

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

September 17, 2014

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

Regrets: Linda McKay

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: Claire Hilscher Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on August 20, 2014

Motion: to approve the minutes of Regular Board Meeting of August 20, 2014

Don Milburn Seconded: Candace Cowan Vote: Carried

Business arising from August 20, 2014 board meeting: none

Operator Monthly Report:

Operations & Maintenance Report for August 14 – September 10, 2014

Water Delivery: August 14 – September 10, 2014: 3,115,600 Imp. Gal.

Average daily use/connection (601 connections): 192 Imp. Gal. Previous Month – 275

Observation Well #310 Levels (meters): Sept. 10, 2014: 9.578 Previous Month – 9.385

Operator reviewed incident from Sept 12/14 that resulted in loss of pressure in about half of the water system. During hydrant maintenance the main serving the Jamieson side of the system was temporarily shut down.

As a result of hydrant maintenance and flushing required to confirm fire flows, there may be an increase in turbidity and air in the water. Administrator will make a note of this on office voice mail and website.

Mapping of all shut off valves has been completed and 9 issues have been identified. Operator will follow up with Operations & Maintenance Committee once these issues have been investigated.

Motion: to receive Operator's Monthly report

Dave Simpson Seconded: Bob Leggett Vote: Carried

Operations & Maintenance Committee: August 27, 2014 meeting

Motion: to accept and approve budget recommendations of the Operations and Maintenance Committee August 27, 2014 report

Bob Leggett Seconded: Don Milburn Vote: Carried

Fire Chief's Report: presented by Leslie Carter

Call outs for August 2014: 11 (5 MVI, 5 First Responder, 1 Fire, 0 Misc.)

Motion: to accept Fire Chief's report as presented

Don Milburn Seconded: Candace Cowan Vote: Carried

Fire Protection Committee: September 3, 2014 meeting

Motion: to accept and approve budget recommendations of the Fire Protection Committee September 3, 2014 report

Candace Cowan Seconded: Dave Simpson Vote: Carried

Finance Committee: August 28, 2014 meeting

Total payments issued for August 2014 Water: **\$6,830.11**

Total payments issued for August 2014 Fire: **\$3,760.38**

Motion: to accept and approve budget recommendations of the Finance Committee August 28, 2014 report

Bob Leggett Seconded: Claire Hilscher Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: August 27, 2014 meeting

Motion: to direct administrator to obtain 3 quotes from hydrogeological firms for the development of a Wellhead Protection Plan

Candace Cowan Seconded: Dave Simpson Vote: Carried

Motion: to accept and approve budget recommendations of the Environment & Emergency Committee August 27, 2014 report

Bob Leggett Seconded: Dave Simpson Vote: Carried

HR Committee: August 27, 2014 meeting

Report to be considered in-camera after regular board meeting

Planning Committee: September 3, 2014 meeting

Motion: to accept and approve recommendations of the Planning Committee September 3, 2014 report

Candace Cowan Seconded: Dave Simpson Vote: Carried

Correspondence In: none

Correspondence Out:

August 27, 2014 – Canada Revenue Agency, communication authorization regarding registration as a qualified donee

Old Business: none

New Business:

Motion: to introduce and give first reading of Bylaw No. 219 "Capital Expenditure Charge Reserve Fund Disbursement Bylaw" to authorize disbursement of monies in

the Capital Expenditure Charge Fund to be expended on the review and updating of the 2008 Water System Evaluation engineering report.

Bob Leggett Seconded: Don Milburn Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 219 "Capital Expenditure Charge Reserve Fund Disbursement Bylaw" to authorize disbursement of monies in the Capital Expenditure Charge Fund to be expended on the review and updating of the 2008 Water System Evaluation engineering report.

Claire Hilscher Seconded: Candace Cowan Vote: Carried

Motion: to introduce and give first reading of Bylaw No. 220 "Eleventh Assessment Bylaw" to provide for making the assessment roll of the improvement district and to determine the basis of assessment and the method to be followed in classifying the lands in the improvement district.

Bob Leggett Seconded: Don Milburn Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 220 "Eleventh Assessment Bylaw" to provide for making the assessment roll of the improvement district and to determine the basis of assessment and the method to be followed in classifying the lands in the improvement district.

Claire Hilscher Seconded: Candace Cowan Vote: Carried

Resolution No. 118: that identified properties will be given 24 hour written notice that water will be shut off due to tolls or other charges owing for 90 days or longer.

Don Milburn Seconded: Bob Leggett Vote: Carried

Review of October Pipeline edition: information regarding recruitment for the Fire Hall Select Committee to be added.

Available information regarding construction of the existing fire hall was reviewed and further investigated by Dave Simpson. Current hall has reinforcement in the cinder blocks but this reinforcement is not sufficient to meet current standards. The building could be upgraded for a cost of \$350,000 - \$400,000. This would provide a frame that would prevent the walls from caving in in the case of a seismic event but would not prevent significant damage to the existing cinder block walls which would then need to be removed in the extensive rebuilding process.

Question Period: none

There being no further business the meeting was adjourned to go in-camera at 8:23 pm

The above minutes were approved by the Board of Trustees on October 15, 2014.

By: _____
Chair of the Trustees

Officer