

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

**October 19, 2016**

**Trustees:** Candace Cowan, Chair  
Dave Simpson  
Bob Leggett  
Don Milburn  
Claire Hilscher

**Regrets:** Tom Plensky, Linda McKay

**Staff:** Leslie Carter, Administrator  
Don Buchner, Water System Operator

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

Candace Cowan was nominated and elected to serve as Acting Chair for the meeting.

**Introduction of late items:**

Petitions and delegations:

Deep Bay Fire/Rescue Society – presentation of cheque to DBID

For discussion prior to budget approval: Request from Fire Department for amendment to 2017 for an additional piece of equipment for auto extrication (quote attached)

For discussion with Operator's Report: top feed supply line for reservoir

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

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

**Petitions and Delegations:**

Barb Nixon and Michael Smith of the Deep Bay Fire/Rescue Society presented a cheque in the amount of \$5,000.00 directed to the Fire Hall Building Renewal Fund. The board thanked the society members for their ongoing fundraising efforts.

**Minutes of the Regular Board Meeting held on September 21, 2016**

**Motion: to approve the minutes of Regular Board Meeting of September 21, 2016**

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

**Business arising from the minutes:**

**Operator Monthly Report:**

**Operations & Maintenance Report for September 13 – October 12, 2016**

Water Delivery: September 13 – October 12, 2016 1,989,020 Imp. Gal.

Average daily use/connection (605 connections): 113 Imp. Gal.      Previous Month – 190

Observation Well #310 Levels (meters): Oct. 12, 2016: 8.66      Previous Month – 8.44

Well #5 can only be run manually at this time.

Discussion of recent Shock Chlorination that was required by Vancouver Island Health Authority due to some background counts. The system has been flushed and water has been resampled from two sites - results should be back in the next day or so.

The SCADA panel at Well #8 was knocked out during the recent power outage which resulting in the operator having to call in someone to assist with a manual reset of the system. Operator to discuss with HPS Power, surge protection options for the well electricals.

**Motion: to instruct operator to contact McElhanney about design for top-fill pipes inside both reservoir cells.**

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

**Motion: to proceed with the valve replacement for well #5 (previously schedule for 2017) as soon as possible**

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

**Motion: to accept the Operator's report as presented**

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

**Operations & Maintenance Committee:** no meeting

**Fire Chief's Report:**

Call outs for September 2016: 10 (8 MVI, 2 First Responder, 0 Fire, 0 Misc.)

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

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

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** no meeting

**Finance Committee:** October 12, 2016 meeting

Total payments issued for September 2016 Water: **\$10,147.59**

Total payments issued for September 2016 Fire: **\$3,273.20**

Review of October 12, 2016 committee report recommendations

**Motion: to approve the purchase of additional auto extrication equipment for 2017 to a maximum of \$5500 to be paid from \$10,000 donation for equipment received in 2016.**

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

Administrator to send letter of behalf of the board stating that the board does not have a problem with the request for equipment but does have an issue with the timing of the request coming so late in the budget process.

**Motion: to accept Finance Committee report and recommendations as presented**

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

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

The committee members drafted and sent a letter to Payne Engineering Geology with comments regarding draft #2 of the Well Protection Plan.

**HR Committee:** no meeting

**Planning Committee:** no meeting

**Correspondence In:**

September 29, 2016 – Deep Bay Fire/Rescue Society, request to use DBID property for a bottle drive Saturday, February 4, 2017

October 14, 2016 – Payne Engineering Geology, Aquifer and Well Protection Plan for the Deep Bay Improvement District, Final Report

**Correspondence Out:**

October 3, 2016 – Payne Engineering Geology, comments re: Draft #2 Sept. 6/16 Aquifer and Well Protection Plan for the Deep Bay Improvement District

**Motion: to permit use of DBID property by the Deep Bay Fire/Rescue Society on February 4, 2017 for a bottle drive**

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

**Motion: to accept the final report from Payne Engineering Geology pending the change of the word “tri-annual” to “triennial” to accurately reflect the VIHA testing requirements of once every three years not three times per year.**

**Claire Hilscher                      Seconded: Dave Simpson                      Vote: Carried**

**Old Business:**

**Motion: to accept the proposal put forth by members of the Deep Bay Volunteer Fire Department for distribution of funds from the “Deep Bay Fire Fighters Benefit Fund”.**

**Don Milburn                      Seconded: Dave Simpson                      Vote: Carried**

**New Business:**

**Motion: to amend the Waterworks Capital Replacement Schedule by moving \$11,500 from 2017 to 2016 to fund the valve replacement work at Well #5**

**Claire Hilscher                      Seconded: Dave Simpson                      Vote: Carried**

**Motion: to approve 2017 Water Operating Budget as presented and Waterworks Capital Plan as amended, and to approve the 2017 Fire Protection Operating Budget and Capital Plan as presented**

**Don Milburn                      Seconded: Dave Simpson                      Vote: Carried**

**Motion: to introduce and give first reading of Bylaw No. 228 "Taxation Bylaw 2017" to set parcel and fire protection tax rates for 2017**

**Don Milburn                      Seconded: Dave Simpson                      Vote: Carried**

**Motion: to reconsider and finally pass Bylaw No. 228 "Taxation Bylaw 2017" to set parcel and fire protection tax rates for 2017**

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

November pipeline edition reviewed – note to be added regarding recent Shock chlorination and future notification procedures (emergency email contact list and website updates). Photo and note of \$5000 donation from Fire/Rescue Society to be added and a note that the Deep Bay Fire/Rescue Society is in need of volunteers.

Court of revision date set for Wednesday, December 14, 2016, 8 am – 8 pm. Trustees available: Candace Cowan, Bob Leggett, Dave Simpson. Trustees will be notified by December 7, 2016 if there are any appointments.

**Question Period:** none

There being no further business the meeting was adjourned at 8:27 pm.

The above minutes were approved by the Board of Trustees on November 16, 2016.

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

\_\_\_\_\_  
Officer