

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

March 15, 2017

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

Regrets: Claire Hilscher, Linda McKay

Staff: Leslie Carter, Administrator
Don Buchner, Water System Operator

Call to Order: 7:00 pm

Introduction of late items: none

Motion: to approve agenda for current meeting

Bob Leggett Seconded: Dave Simpson Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on February 15, 2017

Motion: to approve the minutes of Regular Board Meeting of February 15, 2017

Bob Leggett Seconded: Dave Simpson Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for February 9, 2017 – March 8, 2017

Water Delivery: February 9, 2017 – March 8, 2017: 1,327,480 Imp. Gal.

Average daily use/connection (605 connections): 81 Imp. Gal. Previous Month – 84

Observation Well #310 Levels (meters): Mar. 7, 2017: 6.66 Previous Month – 6.87

Motion: to accept the Operator's report as presented

Dave Simpson Seconded: Don Milburn Vote: Carried

Don Buchner left the meeting at this point.

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

Call outs for February 2017: 17 (12 MVI, 2 First Responder, 0 Fire, 3 Misc.)

Discussion regarding the modifications being done at the government wharf – the Fire Chief has not been provided with any detail of the project despite speaking to the Harbour Master on several occasions. It is believed that water and power will be maintained throughout the construction project. Tom will follow up with the Harbour Master and Harbour Board Chair to ensure that relevant information is forwarded to the fire department to ensure a plan is in place should a fire call come in during the construction.

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

February 24, 2017 – Committee members met with IWCD and received a revised budget for the main vehicle building. The committee is reviewing this information.

March 1, 2017 – Committee members met with Raymond de Beeld, Architect. The meeting was very productive and informative. The group has requested the plans for East Wellington, done by this architect, to compare building framing.

Committee is still working on obtaining a quote for a steel frame building from Permasteel.

Motion: to accept Fire Hall Replacement Committee report as presented

Candace Cowan Seconded: Dave Simpson Vote: Carried

Finance Committee: no meeting

Total payments issued for February 2017 Water: **\$8,828.78**

Total payments issued for February 2017 Fire: **\$2,431.76**

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

Presentation of 2016 Audit Findings and Financial Statements, Cory Vanderhorst, MNP

Consolidated Financial Statements and Audit Findings Report to December 31, 2016 were presented and reviewed. The audit report was clean with no concerns noted.

Motion: to approve the 2016 Consolidated Financial Statements and 2016 Audit Findings Report as presented

Don Milburn Seconded: Dave Simpson Vote: Carried

Correspondence In:

March 1, 2017 – IWCD, Post meeting revised budget

Correspondence Out: none

Motion: to deal with and file correspondence in and out

Bob Leggett Seconded: Dave Simpson Vote: Carried

Old Business:

New Business:

Stakeholders meeting with Deep Bay Improvement District, Regional District of Nanaimo and Bowser Waterworks: Review of discussion recap provided. DBID would like to have follow-up meeting with Bowser after the OCP documents are in final draft.

AGM, April 5, 2017 – Meeting agenda and 2016 Annual Report reviewed, final report will be available March 29, 2017. Handout for Fire Hall Replacement committee presentation will be produced for the meeting. Administrator to ensure that there is space to post drawings.

2016 Annual Water System Report for Island Health reviewed.
April 2017 Pipeline reviewed, Bob, Dave and Leslie will draft info for Fire Hall update.
Resolution for disconnects: not required.

Question Period: none

There being no further business the meeting was adjourned at 8:35 pm.

The above minutes were approved by the Board of Trustees on April 19, 2017.

By: _____
Chair of the Trustees

Officer