

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

March 16, 2016

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

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Call to Order: 7:00 pm

Introduction of late items:

Correspondence in:

March 16, 2016 – RDN, Electoral Area H Official Community Plan Review

Motion: to approve agenda as amended for current meeting

Linda McKay Seconded: Claire Hilscher Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on February 17, 2016

Motion: to approve the minutes of Regular Board Meeting of February 17, 2016

Don Milburn Seconded: Dave Simpson Vote: Carried

Business arising from February 17, 2016 board meeting: none

Presentation of 2015 Audit Findings and Financial Statements, Cory Vanderhorst, MNP

Consolidated Financial Statements and Audit Findings Report to December 31, 2015 were presented and reviewed. The audit report was clean with no concerns noted.

Motion: to approve the 2015 Consolidated Financial Statements and 2015 Audit Findings Report as presented

Bob Leggett Seconded: Don Milburn Vote: Carried

Administrator to add detail regarding repairs & maintenance budget overage to annual report and have detail available at the AGM

Operator Monthly Report:

Operations & Maintenance Report for February 11 – March 9, 2016

Water Delivery: February 11 – March 9, 2016: 1,187,120 Imp. Gal.

Average daily use/connection (605 connections): 73 Imp. Gal. Previous Month – 75

Observation Well #310 Levels (meters): March 9, 2016: 6.78 Previous Month – 7.344

Operations Committee to meet to discuss Fire Department request for colour coded hydrant painting (to identify flow at any given hydrant). Operator will provide a budget estimate for the hydrant painting.

Motion: to amend the annual water testing to test 3 wells in 2016 and 4 wells in 2017 with the updated required testing for VIHA. Reservoir does not need to be tested. Testing to be conducted in the fall as planned.

Claire Hilscher Seconded: Dave Simpson Vote: Carried

Motion: to accept the Operator's report as presented

Linda McKay Seconded: Don Milburn Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for February 2016: 9 (5 MVI, 1 First Responder, 3 Fire, 0 Misc.)

Motion: to accept the Fire Chief's report

Claire Hilscher Seconded: Don Milburn Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: February 24, 2016 meeting

Bob Leggett provided a verbal report – the committee is still exploring building options and will be attending a tour of the East Wellington hall on March 18, 2016.

Conceptual building plans that were presented in January will be presented at the AGM

Finance Committee: no meeting

Total payments issued for February 2016 Water: **\$11,952.43**

Total payments issued for February 2016 Fire: **\$6,354.99**

Motion: to accept the Finance Committee report

Bob Leggett Seconded: Linda McKay Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In:

March 9, 2016 – Deep Bay Volunteer Fire Department, re 2015 invoice & purchasing policy

March 16, 2016 – RDN, Electoral Area H Official Community Plan Review

Correspondence Out:

February 17, 2016 – Honorable Gord Johns, Infrastructure renewal requirements

February 25, 2016 – Deep Bay Volunteer Fire Department re 2015 invoice & purchasing policy

February 25, 2016 – BC Hydro, re pest management plan

Motion: to pay Fire Department invoice for work that was completed in October 2015

Don Milburn Seconded: Candace Cowan Vote: Carried

Motion: to deal with and file correspondence in and out

Claire Hilscher Seconded: Candace Cowan Vote: Carried

Old Business: none

New Business:

AGM – April 13, 2016 Agenda and 2015 Annual Report reviewed and changes noted.
Administrator will send out updated documents via email.

2015 Annual Water System Report for Island Health reviewed and changes noted.

April 2016 Pipeline edition reviewed.

Resolution No. 124: that identified properties will be given 24 hour written notice that water will be shut off due to tolls or other charges owing for 90 days or longer.

Don Milburn Seconded: Bob Leggett Vote: Carried

Question Period: none

There being no further business the meeting was adjourned at 8:45 pm

The above minutes were approved by the Board of Trustees on April 20, 2016.

By: _____
Chair of the Trustees

Officer