

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

**September 19, 2018**

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

**Regrets:** Don Milburn, Linda McKay

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

Guests: 1

**Claire Hilscher was elected to serve as chair for the current meeting**

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

**Introduction of late items:** none

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

**Tom Plensky                      Seconded: Bob Leggett                      Vote: Carried**

**Petitions and Delegations:** none

**Minutes of the Regular Board Meeting held on August 15, 2018**

**Motion: to approve the minutes as amended of Regular Board Meeting of August 15, 2018**

**Dave Simpson                      Seconded: Tom Plensky                      Vote: Carried**

**Business arising from the minutes:** still waiting on reply from Scott Fraser

**Operator Monthly Report:**

**Operations & Maintenance Report for August 9 – September 12, 2018**

Water Delivery: August 9 – September 12, 2018: 4,695,240 Imp. Gal.

Average daily use/connection (605 connections): 228 Imp. Gal.      Previous Month – 292

Observation Well #310 Levels (meters): Sep. 12, 2018: 8.5                      Previous Month – 8.2

Don is getting a quote for cleaning of the reservoir to take place this fall. This will also involve a chlorination that ratepayers will need to be notified of.

Operator to request a formal quote for new SCADA software that will allow remote monitoring and provide better historical data. Quote will also include any hardware requirements (computer).

**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 August 2018: 5 (0 MVI, 3 First Responder, 2 Fire, 0 Misc.)

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

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

**Fire Protection Committee:** September 12, 2018 meeting

Committee report and budget recommendations reviewed

**Motion: to approve the purchase of a replacement radio for 8-1 in 2018**

**Tom Plensky                      Seconded: Dave Simpson                      Vote: Carried**

**Motion: to accept and approve budget recommendations of the Fire Protection Committee September 12, 2018 report as presented**

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

**Fire Hall Replacement Committee:**

Committee members met with Carsten Jensen, Architect, to discuss obtaining working drawings. Carsten mentioned that private financing could be an option for construction financing. Carsten can also provide a list of qualified candidates for Project Manager if required (this would be an alternative to a single bid).

Carsten has offered to meet with the trustees in October to discuss production of working drawings and options to move project forward. This meeting to be set up either in conjunction with the next planning committee meeting or as a separate meeting prior to the October board meeting.

Committee members also met with Brad West (Structural Engineer). He will be providing a proposal/contract for project engineer ("engineer of record"). This will be brought forward to the board once received.

**Motion: to get at least 3 quotes for design and installation of new septic system.**

**Tom Plensky                      Seconded: Bob Leggett                      Vote: Carried**

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

**Tom Plensky                      Seconded: Candace Cowan                      Vote: Carried**

**Finance Committee:** no meeting

Total payments issued for August 2018 Water: **\$8070.28**

Total payments issued for August 2018 Fire: **\$477.71**

Transferred funds due from Waterworks to Fire Protection: \$150,000

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

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

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

**Facilities Committee:** no meeting

**HR Committee:** no meeting

**Planning Committee:** September 4, 2018 meeting

Committee report and budget recommendations reviewed

Line 40 #3 Truck Insurance: amend to \$1000 based on renewal documents received.

**Motion: to accept and approve budget recommendations of the September 4, 2018 Planning Committee report as amended, excluding recommendation for expenditures for obtaining working drawings.**

**Dave Simpson            Seconded: Tom Plensky            Vote: Carried**

Expenditures for working drawings to be put off until meeting has been held with Carsten Jensen, Architect.

Additional report to be presented in-camera.

**Correspondence In:**

August 20, 2018 – Deep Bay Fire/Rescue Society, request to use DBID property for bottle drive on Saturday, Nov. 24/18.

August 29, 2018 – Fire Underwriters Survey, request for information to review and update fire insurance grades

September 10, 2018 – RDN, information regarding Community Work Funds

September 11, 2018 – Deep Bay Fire/Rescue Society, request for access to fire hall for meetings.

**Correspondence Out:**

August 23, 2018 - RDN, request to access Gas Tax Funds

**Motion: to approve use of DBID property by the Deep Bay Fire/Rescue Society for a bottle drive on November 24, 2018.**

**Bob Leggett            Seconded: Tom Plensky            Vote: Carried**

Administrator will speak to DBFRS regarding accessing hall for meetings.

**Motion: to deal with and file correspondence in and out**

**Bob Leggett            Seconded: Tom Plensky            Vote: Carried**

**Old Business:** none

**New Business:**

Review of October Pipeline

Postal delivery disruption - to be addressed if and when any job action is announced.

**Resolution No. 131: 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.**

**Dave Simpson            Seconded: Tom Plensky            Vote: Carried**

**Question Period:** none

There being no further business the meeting was adjourned to go in-camera at 8:30 pm.

The above minutes were approved by the Board of Trustees on October 17, 2018.

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

\_\_\_\_\_  
Officer