

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

**July 18, 2018**

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

**Regrets:** Bob Leggett

**Staff:** Leslie Carter, Administrator

Guests: 1

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

**Introduction of late items:**

Correspondence In:

July 13, 2018 - Ministry of Municipal Affairs and Housing, preliminary approval for fire hall project

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

**Tom Plensky            Seconded: Candace Cowan            Vote: Carried**

**Petitions and Delegations: none**

**Minutes of the Regular Board Meeting held on June 20, 2018**

**Motion: to approve the minutes of Regular Board Meeting of June 20, 2018**

**Dave Simpson            Seconded: Claire Hilscher            Vote: Carried**

**Minutes of the Special Board Meeting held on July 3, 2018**

**Motion: to approve the minutes of Special Board Meeting of July 3, 2018**

**Dave Simpson            Seconded: Linda McKay            Vote: Carried**

**Business arising from the minutes:**

**Motion: to send letter to MLA Scott Fraser with update regarding budget for fire hall**

**Claire Hilscher            Seconded: Tom Plensky            Vote: Carried**

**Operator Monthly Report:**

**Operations & Maintenance Report for June 13 – July 7, 2018**

Water Delivery: June 13 – July 7, 2018: 3,124,880 Imp. Gal.

Average daily use/connection (605 connections): 215 Imp. Gal.      Previous Month – 183

Observation Well #310 Levels (meters): July 7, 2018: 7.90      Previous Month – 7.70

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

**Tom Plensky            Seconded: Linda McKay            Vote: Carried**

**Operations & Maintenance Committee: no meeting**

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

Call outs for June 2018: 4 (2 MVI, 1 First Responder, 1 Fire, 0 Misc.)

Total burn ban in effect as of July 18, 2018.

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

**Candace Cowan      Seconded: Tom Plensky      Vote: Carried**

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** no meeting

**Finance Committee:** no meeting

Total payments issued for June 2018 Water: **\$11,795.10**

Total payments issued for June 2018 Fire: **\$2,230.30**

**Motion: to send letter to RDN requesting that DBID be contacted as part of building/occupancy permit process to ensure legal water connection has been completed**

**Tom Plensky      Seconded: Claire Hilscher      Vote: Carried**

**Motion: to accept Finance Committee report as presented**

**Dave Simpson      Seconded: Tom Plensky      Vote: Carried**

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

**Facilities Committee:** July 4, 2018 meeting

Review of July 4, 2018 committee report: Tree removal will be determined by the building committee

Additional leveling and relocating the storage C-can can take place prior to any building starting

**Motion: to accept Facilities Committee report as presented**

**Linda McKay      Seconded: Dave Simpson      Vote: Carried**

**Motion: to approve expenditures to a maximum \$1,000, for additional leveling of back of property and repositioning of C-can**

**Claire Hilscher      Seconded: Dave Simpson      Vote: Carried**

**HR Committee:** no meeting

**Planning Committee:** no meeting

**Correspondence In:**

July 13, 2018 - Ministry of Municipal Affairs and Housing, preliminary approval for fire hall project

**Correspondence Out:**

July 5, 2018 - Ministry of Municipal Affairs and Housing, pre-approval for long-term borrowing

The board is continuing to explore finance options for short-term and long-term borrowing. Borrowing terms will need to be determined prior to going to referendum

Discussion regarding ways to obtain tighter costing estimates: The Building Committee to be asked to see if any cost estimates can be firmed up. There is concern about rising costs due to current trade issues with US.

Don Milburn will speak to Bill Veenhof if he sees him, regarding support for improvement district funding and the board will continue to follow-up with MLA Scott Fraser about accessing funds.

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

**Tom Plensky                      Seconded: Linda McKay                      Vote: Carried**

**Old Business:**

Seaview/Longview main replacement project: McElhanney has submitted all documentation for permits with both MOTI and VIHA and are waiting to hear back from both authorities.

**New Business:** none

**Question Period:** none

There being no further business the meeting was adjourned at 7:47 pm.

The above minutes were approved by the Board of Trustees on August 15, 2018.

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

\_\_\_\_\_  
Officer