

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

**October 16, 2019**

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

**Staff:** Leslie Carter, Administrator  
Don Buchner, Operator  
George Lenz, Fire Chief

**Guests:** 1

**Call to Order:** 6:55 pm

**Introduction of late items:** none

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

**Tom Plensky            Seconded: Dave Simpson            Vote: Carried**

**Petitions and Delegations:** none

**Minutes of the Regular Board Meeting held on September 18, 2019**

**Motion: to approve the minutes of Regular Board Meeting of September 18, 2019**

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

**Business arising from the minutes:** none

**Operator Monthly Report:**

**Operations & Maintenance Report for Sep. 10 – Oct 9, 2019**

Water Delivery: Sep 10 – Oct 9, 2019: 2,318,580 Imp. Gal.

Average daily use/connection (610 connections): 131 Imp. Gal.      Previous Month – 221

Observation Well #310 Levels (meters): Oct. 9, 2019: 9.095      Previous Month – 8.8

**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:**

Call outs for month of September: 4 (2 MVI, 0 First Responder, 2 Fire, 0 Misc.)

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

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

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** September 26, 2019 meeting

Bob reviewed the committee report of September 26, 2019.

Updated, simplified drawings have been received from McGill for the renovation work to the current building and Christo is following up.

Christo is coordinating move of C-can. This should be moved prior to septic install based on where tanks will go. Trees will also come down prior to septic install. These have not yet been marked.

**Motion: to accept the September 26, 2019 Fire Hall Replacement Committee report with the suggested order of work amended as noted**

**Tom Plensky                      Seconded: Dave Simpson                      Vote: Carried**

**Motion: to approve expenditures for the moving of the storage C-can as follows:**

**\$200 – disconnect plumbing, pinching off at building**

**\$300 – disconnect existing electrical (does not include alarm system)**

**\$150 – concrete blocks for footing at new location**

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

Administrator will get cost estimate from Price's Alarm for required work.

Quotes to come to board for septic install, tree removal and renovations to current building

**Finance Committee:** October 9, 2019 meeting

Administrator provided an updated cost for insurance and resulting amendments to budget.

**Motion: to accept the October 9, 2019 Finance Committee report and budget recommendations as amended**

**Tom Plensky                      Seconded: Dave Simpson                      Vote: Carried**

Total payments issued for September 2019 Water: **\$85,738.15**

Total payments issued for September 2019 Fire: **\$7,418.22**

Discussion regarding quarterly budget reports (Comparative balance sheets, comparative income statements). Administrator will continue to provide these but electronically rather than hard copy. Hard copies can be provided to any trustees upon request.

**Motion: to accept the finance committee report as presented**

**Dave Simpson                      Seconded: Tom Plensky                      Vote: Carried**

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

**Facilities Committee:** no meeting

**HR Committee:** September 26, 2019 meeting

Report to be presented in-camera

**Planning Committee:** no meeting

**Correspondence In:**

October 3, 2019 – Min. of Transportation & Infrastructure – Referral: 2019-04815, 3-Lot Conventional Subdivision, Lot 3 Plan VIP43604 DL 40

October 7, 2019 - Min. of Transportation & Infrastructure – Referral: 2019-05794, 2-Lot Conventional Subdivision, DL 36 PI VIP61726 Lot 2

**Correspondence Out:** none

**Motion: to direct administrator to reply to MOTI referral: 2019-04815 with DBID requirements including copies of all relevant bylaws.**

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

**Motion: to direct administrator to reply to MOTI referral: 2019-05794 with DBID requirements including copies of all relevant bylaws.**

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

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

**Tom Plensky                      Seconded: Dave Simpson                      Vote: Carried**

**Old Business:** none

**New Business**

**Motion: to approve the 2020 Operating Budgets and Capital Plans for Waterworks and Fire Protection as amended for change in insurance costs**

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

**Motion: to introduce and give first reading of Bylaw No. 240 "Taxation Bylaw 2020" to set parcel, fire protection and fire hall building renewal tax rates for 2020**

**Tom Plensky                      Seconded: Dave Simpson                      Vote: Carried**

**Motion: to reconsider and finally pass Bylaw No. 240 "Taxation Bylaw 2020" to set parcel, fire protection and fire hall building renewal tax rates for 2020**

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

**Motion: to direct Union Bay Credit Union to renew all maturing terms held by the Deep Bay Improvement District at the highest available redeemable rate unless otherwise instructed.**

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

**Motion: to approve draft copy of the November Pipeline**

**Dave Simpson                      Seconded: Bob Leggett                      Vote: Carried**

Court of Revision date set for Wednesday, Dec. 4, 2019 – Bob, Linda, and Candace to be available if needed.

**Question Period:** none

There being no further business the meeting was adjourned to go in camera at 8:00 pm.

The above minutes were approved by the Board of Trustees on November 20, 2019.

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

\_\_\_\_\_  
Officer