 – Jan. 9, 2019

Water Delivery: December 12, 2018 – January 9, 2019: 2,461,800 Imp. Gal.

Average daily use/connection (605 connections): 145 Imp. Gal. Previous Month – 129

Observation Well #310 Levels (meters): Jan. 5, 2019: 7.85 Previous Month – 8.9

Motion: to add removal of stand pipe at end of Thompson Clarke Dr. West to the McElhanney tender documents and to authorize administrator to follow up regarding amending right-of-way document as it pertains to this stand pipe.

Tom Plensky Seconded: Linda McKay Vote: Carried

Motion: to accept the Operator's report as presented

Tom Plensky Seconded: Bob Leggett Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for December 2018: 11 (6 MVI, 3 First Responder, 0 Fire, 2 Misc.)

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

Bob Leggett Seconded: Tom Plensky Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

Bob provided an update – Architect has provided drawings (65% complete) to Magnum and McGill Engineering. Working agreement for McGill needs to be formalized. Administrator will contact Carsten Jensen for assistance with this. Discussion regarding draft contract for construction management services – this can be reviewed by the committee this week.

Motion: to accept Fire Hall Replacement Committee report as presented

Tom Plensky Seconded: Linda McKay Vote: Carried

Finance Committee: no meeting

Total payments issued for December 2018 Water: **\$26,621.11**

Total payments issued for December 2018 Fire: **\$28,769.52**

Motion: to accept Finance Committee report as presented

Bob Leggett Seconded: Candace Cowan Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

Facilities Committee: no meeting

Discussion regarding the need for some gravel in the vehicle extrication practice area - the committee will meet in the near future to look at what is needed for this.

Motion: to accept Facilities Committee report as presented

Linda McKay Seconded: Bob Leggett Vote: Carried

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In

December 21, 2018 – Fire Underwriters Survey, Fire Insurance Grade Update

January 15, 2019 – McElhanney Consulting Services Ltd. – draft tender documents for Seaview/Longview main replacement

January 16, 2019 – Carsten Jensen Architect – draft contract for construction management services

Correspondence Out - none

Motion: to refer draft contract for construction management services to the Building Committee for comments and to hold a Special Board Meeting for approval with both meetings to be scheduled as soon as possible

Tom Plensky Seconded: Bob Leggett Vote: Carried

Motion: to approve the tender documents for the Seaview/Longview main replacement amended to remove landscaping items from the contract and drawings and to add the capping and removal of the stand pipe at the end of Thompson Clarke Dr. West.

Tom Plensky Seconded: Linda McKay Vote: Carried

Old Business

Motion: to amend Policy Number 14-02-01 “Confidential Information – Privacy Rights of Personal Information Policy” as presented

Bob Leggett Seconded: Linda McKay Vote: Carried

New Business: none

Question Period: none

There being no further business the meeting was adjourned at 7:55 pm.

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

By: _____
Chair of the Trustees

Officer