

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

November 19, 2014

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

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: Linda McKay Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on October 15, 2014

Motion: to approve the minutes of Regular Board Meeting of October 15, 2014

Dave Simpson Seconded: Don Milburn Vote: Carried

Business arising from October 15, 2014 board meeting: none

Operator Monthly Report:

Operations & Maintenance Report for October 7 – November 11, 2014

Water Delivery: October 7 – November 11, 2014: 1,906,725 Imp. Gal.

Average daily use/connection (601 connections): 91 Imp. Gal. Previous Month – 133

Observation Well #310 Levels (meters): Nov. 11, 2014: 9.727 Previous Month – 9.736

Administrator to follow up with Emcon regarding sink hole forming on Berbers Drive

All isolation valves have been located. One needs moving on current maps. There is no valve at the top of the "Perry Road" water main.

Wells #2 and #4 production are both down. Repairs are currently underway for well #4. Quotes to be obtained for replacement of pump, pipe, electrical and control box for pump.

Motion: to receive Operator's Monthly report

Bob Leggett Seconded: Linda McKay Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for October 2014: 10 (6 MVI, 3 First Responder, 1 Fire, 0 Misc.)

Motion: to accept Fire Chief's report as presented

Linda McKay Seconded: Dave Simpson Vote: Carried

Fire Protection Committee: no meeting

Finance Committee: no meeting

Total payments issued for October 2014 Water: **\$9,671.18**

Total payments issued for October 2014 Fire: **\$7,582.65**

Motion: to accept Finance Committee report

Bob Leggett Seconded: Dave Simpson Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

HR Committee: no meeting

HR Committee to meet after application cutoff date for Meter Reader position

Planning Committee: November 5, 2014 meeting

Review of November 5, 2014 committee report

Motion: to approve recommendations of the November 5, 2014 Planning Committee Report:

1. **To move issue regarding signing of “Confidentiality Acknowledgement” to the regular board meeting as an in-camera HR issue.**
2. **Based on the Water System Evaluation Report Review and Update by McElhanney Consulting, to accept revised Waterworks Capital Replacement Schedule as presented**
3. **Based on the Water System Evaluation Report Review and Update by McElhanney Consulting, to approve draft CEC Bylaw as revised with CEC charge for Commercial, Institutional and Industrial to be \$24.40/square meter of floor space with a minimum charge of \$6100**

Don Milburn Seconded: Linda McKay Vote: Carried

Motion to accept Planning Committee Report

Linda McKay Seconded: Dave Simpson Vote: Carried

Correspondence In:

November 3, 2014 – Canada Revenue Agency, notification of registration as a qualified donee

November 3, 2014 – Payne Engineering Geology, Proposal for Wellhead Protection Plan

November 7, 2014 – Thurber Engineering Ltd., Proposal for Wellhead Protection Plan

Correspondence Out: none

Motion: to deal with and file correspondence in and out

Don Milburn Seconded: Bob Leggett Vote: Carried

Motion: to accept proposal from Payne Engineering Geology to Prepare a Wellhead Protection Plan for DBID

Linda McKay Seconded: Candace Cowan Vote: Carried

Motion: to authorize Administrator to apply for the RBC Blue Water Project Grant for the Wellhead Protection Plan project.

Claire Hilscher Seconded: Dave Simpson Vote: Carried

Administrator to coordinate with Payne regarding timing of project based on grant requirements.

Old Business:

Motion: to accept Investment Plan for investment of funds with RBC Dominion Securities Inc. as presented

Claire Hilscher Seconded: Bob Leggett Vote: Carried

Finance chair and administrator to meet with Investment Advisor from RBC Dominion Securities.

Inaugural meeting of Fire Hall Replacement Committee to be held in New Year. Trustee representatives: Bob Leggett and Dave Simpson. Public members: Christo Kuun and Shane Dalager. Fire Department members: to be determined (Administrator to follow up). Terms of Reference to be reviewed at December board meeting.

New Business:

Motion: to introduce and give first reading of Bylaw No. 222 "Comprehensive Capital Expenditure Charge (Water)" to fix a charge for capital expenditures on parcels of land and to provide for the time and manner of payment

Don Milburn Seconded: Candace Cowan Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 222 "Comprehensive Capital Expenditure Charge (Water)" to fix a charge for capital expenditures on parcels of land and to provide for the time and manner of payment

Linda McKay Seconded: Dave Simpson Vote: Carried

Question Period:

Some individual trustees have been approached by ratepayers regarding the new classifications for ALR land and the corresponding tax rates. Ratepayers have been encouraged to submit questions and/or concerns in writing so they can be addressed by the board.

There being no further business the meeting was adjourned to move in-camera for an HR issue at 8:00 pm

The above minutes were approved by the Board of Trustees on December 17, 2014.

By: _____
Chair of the Trustees

Officer