

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

March 20, 2019

Trustees: Don Milburn, Chair
Tom Plensky
Linda McKay
Dave Simpson

Bob Leggett
Candace Cowan
Claire Hilscher

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Guests: 1

Call to Order: 7:00 pm

Introduction of late items: none

Motion: to approve agenda for current meeting

Tom Plensky Seconded: Bob Leggett Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on February 20, 2019

Motion: to approve the minutes of Regular Board Meeting of February 20, 2019

Linda McKay Seconded: Candace Cowan Vote: Carried

Business arising from the minutes: none

Presentation of 2018 Audit Findings and Financial Statements, Cory Vanderhorst, MNP

Consolidated Financial Statements and Audit Findings Report to December 31, 2018 were presented and reviewed. The audit report was clean with no concerns noted.

Motion: to accept the 2018 Audit Findings Report as presented

Tom Plensky Seconded: Linda McKay Vote: Carried

Motion: to approve the 2018 Consolidated Financial Statements as presented

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Operator Monthly Report:

Operations & Maintenance Report for Feb. 13 – Mar. 14, 2019

Water Delivery: February 13 – March 14, 2019: 2,590,720 Imp. Gal.

Average daily use/connection (610 connections): 146 Imp. Gal. Previous Month – 139

Observation Well #310 Levels (meters): Mar. 14, 2019: 7.4 Previous Month – 6.9

Pumping numbers are up significantly over the last few months. Next meter reads are first week of April and a comparison of consumption vs. pumping will be conducted.

There is a small drip in the pressure reducing station on Gainsberg, operator to bring in contractor to look at.

Motion: to accept the Operator's report as presented

Dave Simpson Seconded: Candace Cowan Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for February 2019: 21 (17 MVI, 2 First Responder, 2 Fire, 0 Misc.)

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

Tom Plensky Seconded: Dave Simpson Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee:

There was a coordination meeting on March 14, 2019 attended by committee members as well as the architect, Project Manager, Owner Representative and electrical, mechanical and structural engineers.

Completed building package is to be completed and distributed March 22, 2019. The Project Manager will then start pulling numbers together for a budget. This is expected to take about 3 weeks.

Committee members will be working on locating existing services (electrical, water, sewer) this week.

Motion: to accept Fire Hall Replacement Committee report as presented

Linda McKay Seconded: Tom Plensky Vote: Carried

Finance Committee: no meeting

Total payments issued for February 2019 Water: **\$14,523.72**

Total payments issued for February 2019 Fire: **\$3,281.76**

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

Facilities Committee: no meeting

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In

March 7, 2019 – Deep Bay Fire/Rescue Society, request to use DBID property for a bottle drive on Saturday, July 6, 2019

March 8, 2019 – Coastal Water Suppliers Assoc., Annual conference administrators workshop, April 4, 2019

March 11, 2019 – Min. of Forests, Lands and Natural Resource Operations, Groundwater Data Sharing Agreement

March 14, 2019 – McElhanney Consulting Services Ltd., Seaview/Longview Tender Report

Correspondence Out: none

Motion: to approve the request from the Deep Bay Fire/Rescue Society to use DBID property for a bottle drive on Saturday, July 6, 2019.

Bob Leggett Seconded: Linda McKay Vote: Carried

Motion: to approve expenses and closing of the office for staff to attend the Coastal Water Supplies Association annual conference and administrators workshop on April 4, 2019

Linda McKay Seconded: Claire Hilscher Vote: Carried

Motion: to table decision regarding Groundwater Data Sharing Agreement and have administrator speak to other districts to see how they are proceeding.

Linda McKay Seconded: Candace Cowan Vote: Carried

Motion: to approve the recommendations from McElhanney Consulting Services to award the contract for the Seaview/Longview main replacement project to Wacor Holdings Ltd. for the tendered amount of \$396,726.46 plus GST

Bob Leggett Seconded: Dave Simpson Vote: Carried

Administrator will present a Renewal Reserve Disbursement bylaw for next meeting

Old Business: none

New Business

Motion: to approve the agenda for the April 3, 2019 AGM as presented

Dave Simpson Seconded: Bob Leggett Vote: Carried

Fire Hall Renewal presentation will include information regarding the referendum process and borrowing options.

Motion: to approve the 2018 Annual Report as amended for presentation at the April 3, 2019 AGM

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Motion: to approve the 2018 Annual Water System report as presented

Linda McKay Seconded: Bob Leggett Vote: Carried

Motion: to approve the April 2019 Pipeline as presented

Tom Plensky Seconded: Candace Cowan Vote: Carried

Resolution No. 133: 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: Linda McKay Vote: Carried

Question Period

Q: Has the board considered alternative heating options for the new building such as natural gas, propane or gas fired boiler and is there be a backup for the heat pump during excessively cold weather?

A: Natural gas is not an option unless it becomes available in this area (which is unlikely based on information from Fortis). Propane was discussed but was deemed to not be a cost effective alternative, particularly as it has to be trucked in. Back up source to heat pump would be electric if required.

There is an energy savings grant opportunity that Don Milburn will get further information on to see if it is something that could be taken advantage of for the new build.

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 17, 2019.

By: _____
Chair of the Trustees

Officer