

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

April 18, 2018

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

Regrets: Tom Plensky

Staff: Leslie Carter, Administrator

Call to Order: 7:00 pm

Election of chair: Don Milburn was elected to serve as chair through to the 2019 AGM

Introduction of late items: none

Motion: to approve agenda for current meeting

Dave Simpson Seconded: Bob Leggett Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on March 21, 2018

Motion: to approve the minutes of Regular Board Meeting of March 21, 2018

Bob Leggett Seconded: Dave Simpson Vote: Carried

Minutes of the Special Board Meeting held on April 4, 2018

Motion: to approve the minutes of Special Board Meeting of April 4, 2018

Linda McKay Seconded: Candace Cowan Vote: Carried

Minutes of the Annual General Meeting held on April 11, 2018

Motion: to approve the minutes of Annual General Meeting of April 11, 2018

Linda McKay Seconded: Dave Simpson Vote: Carried

Business arising from the minutes: Administrator noted that for borrowing through the Surveyor of Taxes, a lump sum payment can be applied only if the remaining debt is being paid off in full.

Operator Monthly Report:

Operations & Maintenance Report for March 13 – April 10, 2018

Water Delivery: March 13 – April 10, 2018: 1,473,340 Imp. Gal.

Average daily use/connection (605 connections): 87 Imp. Gal. Previous Month – 80

Observation Well #310 Levels (meters): Apr. 10, 2018: 7.1 Previous Month – 6.7

Valve on Thompson Clarke Dr. East is being replaced April 19, 2018

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 March 2018: 5 (2 MVI, 2 First Responder, 1 Fire, 0 Misc.)

Decision regarding retaining the current 8-1 once a replacement has been purchased will be brought forward once the new building project is confirmed.

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: March 29 & April 10, 2018 meetings in addition to working meeting w. Carsten Jensen

The committee is still trying to obtain additional estimates for the steel building and other major components of the project.

Based on a recent discussion with the architect, sprinklers are not a code requirement.

A geo-tech will be in this week to dig test holes in specific locations based on current plan. Results from these test holes will help to determine costing requirements for site prep.

Motion: to accept Fire Hall Replacement Committee report as presented

Linda McKay Seconded: Claire Hilscher Vote: Carried

Finance Committee: no meeting

Total payments issued for March 2018 Water: **\$16,757.92**

Total payments issued for March 2018 Fire: **\$5,633.99**

Motion: to accept Finance Committee report as presented

Dave Simpson Seconded: Bob Leggett Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: April 16, 2018 meeting

Dave reviewed discussion from meeting including recommendation to send letter (draft provided) to Island Health along with updated procedures for offline wells.

Motion: to accept the report and approve the recommendations of the Environment & Emergency Committee

Bob Leggett Seconded: Linda McKay Vote: Carried

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In:

March 21, 2018 – HPS Power Ltd., Electrical Inspection Report

March 27, 2018 – Min. of Municipal Affairs & Housing, re: ID access to infrastructure grants

April 5, 2018 – Island Health, Wells #1, #2, & #3 GARP review

April 10, 2018 – Rate payer, Lack of online banking opportunities

Correspondence Out: none

Motion: to authorize administrator to share response from Min. of Municipal Affairs & Housing with Bowser WW, Q. Bay WW. and CWSA

Bob Leggett Seconded: Dave Simpson Vote: Carried

Discussion regarding incorporation options:

- study grants are available,
- any incorporation would have to include other local improvement districts,
- the role of the DBID in moving this initiative forward would need to be clarified.

Dave, Claire and Leslie will do some preliminary investigations and bring findings back to the board.

Motion: to send letter to ratepayer from the chair outlining why payments are not accepted from some financial institutions and to provide information regarding alternative payment methods including pre-authorized payment and e-transfer.

Dave Simpson Seconded: Bob Leggett Vote: Carried

Old Business: none

New Business: none

Question Period: none

There being no further business the meeting was adjourned at 8:00 pm.

The above minutes were approved by the Board of Trustees on May 16, 2018.

By: _____
Chair of the Trustees

Officer