

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

October 21, 2015

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

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Call to Order: 7:15 pm

Introduction of late items: none

Motion: to approve agenda for current meeting

Bob Leggett Seconded: Dave Simpson Vote: Carried

Petitions and Delegations: none

Questions from the floor regarding the draft 2015 operating and capital budgets for Waterworks and Fire Protection: none

Minutes of the Regular Board Meeting held on September 16, 2015

Motion: to approve the minutes of Regular Board Meeting of September 16, 2015

Don Milburn Seconded: Linda McKay Vote: Carried

Business arising from September 16, 2015 board meeting: none

Operator Monthly Report:

Operations & Maintenance Report for September 9 – October 14, 2015

Water Delivery: September 9 – October 14, 2015: 2,374,190 Imp. Gal.

Average daily use/connection (605 connections): 113 Imp. Gal. Previous Month – 173

Observation Well #310 Levels (meters): Oct.14, 2015: 8.81 Previous Month – 8.53

Operator has received confirmation that the fuel tank on the generator at well #8 is double walled.

Operator will proceed with installation of roof over generator enclosure

Motion: to accept the Operator's report as presented

Dave Simpson Seconded: Bob Leggett Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for September 2015: 8 (3 MVI, 5 First Responder, 0 Fire, 0 Misc.)

5 members will be attending START training this month at Comox Fire Training Centre

Motion: to accept Fire Chief's report as presented

Linda McKay Seconded: Claire Hilscher Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: October 7, 2015 meeting

Committee information as presented at Open House

Motion: to accept the Fire Hall Replacement Committee report as presented

Linda McKay Seconded: Don Milburn Vote: Carried

Finance Committee: October 14, meeting

Total payments issued for September 2015 Water: **\$7,743.00**

Total payments issued for September 2015 Fire: **\$12,929.70**

Motion: to accept and approve recommendations of the Finance Committee October 14, 2015 report

Linda McKay Seconded: Bob Leggett Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In:

September 23, 2015 – Min of Transportation & Infrastructure, proposed paving requirements for Shoreline Drive

Correspondence Out:

September 18, 2015 – Min. of Comm. Sports & Cultural Dev'l, Bylaws No. 223 & 224

Motion: to deal with and file correspondence in and out

Don Milburn Seconded: Claire Hilscher Vote: Carried

Old Business:

Shoreline Drive: the Shoreline Drive Committee conducted an on-site inspection September 22, 2015 and has determined if the DBID were to proceed with a main replacement project, there would likely be substantial road work required over and above any paving requirements due to current state of the road, bank and culverts. The recommendation is to not proceed with any major upgrades but to deal with repairs as they come up installing lengths of 6" blue brute at repair sites. Operator will keep a length of pipe in stock at all times for emergency repairs.

New Business:

Motion: to approval of 2016 Water Operating Budget as presented, to approve the Water Capital Plan as amended with Shoreline project moved to 2024 and remainder of Kopina moved to 2018, and to approve the Fire Protection Operating Budget and Capital Plan as presented

Dave Simpson Seconded: Candace Cowan Vote: Carried

Motion: to introduce and give first reading of Bylaw No. 225 "Water Tolls Bylaw No. 225" for fixing tolls and other charges payable

Don Milburn Seconded: Linda McKay Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 225 "Water Tolls Bylaw No. 225" for fixing tolls and other charges payable

Bob Leggett Seconded: Don Milburn Vote: Carried

Motion: to introduce and give first reading of Bylaw No. 226 "Taxation Bylaw 2016" to set parcel and fire protection tax rates for 2016

Candace Cowan Seconded: Claire Hilscher Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 226 "Taxation Bylaw 2016" to set parcel and fire protection tax rates for 2016

Linda McKay Seconded: Don Milburn Vote: Carried

November pipeline edition reviewed – Administrator will edit information regarding the Fire Regulations Bylaw if it has not yet been registered by the time the Assessment Notices are mailed out time.

Scada Budget: the meters at the wells require replacement to be compatible with the SCADA monitoring equipment. This is recommended as well due to the fact that several of the meters are already having issues due to their age, particularly the hour meters. The cost for the meters is still within the monies stipulated in the renewal fund disbursement bylaw for the project but they have not been approved as an expense.

Motion: to approve the purchase of 6 meters for the wells, to complete SCADA monitoring system, as per quote from Four Star Waterworks (approximately \$16,000).

Don Milburn Seconded: Candace Cowan Vote: Carried

Question Period: none

There being no further business the meeting was adjourned at 8:20 pm

The above minutes were approved by the Board of Trustees on November 18, 2015.

By: _____
Chair of the Trustees

Officer