

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

November 15, 2017

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

Regrets: Claire Hilscher

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

Don Milburn Seconded: Bob Leggett Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on October 18, 2017

Motion: to approve the minutes of Regular Board Meeting of October 18, 2017

Dave Simpson Seconded: Bob Leggett Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for October 12 – November 8, 2017

Water Delivery: October 12 – November 8, 2017: 1,347,940 Imp. Gal.

Average daily use/connection (605 connections): 83 Imp. Gal. Previous Month – 108

Observation Well #310 Levels (meters): Nov 7, 2017: 8.5 Previous Month – 8.4

Quotes for hydrant installs to be discussed under new business.

The current water meters are becoming harder to obtain as we are one of the only jurisdictions still using them. Operator will gather info on replacement options and bring to future Operations & Maintenance Committee Meeting.

Operator suggests that we have HPS Power do an annual maintenance on all electrical panels

Motion: to approve HPS Power (to a maximum of \$1000) to conduct annual maintenance on all electrical panels.

Don Milburn Seconded: Linda McKay Vote: Carried

Motion: to accept the Operator's report as presented

Bob Leggett Seconded: Dave Simpson Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for October 2017: 17 (11 MVI, 4 First Responder, 1 Fire, 1 Misc.)

Administrator will follow up with regards to availability of grief counselor.

Motion: to accept Fire Chief's report as presented

Don Milburn Seconded: Linda McKay Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

Engineer that was lined up has resigned from project due to health and work load issues.

Regardless of build type we will still need an engineer or architect to fill the role of Coordinating Registered Professional.

Bob and Dave are following up on contacts regarding steel building options.

Motion: to accept Fire Hall Replacement Committee report as presented

Linda McKay Seconded: Dave Simpson Vote: Carried

Finance Committee: no meeting

Total payments issued for October 2017 Water: **\$ 36,060.03**

Total payments issued for October 2017 Fire: **\$ 23,157.98**

Motion: to accept Finance Committee report as presented

Dave Simpson 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:

October 23, 2017 – Deep Bay Fire/Rescue Society, request to use DBID property for a bottle drive on February 3, 2018

November 1, 2017 – RDN, request for comment re: Electoral Area 'H' Official Community Plan

November 6, 2017 – Ladies Auxiliary, Royal Canadian Legion Bowser, \$500.00 donation to support Deep Bay Volunteer Fire Department.

November 7, 2017 – Salt Spring Island Fire Protection District, regarding Improvement District Access to Grants

November 7, 2017 – Min. of Municipal Affairs & Housing, Bylaw no. 232 "Taxation Bylaw 2018" registered

Correspondence Out:

October 20, 2017 – Min. of Municipal Affairs & Housing, Bylaw no. 232 "Taxation Bylaw 2018" for registration

Motion: to approve use of DBID property by the Deep Bay Fire/Rescue Society for a bottle drive on February 3, 2018

Don Milburn Seconded: Bob Leggett Vote: Carried

Discussion regarding RDN request for OCP comment – Dave and Administrator to draft letter. Letter to be emailed to board for review prior to sending.

Administrator to draft letters to government officials (MLA, MP, Federal Infrastructure, Municipal Affairs & Housing) regarding Improvement District access to grants. Drafts to be emailed to board for review prior to sending.

Motion: to deal with and file correspondence in and out

Bob Leggett Seconded: Dave Simpson Vote: Carried

Old Business: none

New Business:

Discussion regarding quotes for hydrants – no decision made at this time. Quotes will be revisited closer to doing the job. Operator and Administrator to follow up with McElhanney regarding including these jobs as part of the bid for the main replacement in 2018.

Question Period: none

There being no further business the meeting was adjourned at 7:57 pm.

The above minutes were approved by the Board of Trustees on December 20, 2017.

By: _____
Chair of the Trustees

Officer