

**DEEP BAY IMPROVEMENT DISTRICT**  
**MINUTES OF THE REGULAR BOARD MEETING**

**May 16, 2018**

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

**Regrets:** Dave Simpson

**Staff:** Leslie Carter, Administrator  
Janine Sibley, Administrative Assistant  
Don Buchner, Operator

**Call to Order:** 7:00 pm

**Introduction of late items:**

Correspondence in:

May 14, 2018 – Scott Fraser, MLA – reply regarding Improvement District Access to Funding

**Motion: to approve agenda as amended for current meeting**

**Tom Plensky                      Seconded: Bob Leggett                      Vote: Carried**

**Petitions and Delegations:** none

**Minutes of the Regular Board Meeting held on April 18, 2018**

**Motion: to approve the minutes of Regular Board Meeting of April 18, 2018**

**Bob Leggett                      Seconded: Linda McKay                      Vote: Carried**

**Minutes of the Special Board Meeting held on May 2, 2018**

**Motion: to approve the minutes of Special Board Meeting of May 2, 2018**

**Tom Plensky                      Seconded: Claire Hilscher                      Vote: Carried**

**Business arising from the minutes:** none

**Operator Monthly Report:**

**Operations & Maintenance Report for April 10 – May 8, 2018**

Water Delivery: April 10 – May 8, 2018: 1,836,780 Imp. Gal.

Average daily use/connection (605 connections): 108 Imp. Gal.      Previous Month – 87

Observation Well #310 Levels (meters): May 8, 2018: 7.38      Previous Month – 7.1

Operator noted that consumption has increased significantly after this report period and is now approximately double what it was in March.

Meeting with VIHA is scheduled for 10:30 am on May 17/18. This will also include the DBID system inspection.

Well inspector from Min. of Environment toured the wells today and a report is expected in a few days.

**Motion: to accept the Operator's report as presented**

**Tom Plensky                      Seconded: Linda McKay                      Vote: Carried**

**Operations & Maintenance Committee:** no meeting

**Fire Chief's Report:** presented by Leslie Carter

Call outs for April 2018: 9 (1 MVI, 6 First Responder, 1 Fire, 1 Misc.)

**Motion: to approve the fire department member's expense that was submitted late for first responder certification due to a delay in receiving the certificate**

**Tom Plensky                      Seconded: Linda McKay                      Vote: Carried**

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

**Claire Hilscher                      Seconded: Linda McKay                      Vote: Carried**

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** no meeting

Bob provided a verbal report on progress to date. The geo-tech completed the test digs and report has been received and forward to the structural engineer and architect. Indications are that the top approximately 48" under the footings will need to be replaced with engineered fill (e.g. 1" crush, packed).

Structural engineer will be coming out to take a closer look at the back corner of the new building site (north-east corner) and this will require that the brush is cleared from this area. Operator will have this looked after this week.

Committee is still trying to obtain additional quotes for framing and building.

**Motion: to accept Fire Hall Replacement Committee report as presented**

**Candace Cowan                      Seconded: Linda McKay                      Vote: Carried**

**Finance Committee:** no meeting

Total payments issued for April 2018 Water: **\$13,102.57**

Total payments issued for April 2018 Fire: **\$6,142.68**

**Motion: to accept Finance Committee report as presented**

**Tom Plensky                      Seconded: Linda McKay                      Vote: Carried**

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

**HR Committee:** no meeting, report in-camera

**Planning Committee:** no meeting

**Correspondence In:**

May 8, 2018 – McElhanney Consulting, Construction Services Proposal (Seaview & Longview)

May 14, 2018 – Scott Fraser, MLA – reply regarding Improvement District Access to Funding

Administrator to arrange meeting for some time in June with Scott Fraser and invitation will be extended to both Bowser Waterworks District and Qualicum Bay Waterworks.

Discussion regarding McElhanney proposal – planning meeting to be held once further information is received about potential 3<sup>rd</sup> party project management.

**Motion to deal with and file correspondence in**

**Bob Leggett                      Seconded: Claire Hilscher                      Vote: Carried**

**Correspondence Out:**

April 23, 2018 – Ratepayer, re: online banking response

April 25, 2018 – Island Health, re: Wells #1, #2 & #3 GARP review

**Motion: to deal with and file correspondence out**

**Tom Plensky                      Seconded: Claire Hilscher                      Vote: Carried**

**Old Business:** none

**New Business:**

Establishment of a Facilities Committee:

Board would like to form a standing committee for facilities related issues such as collection of materials in the outside yard, dealing with neighbouring properties during and after construction, future use/alterations of current building once new fire hall is completed etc.

Tom Plensky and Bob Leggett will sit as trustees and administrator to contact the fire department to have 2 members also sit as committee members. There may be times when the operator is asked to attend depending on the issues to be discussed.

**Question Period:**

There being no further business the meeting was adjourned to go in-camera for an HR. issue at 8:42 pm.

The above minutes were approved by the Board of Trustees on June 20, 2018.

By: \_\_\_\_\_  
Chair of the Trustees

\_\_\_\_\_  
Officer