

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

October 17, 2018

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

Regrets: Candace Cowan

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

Bob Leggett Seconded: Linda McKay Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on September 19, 2018

Motion: to approve the minutes of Regular Board Meeting of September 19, 2018

Tom Plensky Seconded: Bob Leggett Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for September 12 – October 11, 2018

Water Delivery: September 12 – October 11, 2018: 2,005,300 Imp. Gal.

Average daily use/connection (605 connections): 114 Imp. Gal. Previous Month – 228

Observation Well #310 Levels (meters): Oct 11, 2018: 8.7 Previous Month – 8.5

Motion: to accept the Operator's report as presented

Tom Plensky Seconded: Dave Simpson Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for September 2018: 6 (3 MVI, 1 First Responder, 2 Fire, 0 Misc.)

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

Bob Leggett Seconded: Claire Hilscher Vote: Carried

Discussion regarding sending follow up letter to Scott Fraser, copy to be sent to John Horgan regarding direct access to Gas Tax funds. Administrator to draft letter.

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: October 16, 2018 meeting

Motion: to accept Fire Hall Replacement Committee recommendation to proceed with construction management option as outlined by Carsten Jensen, Architect

Bob Leggett Seconded: Claire Hilscher Vote: Carried

Motion: to instruct Carsen Jensen, Architect, to proceed with development of working drawings to a maximum budget of \$70,000

Tom Plensky Seconded: Dave Simpson Vote: Carried

Motion to amend the motion previously adopted to now read “to instruct Carsen Jensen, architect, to proceed with development of working drawings to a maximum budget of \$75,000

Linda McKay Seconded: Claire Hilscher Vote: Carried

Finance Committee: no meeting

Total payments issued for September 2018 Water: **\$8,834.49**

Total payments issued for September 2018 Fire: **\$6,842.29**

Motion: to accept 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: no meeting

Planning Committee: October 10, 2018 meeting

Claire Hilscher reviewed the October 10, 2018 committee report recommendations

Motion: to accept the October 10, 2018 Planning Committee report recommendations as presented

Bob Leggett Seconded: Linda McKay Vote: Carried

Correspondence In:

September 24, 2018 – RDN, Referral of Proposed Bylaws to Standardize Development Permit and Temporary Use Permit Areas

Correspondence Out: none

Motion: to deal with and file correspondence in and out

Tom Plensky Seconded: Bob Leggett Vote: Carried

Discussion regarding requesting Community Works Funds from the RDN - Administrator will have a draft letter ready to go shortly after elections are complete to request funding.

Old Business:

Discussion regarding billing software – board is awaiting recommendations from Administrator; budgetary allowances have been included in the 2019 budget.

New Business:

Motion: to approve the 2019 Operating Budgets and Capital Plans for Waterworks and Fire Protection as presented

Tom Plensky Seconded: Dave Simpson Vote: Carried

Motion: to introduce and give first reading of Bylaw No. 235 "Taxation Bylaw 2019" to set parcel, fire protection and fire hall building renewal tax rates for 2019

Bob Leggett Seconded: Linda McKay Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 235 "Taxation Bylaw 2019" to set parcel, fire protection and fire hall building renewal tax rates for 2019

Dave Simpson Seconded: Linda McKay Vote: Carried

Motion: to introduce and give first reading of Bylaw No. 236 "Water Tolls Bylaw No. 236" to set water tolls rates effective January 1, 2019

Bob Leggett Seconded: Linda McKay Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 236 "Water Tolls Bylaw No. 236" to set water tolls rates effective January 1, 2019

Dave Simpson Seconded: Tom Plensky Vote: Carried

November Pipeline reviewed – Administrator will draft additional information regarding the 2019 budget decisions to be included with final budgets on the website, Pipeline to include reference to this additional information.

Court of Revision date set for Wednesday, Dec. 12, 2018 – Don, Linda, and Tom to be available if needed.

Question Period: none

There being no further business the meeting was adjourned at 8:30 pm.

The above minutes were approved by the Board of Trustees on November 21, 2018.

By: _____
Chair of the Trustees

Officer