

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

**September 21, 2016**

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

**Regrets:** Linda McKay

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

**Call to Order:** 7:05 pm

**Introduction of late items:** none

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

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

**Petitions and Delegations:**

Discussion with George Lenz, Fire Chief regarding the final dispersal of funds from the Deep Bay Firefighters Benefit Fund.

**Motion: to direct members of the Deep Bay Volunteer Fire Department to decide upon a use of and disperse all funds from the Deep Bay Firefighters Benefit Fund and that the account must be closed, and proof provided to the DBID by November 30, 2016. All future donations are to be dealt with as outlined in previous correspondence (Donations will be directed to existing projects such as the equipment fund, building renewal fund or truck replacement and as per the auditor's direction, volunteers should not be accepting personal donations. Anyone wishing to donate is to be directed to the DBID or the Deep Bay Fire Rescue Society, both of which can issue tax receipts).**

**Candace Cowan                      Seconded: Claire Hilscher                      Vote Carried**

George Lenz left the meeting at 7:55 pm

**Minutes of the Regular Board Meeting held on August 17, 2016**

**Motion: to approve the minutes of Regular Board Meeting of August 17, 2016**

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

**Business arising from the minutes:** none

**Operator Monthly Report:**

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

Water Delivery: August 12 – September 13, 2016    3,685,440 Imp. Gal.

Average daily use/connection (605 connections): 190 Imp. Gal.    Previous Month – 207

Observation Well #310 Levels (meters): Sep. 13, 2016: 8.44    Previous Month – 8.17

Well #5 is having starting issues, HPS Power called to follow up

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

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

Operator presented updated quotes for work on Well #2 & Well #8

**Motion: To approve the updated quote for culverting work at Well #8 (\$7700), work to be completed in 2017**

**Candace Cowan                      Seconded: Dave Simpson                      Vote: Carried**

**Motion: To approve the updated quote for fencing at Well #2 (\$3810), work to be completed in 2016**

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

**Operations & Maintenance Committee:** September 1, 2016 meeting

**Motion: to accept and approve budget recommendations of the Operations and Maintenance Committee September 1, 2016 report with amended numbers for the fencing work on Well #2 and culverting work on Well #8.**

**Dave Simpson                      Seconded: Candace Cowan                      Vote: Carried**

**Fire Chief's Report:**

Call outs for August 2016: 9 (5 MVI, 2 First Responder, 0 Fire, 2 Misc.)

**Fire Protection Committee:** September 14, 2016 meeting

**Motion: to accept and approve budget recommendations of the Fire Protection Committee September 14, 2016 report**

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

**Fire Hall Replacement Committee:** August 31, 2016 meeting

**Motion: to accept and approve budget recommendations of the Fire Hall Replacement Committee August 31, 2016 report**

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

**Finance Committee:** September 7, 2016 meeting

Total payments issued for August 2016 Water: **\$11,700.64**

Total payments issued for August 2016 Fire: **\$5,098.70**

**Motion: to accept Finance Committee report**

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

**Motion: to approve budget recommendations of the Finance Committee September 7, 2016 report with amended numbers for truck insurance (8-1, increase from \$1300 to \$1400, 8-3, decrease from \$1500 to \$1000).**

**Candace Cowan                      Seconded: Dave Simpson                      Vote: Carried**

**Motion: to approve Policy 16-09-01 Online Credit Card Payment Policy**

**Candace Cowan                      Seconded: Dave Simpson                      Vote: Carried**

**Motion: to amend Policy 14-07-02 by amending naming from "On Line Bill Payment Policy" to "Online Recurring Bill Payment Policy"**

**Candace Cowan                      Seconded: Dave Simpson                      Vote: Carried**

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** September 1, 2016 meeting

**Motion: to accept and approve budget recommendations of the Environment and Emergency committee September 1, 2016 report and to continue with the scheduled testing for 2016 & 2017 and to give consideration for 2018, recommendations coming from the finalized Wellhead Protection Plan**

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

**HR Committee:** September 12, 2016 meeting

Report to be presented in-camera

**Planning Committee:** September 12, 2016 meeting

**Motion: to accept and approve recommendations of the Planning Committee September 12, 2016 report**

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

**Correspondence In:**

September 16, 2016 – Payne Engineering Geology Ltd, Draft 2, Well & Aquifer Protection Plan (for discussion only)

**Correspondence Out:** none

Environment and Emergency Committee to follow up with Payne Engineering regarding second draft.

**Old Business:** none

**New Business:**

**Resolution No. 126: 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: Claire Hilscher      Vote: Carried**

Review of October Pipeline. Administrator will draft an update for the Fire Hall Replacement Project and add information about donations/tax receipts.

**Question Period:** none

There being no further business the meeting was adjourned to go in-camera at 9:00 pm.

The above minutes were approved by the Board of Trustees on October 19, 2016.

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

\_\_\_\_\_  
Officer