

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

**May 21, 2014**

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

**Staff:** Leslie Carter, Administrator

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

**Introduction of late items:**

Correspondence In:

May 16, 2014 – RDN, invite to discussion on Sustainable Rural Development

May 20, 2014 – J. Flynn, concerns regarding wireless smart meters

May 20, 2014 – McElhanney Consulting Services, completed topographical survey plan

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

**Claire Hilscher      Seconded: Don Milburn      Vote: Carried**

**Petitions and Delegations:** none

**Minutes of the Regular Board Meeting held on April 16, 2014**

**Motion: to approve the minutes of Regular Board Meeting of April 16, 2014**

**Don Milburn      Seconded: Linda McKay      Vote: Carried**

**Business arising from April 16, 2014 board meeting:** none

**Operator Monthly Report:**

**Operations & Maintenance Report for April 12, 2014 – May 15, 2014**

Water Delivery: April 12, 2014 – May 15, 2014: 2,344,980 Imp. Gal.

Average daily use/connection (601 connections): 118 Imp. Gal.      Previous Month – 82

Observation Well #310 Levels (meters): May 2014: n/a      Previous Month – 8.671

**Motion: to receive Operator's Monthly report**

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

**Operations & Maintenance Committee:** no meeting

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

Call outs for April 2014: 5 (1 MVI, 2 First Responder, 2 Fire, 0 Misc.)

Discussion regarding recent boat fire at private marina. Fire Protection committee to meet to discuss details with department members.

**Fire Protection Committee:** no meeting

**Finance Committee:** no meeting

Total cheques issued for April 2014 Water: **\$30,316.42**

Total cheques issued for April 2014 Fire: **\$2,572.27**

**Motion: to consider reducing the number of financial reports provided to the board on a monthly basis**

**Dave Simpson      Seconded: Linda McKay      Vote: Carried**

Finance Committee to meet to form recommendations to the board regarding financial reporting to the board.

**Motion: to accept the Finance Committee report**

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

**Bylaw Committee:** April 30, 2014 meeting

Review of April 30, 2014 committee report

**Motion: to amend Elections Procedures Policy 10-01-01 with the following to be added as item (8) (e):**

**For multiple positions, completed ballots can have names up to but not exceeding the number of vacancies.**

**Bob Leggett      Seconded: Candace Cowan      Vote: Carried**

**Environment and Emergency Committee:** no meeting

**HR Committee:** no meeting

**Planning Committee:** no meeting

**Correspondence In:**

April 30, 2014 – ICBC, Assessment of responsibility for April 29, 2014 collision

May 14, 2014 – Deep Bay Fire/Rescue Society, request use of fire hall for AGM

May 15, 2014 – Guiton Environmental Consulting, interim review of GW Solutions report

May 15, 2014 – Bowser Waterworks District, design standards & specifications manual

May 16, 2014 – RDN, invite to discussion on Sustainable Rural Development

May 20, 2014 – J. Flynn, concerns regarding wireless smart meters

May 20, 2014 – McElhanney Consulting Services, completed topographical survey plan

**Correspondence Out:**

April 21, 2014 – Min of Transportation & Infrastructure, Concerns regarding erosion on Shoreline Drive (cc to Emcon Services Inc.)

**Motion: to permit the Deep Bay Fire/Rescue Society to use the fire hall to hold the society's Annual General Meeting on June 11, 2014**

**Candace Cowan      Seconded: Bob Leggett      Vote: Carried**

**Motion: to send letter to Baynes Sound Investments with a copy of the Guiton Environmental interim review outlining the requirements of the board. Administrator and trustee Dave Simpson to draft letter.**

**Bob Leggett                      Seconded: Don Milburn      Vote: Carried**

Administrator to send letter to Bowser Waterworks District indicating that DBID is interested in participating on a shared cost basis in developing engineering submission details and approved products list to append the MMCD design standards.

Administrator to request, from the Min. of Transportation & Infrastructure, written details of the on-site meeting with the DBID operator regarding the erosion on Shoreline Drive.

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

**Claire Hilscher                      Seconded: Candace Cowan                      Vote: Carried**

**Old Business:** none

**New Business:**

Office will be closed June 19, 2014 for a staff training session. Notice to be posted on the website and at the office.

**Question Period:** none

There being no further business the meeting was adjourned at 8:00 pm

The above minutes were approved by the Board of Trustees on June 18, 2014.

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

\_\_\_\_\_  
Officer