

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

August 19, 2020

In response to the current COVID-19 Pandemic, all participants met via conference call and this meeting was not open to the public.

Trustees: Don Milburn, Chair
Tom Plensky
Bob Leggett
Claire Hilscher

Dave Simpson
Candace Cowan
Linda McKay

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Call to Order: 7:00 pm

Introduction of late items:

Correspondence in: Lighthouse Country Living article request

New Business: Discussion of RoW on farm property

Motion: to approve agenda as amended for current meeting

Bob Leggett Seconded: Tom Plensky Vote: Carried

Petitions and Delegations:

Randy Jenkins, Magnum Project Management (MPM)

Christo Kuun, Owner Rep, Fire Hall Project

Randy reviewed the August 19, 2020 Project Update.

1. Project status: no change.
2. Status of Building: steel building is on site
3. Division 1 – site security is being enhanced, MPM work continues within original budget.
4. Division 2 – First stage of foundation is complete, second stage underway with 52 dump truck loads imported to the completed Div. 3 foundation. A few trees required removal to accommodate the electrical shed.
5. Division 3 – Forming is complete with footings and walls poured. Overall within budget using contingency. Interior slab will be poured later.
6. Division 4 – Masonry: Masonry wall is in progress.
7. Division 5 – Metals – With storage and change orders, under budget by ~\$40,000. Ferro will be onsite early September for install for about 2 months.
8. Division 7 – Thermal Protection: Rigid insulation has been installed per plans to date.
9. Division 8 – Doors: The four large overhead roll up truck bay doors have been priced and are within budget.
10. Division 15 – Mechanical & Plumbing: contract awarded to West Bay at \$185,246.

11. Division 16 – Electrical: contract awarded to McCormack at \$104,185. Over budget mainly due to scope change by electrical engineers. A reduced scope price is in process to see if there are savings.
12. Overall – Balance of building pricing: either out for pricing or pending out for pricing.
13. Magnum Contract Status –MPM accepts DBID’s offer for compensation.

Q: What is the minimum requirement for electrical for the 2nd floor and associated cost.

A: This is in process.

Randy and Christo left the meeting at this point

Minutes of the Regular Board Meeting held on July 15, 2020

Motion: to approve the minutes of Regular Board Meeting of July 15, 2020

Tom Plensky Seconded: Bob Leggett Vote: Carried

Minutes of the Special Board Meeting held on July 22, 2020

Motion: to approve the minutes of Special Board Meeting of July 22, 2020

Bob Leggett Seconded: Linda McKay Vote: Carried

Minutes of the Special Board Meeting held on August 5, 2020

Motion: to approve the minutes of Special Board Meeting of August 5, 2020

Dave Simpson Seconded: Tom Plensky Vote: Carried

Minutes of the Special Board Meeting held on August 6, 2020

Motion: to approve the minutes of Special Board Meeting of August 6, 2020

Claire Hilscher Seconded: Tom Plensky Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for July 8 10 – August 13, 2020

Water Delivery: July 8 – August 13, 2020: 5,887,640 Imp. Gal.

Average daily use/connection (615 connections): 266 Imp. Gal. Previous Month – 190

Observation Well #310 Levels (meters): Aug. 13, 2020: 8.55 Previous Month – 8.55

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:

Call outs for month of July: 2 (1 MVI, 1 First Responder, 0 Fire, 0 Misc.)

Motion: to accept the Fire Chief’s report as presented

Tom Plensky Seconded: Bob Leggett Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

Christo consulted with the committee prior to authorizing the removal of a few trees to accommodate the required electrical shed.

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

Dave Simpson Seconded: Claire Hilscher Vote: Carried

Finance Committee: no meeting

Total payments issued for July 2020 Water: **\$21,670.25**

Total payments issued for July 2020 Fire: **\$388,627.20**

Motion: to accept the Finance Committee report as presented

Linda McKay Seconded: Bob Leggett Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

Facilities Committee: no meeting

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In

July 14, 2020 – Ministry of Transportation & Infrastructure, Proposed Conventional Subdivision Application for Lot 3, District Lot 40, Newcastle District, Plan VIP43604

July 28, 2020 – MNP, fee quote for 2020 year-end audit

July 28, 2020 – McElhanney Consulting, Comment on proposed subdivision application for Lot 3, District Lot 40, Newcastle District, Plan VIP43604

August 5, 2020 - Ministry of Transportation & Infrastructure, Proposed Conventional Subdivision Application for Parcel D of Lot 5, District Lot 27, Newcastle District, Plan 3172

August 17, 2020 – Lighthouse Country Living Publication, verbal request for article updating fire hall project.

Correspondence Out

July 28, 2020 – Magnum Project Management, regarding contract status

Motion: to approve sending an article regarding the fire hall project to the Lighthouse Country Living publication

Bob Leggett Seconded: Candace Cowan Vote: Carried

Motion: to send reply to MOTI re: subdivision application for Lot 3, District Lot 40, Newcastle District, Plan VIP43604 outlining DBID bylaws requirement and engineer recommendation for extension of water distribution system.

Claire Hilscher Seconded: Tom Plensky Vote: Carried

Motion: to approve fee quote from MNP for 2020 year-end audit

Bob Leggett Seconded: Tom Plensky Vote: Carried

Motion: to send reply to MOTI re: subdivision application for Parcel D of Lot 5, District Lot 27, Newcastle District, Plan 3172 with DBID requirements including copies of all relevant bylaws

Tom Plensky Seconded: Dave Simpson Vote: Carried

Motion: to deal with and file correspondence in and out

Dave Simpson Seconded: Bob Leggett Vote: Carried

Old Business

Retention of truck 8-1: Board will look at decision of retention of truck 8-1 once details of the replacement vehicle have been determined.

2020 Tax sale status update: there are no properties up for tax sale this year.

New Business

Information on Cariboo Regional District fire truck purchases:

Trucks were purchased from Fort Garry Fire Trucks; administrator is still working on getting specifications.

Scheduling of committee meetings (Planning, Fire Protection) for 2021 budget review:

Planning Committee budget meeting scheduled for Monday, September 14 at 9:00 am.

Waiting on available dates from the fire chief for the Fire Protection Committee meeting.

Thompson Clarke Dr. West – engineering costs

Motion: to accept offer from MOTI for payment of additional water tests, expressing disappointment regarding additional costs required.

Dave Simpson Seconded: Tom Plensky Vote: Carried

Motion: to pay for Thompson Clarke Dr. West watermain project from the Operating Fund - Water surplus

Tom Plensky Seconded: Bob Leggett Vote: Carried

Motion: to authorize Tom Plensky and Don Milburn to discuss Right of Way agreement for watermain on DL 27 with owner of property.

Linda McKay Seconded: Bob Leggett Vote: Carried

Question Period: none

There being no further business the meeting was adjourned at 8:07 pm.

The above minutes were approved by the Board of Trustees on September 16, 2020.

By: _____
Chair of the Trustees

Officer