

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

March 21, 2018

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

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Guests: 2

Call to Order: 7:00 pm

Introduction of late items: none

Motion: to approve agenda for current meeting

Linda McKay Seconded: Dave Simpson Vote: Carried

Fire hall committee presentation to be moved up to top of committees

Petitions and Delegations: none

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

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

Don Milburn Seconded: Bob Leggett Vote: Carried

Business arising from the minutes:

Petition for boundary extension circulated for signature.

Presentation of 2017 Audit Findings and Financial Statements, Cory Vanderhorst, MNP

Consolidated Financial Statements and Audit Findings Report to December 31, 2017 were presented and reviewed. The audit report was clean with no concerns noted.

Motion: to approve the 2017 Consolidated Financial Statements and 2017 Audit Findings Report as presented

Dave Simpson Seconded: Don Milburn Vote: Carried

Fire Hall Replacement Committee: March 20, 2018 meeting in addition to several working meetings w. Carsten Jensen

Bob Leggett and Jim Rowland from the committee presented the drawings that the committee is recommending the district move forward with for costing.

Motion: to accept plans as submitted as concept drawings and to authorize building committee to move forward with obtaining costing estimates.

Bob Leggett Seconded: Linda McKay Vote: Carried

Discussion regarding AGM presentation: Carsten Jensen will be attending and will be providing large scale prints for presentation.

Bill Emery from the FD will be asked to take photographs of the meeting/presentation.

Motion: to accept Fire Hall Replacement Committee report as presented

Claire Hilscher Seconded: Candace Cowan Vote: Carried

Operator Monthly Report:

Operations & Maintenance Report for February 15 – March 13, 2018

Water Delivery: February 15 – March 13, 2018: 1,265,880 Imp. Gal.

Average daily use/connection (605 connections): 80 Imp. Gal. Previous Month – 72

Observation Well #310 Levels (meters): Mar. 13, 2018: 6.7 Previous Month – 6.2

Operator will be doing a spring flush after the meter reads in April. Note to be added to the Pipeline.

At some time this spring, operator will be checking reservoir turnover rate. This will involve introducing chlorine and then testing for residuals about a week later. Email list will be used to notify users of the small chance of noticeable residual at taps.

Motion: to accept the Operator's report as presented

Bob Leggett Seconded: Dave Simpson Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for February 2018: 9 (6 MVI, 3 First Responder, 0 Fire, 0 Misc.)

Motion: to accept Fire Chief's report as presented

Linda McKay Seconded: Don Milburn Vote: Carried

Fire Protection Committee: no meeting

Discussion regarding recent upgrades at harbour and need to update existing fire plan. Fire Chief will need to meet with Harbour Authority and private wharf.

Motion: to authorize Tom Plensky to speak to Fire Chief about this project

Don Milburn Seconded: Dave Simpson Vote: Carried

Fire Committee will need to meet after initial discussions have taken place.

Finance Committee: no meeting

Total payments issued for February 2018 Water: **\$9,415.27**

Total payments issued for February 2018 Fire: **\$22,777.70**

Motion: to accept Finance Committee report as presented

Linda McKay Seconded: Dave Simpson Vote: Carried

Bylaw Committee: March 8, 2018 meeting

Review of March 8, 2018 committee report & February 28, 2018 staff report

Motion: to approve the recommendations of the Bylaw Committee March 8, 2018 report as presented

Bob Leggett Seconded: Dave Simpson Vote: Carried

Educational material to be developed and include suggestion that homeowners install their own shutoff valve just past the meter.

Environment and Emergency Committee: March 15, 2018 meeting

Review of March 15, 2018 committee report

Motion: to approve the recommendations of the Environment & Emergency Committee March 15, 2018 report as presented

Bob Leggett Seconded: Don Milburn Vote: Carried

Committee to reconvene to draft letter with or without other districts.

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In:

February 27, 2018 – RDN, Solid Waste Management Plan Consultation

March 14, 2018 – Amarjeet Sohi, Minister of Infrastructure and Communities re: Improvement District access to grants

March 14, 2018 – Office of Gord Johns, re: Improvement District access to grants

Correspondence Out: none

Discussion regarding lack of response from provincial ministers regarding Improvement District access to grants: Gord Johns to be contacted to request assistance in contacting Scott Fraser and Selina Robinson.

Administrator will follow up again with provincial ministers outlining lack of response to date and request for meeting. Contact provided for Scott Fraser's Port Alberni office (Andrea, Constituency Assistant).

This issue is being discussed at CWSA – Administrator is attending and will follow up

Motion: to deal with and file correspondence in and out

Linda McKay Seconded: Don Milburn Vote: Carried

Old Business:

Seaview/Longview main replacement project

Motion: to approve finalizing the draft drawings for the Seaview/Longview main replacement project as presented by McElhanney Consulting.

Don Milburn Seconded: Linda McKay Vote: Carried

Motion: to request quote from McElhanney for obtaining permits, tendering and managing project (costs to be broken down by task)

Dave Simpson Seconded: Bob Leggett Vote: Carried

Board will also look at obtaining quotes for a third-party project manager. Don Buchner will follow-up with some contacts.

New Business:

Motion: to approve the AGM agenda and 2017 report as presented

Linda McKay Seconded: Dave Simpson Vote: Carried

Presentation material for the fire hall project to be finalized once costs are compiled by Building Committee.

Motion: to approve the 2017 Annual Water System Report as presented

Claire Hilscher Seconded: Linda McKay Vote: Carried

April 2018 Pipeline reviewed – note to be added about spring flushing. Reminder notice included for AGM but mail out will be shortly before April 11 meeting date.

Resolution No. 129: 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.

Linda McKay Seconded: Don Milburn Vote: Carried

Special board meeting to be set for April 4 or 5, Administrator will confirm via email.

Question Period: none

There being no further business the meeting was adjourned to go in-camera for an HR issue at 9:20 pm.

The above minutes were approved by the Board of Trustees on April 18, 2018.

By: _____
Chair of the Trustees

Officer