

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

July 16, 2014

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

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Call to Order: 7:00 pm

Introduction of late items:

New Business: Setting of tax sale date

Motion: to approve agenda as amended for current meeting

Don Milburn Seconded: Claire Hilscher Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on June 18, 2014

Motion: to approve the minutes of Regular Board Meeting of June 18, 2014

Bob Leggett Seconded: Linda McKay Vote: Carried

Business arising from June 18, 2014 board meeting: none

Operator Monthly Report:

Operations & Maintenance Report for June 11, 2014 – July 9, 2014

Water Delivery: June 11, 2014 – July 9, 2014: 3,716,070 Imp. Gal.

Average daily use/connection (601 connections): 248 Imp. Gal. Previous Month – 202

Observation Well #310 Levels (meters): July 9, 2014: 9.1 Previous Month – 8.894

Motion: to receive Operator's Monthly report

Candace Cowan Seconded: Dave Simpson Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for June 2014: 7 (6 MVI, 0 First Responder, 1 Fire, 0 Misc.)

Fire Protection Committee: July 7, 2014 meeting

The committee met to discuss the recent boat fire at the private wharf. The Chief will be speaking to the wharf owner regarding available equipment at the wharf and then will report back to the board.

Motion: to accept the Fire Committee report

Candace Cowan Seconded: Bob Leggett Vote: Carried

Finance Committee: July 2, 2014 meeting

Total cheques issued for June 2014 Water: **\$16,044.47**

Total cheques issued for June 2014 Fire: **\$5,147.89**

Motion: to accept the Finance report

Claire Hilscher Seconded: Dave Simpson Vote: Carried

Review of July 2, 2014 Committee Report

Motion: to accept the July 7, 2014 Finance Committee report

Bob Leggett Seconded: Dave Simpson Vote: Carried

Motion: to address the auditor's recommendations regarding internal control, have the Finance Chair or designate, on a monthly basis, cross reference cancelled cheque images provided with bank statements with the monthly cheque logs provided as part of the monthly reporting to the board.

Don Milburn Seconded: Linda McKay Vote: Carried

Motion: that the board receives cheque logs on a monthly basis and receives comparative balance sheets and comparative income statements on a quarterly basis following each billing month. Administrator will have a copy of comparative balance sheets and comparative income statements at each meeting.

Don Milburn 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: none

Correspondence Out:

June 20, 2014 – Guiton Environmental Consulting, GW Solutions June 16/14 report for review

Motion: to deal with and file correspondence in and out

Don Simpson Seconded: Bob Leggett Vote: Carried

Old Business: none

New Business:

Motion: to approve Policy 14-07-01 Electronic Banking Policy

Linda McKay Seconded: Claire Hilscher Vote: Carried

Motion: to approve Policy 14-07-02 On-line Bill Payment Policy

Claire Hilscher Seconded: Linda McKay Vote: Carried

Motion: to introduce and give first reading of Bylaw No. 218 "Capital Works Renewal Reserve Fund Disbursement Bylaw" to authorize disbursement of monies in the Capital Works Renewal Reserve Fund to be expended on the design and installation of the SCADA system.

Bob Leggett Seconded: Claire Hilscher Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 218 "Capital Works Renewal Reserve Fund Disbursement Bylaw" to authorize disbursement of monies in the Capital Works Renewal Reserve Fund to be expended on the design and installation of the SCADA system.

Bob Leggett Seconded: Don Milburn Vote: Carried

Motion: to apply to Canada Revenue Agency for registration as a Qualified Donee

Don Milburn Seconded: Dave Simpson Vote: Carried

Motion: to set October 21, 2014 at 7:00 pm as the date and time for which a tax sale will be held for all lands where Deep Bay Improvement District taxes have been owing for 24 months or longer. Tax sale to be held at 5031 Mountainview Road, Bowser, BC.

Bob Leggett Seconded: Candace Cowan Vote: Carried

Question Period: none

There being no further business the meeting was adjourned at 7:50 pm

The above minutes were approved by the Board of Trustees on August 20, 2014.

By: _____

Chair of the Trustees

Officer