

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

March 19, 2014

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

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Call to Order: 7:00 pm

Introduction of late items: none

Motion: to approve agenda for current meeting

Bob Leggett Seconded: Candace Cowan Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on February 19, 2014

Motion: to approve the minutes of Board Meeting of February 19, 2014

Linda McKay Seconded: Bob Leggett Vote: Carried

Business arising from February 19, 2014 board meeting: none

Presentation of 2013 Audit Findings and Financial Statements, Cory Vanderhorst, MNP

Consolidated Financial Statements and Audit Findings Report to December 31, 2013 were presented and reviewed.

Motion: to approve the 2013 Consolidated Financial Statements and 2013 Audit Findings Report as presented

Don Milburn Seconded: Claire Hilscher Vote: Carried

Operator Monthly Report:

Operations & Maintenance Report for February 13, 2014 – March 12, 2014

Water Delivery: February 13, 2014 – March 12, 2014: 1,299,405 Imp. Gal.

Average daily use/connection (601 connections): 80 Imp. Gal. Previous Month – 75

Observation Well #310 Levels (meters): Mar. 12/14: 9.392 Previous Month – 9.872

Operator instructed to dispose of the old hydrant bodies we have due to upgrades to 4" ports.

Motion: to receive Operator's Monthly report

Candace Cowan Seconded: Ian MacDonell Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for February 2014: 13 (11 MVI, 2 First Responder, 0 Fire, 0 Misc.)

Motion: to receive Fire Chief's report

Claire Hilscher Seconded: Linda McKay Vote: Carried

Fire Protection Committee: no meeting

Finance Committee: no meeting

Total cheques issued for February 2014 Water: **\$11,687.73**

Total cheques issued for February 2014 Fire: **\$1842.11**

Motion: to accept the Finance Committee report

Linda McKay Seconded: Bob Leggett Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: March 11, 2014 meeting

Review of March 11, 2014 committee report and draft Building Security & Alarm Call-Out Procedures

Motion: to post in office Building Security & Alarm Call-Out Procedures as amended

Bob Leggett Seconded: Ian MacDonell Vote: Carried

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In:

- February 26, 2014 – GW Solutions, Deep Bay Pumping Test - revised
- March 7, 2014 – McElhanney Consulting, Proposal for topographic survey
- March 7, 2014 – McElhanney Consulting, Proposed building location
- March 12, 2014 – MNP, Draft financial statements, audit report, fee quote for 2014-2016
- March 13, 2014 – McElhanney Consulting, 2014 Report Review and Update proposal

Correspondence Out:

February 21, 2014 – Baynes Sound Investments, follow up regarding professional review of GW Solutions report

Motion: to send letter to BSI confirming receipt of pre-payment, letter to include paragraph regarding limitations of any letter that may result from this review as per previous correspondence with request for agreement of these limitations.

Linda McKay Seconded: Ian MacDonell Vote: Carried

Motion: to renew contract with MNP for 3 years (2014 – 2016) as per fee quote provided by MNP.

Candace Cowan Seconded: Bob Leggett Vote: Carried

Motion: to deal with and file correspondence in and out

Don Milburn Seconded: Linda McKay Vote: Carried

Old Business:

Motion: to proceed with topographical survey of property as per proposal provided by McElhanney Consulting

Bob Leggett Seconded: Linda McKay Vote: Carried

McElhanney review of 2008 Water System Evaluation Report – Scope of work and cost estimate received, project to proceed as per previous board approval

Potential Water Restrictions – no restrictions to be put in place at this time

New Business:

April 2014 Pipeline – draft reviewed

AGM – April 9, 2014 Agenda reviewed – no changes noted

Motion: to move in-camera to discuss personnel issue

Ian MacDonell Seconded: Bob Leggett Vote: Carried

Motion: to rise from in-camera

Ian MacDonell Seconded: Bob Leggett Vote: Carried

AGM - 2013 Annual Report – changes noted, updated report to be sent to trustees.

Annual Water System Report for 2013 – no changes noted

Resolution No. 116: 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.

Bob Leggett Seconded: Ian MacDonell Vote: Carried

Shoreline Drive road conditions/watermain integrity: Operator to investigate and report back to board as to whether watermain is at risk due to road conditions.

Question Period: none

There being no further business the meeting was adjourned at 9:05 pm

The above minutes were approved by the Board of Trustees on April 16, 2014.

By: _____
Chair of the Trustees

Officer