

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

**January 17, 2018**

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

**Regrets:** Don Milburn

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

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

**Introduction of late items:**

Correspondence In:

January 15, 2018 - HPS Power, quote for replacement of electrical panel in fire hall

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

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

**Petitions and Delegations:** none

**Minutes of the Regular Board Meeting held on December 20, 2017**

**Motion: to approve the minutes of Regular Board Meeting of December 20, 2017**

**Linda McKay                      Seconded: Dave Simpson                      Vote: Carried**

**Business arising from the minutes:** none

**Operator Monthly Report:**

**Operations & Maintenance Report for December 14, 2017 – January 10, 2018**

Water Delivery: December 14, 2017 – January 10, 2018: 1,317,580 Imp. Gal.

Average daily use/connection (605 connections): 81 Imp. Gal.                      Previous Month – 77

Observation Well #310 Levels (meters): Jan. 10, 2018: 7.6                      Previous Month – 7.7

Operator noted that the current water meter model is becoming increasingly difficult to obtain. We have sufficient stock at this time but a replacement model will need to be considered in the next year or two.

**Motion: to have the Bylaw Committee develop a policy for callouts regarding water issues that are the homeowner's responsibility.**

**Linda McKay                      Seconded: Dave Simpson                      Vote: Carried**

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

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

**Operations & Maintenance Committee:** no meeting

**Fire Chief's Report:** presented by Leslie Carter

Call outs for December 2017: 17 (10 MVI, 6 First Responder, 0 Fire, 1 Misc.)

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

**Claire Hilscher      Seconded: Linda McKay      Vote: Carried**

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** no meeting

Bob reported on meeting that Dave and he attended with Vancouver Island Steel Buildings. This option is looking like it may prove to be very cost effective. Jim Rowland is also speaking with an architect that has expressed interest in the project and has worked with Vancouver Island Steel Buildings in the past and comes recommended.

Bob presented the latest drawings that include a second phase – the board discussed options around the phases depending on what costs estimates come in at.

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

**Linda McKay      Seconded: Candace Cowan      Vote: Carried**

**Finance Committee:** no meeting

Total payments issued for December 2017 Water: **\$103,258.45**

Total payments issued for December 2017 Fire: **\$26,586.18**

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

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

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

**HR Committee:** no meeting

**Planning Committee:** no meeting

**Correspondence In:**

January 4, 2018 – MNP, Audit service plan 2017

January 15, 2017 – HPS Power, quote for replacement of electrical panel in fire hall

**Correspondence Out:**

December 21, 2017 – Letter to federal/provincial/regional representatives regarding Improvement District access to grants

**Motion: to accept the quote of \$2395 from HPS Power for replacement of electrical panel in the fire hall**

**Linda McKay      Seconded: Bob Leggett**

Cost of panel to be shared between water and fire budgets.

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

**Candace Cowan      Seconded: Claire Hilscher      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 February 21, 2018.

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

\_\_\_\_\_  
Officer